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**Adapted invitation to tender for Administrative/ Finance Officer Consultant in Amman**

**Invitation to tender launched in an adapted procedure in accordance with Article L.2123-1 and R. 2123-4 of Public Procurement Code**

**TECHNICAL SPECIFICATIONS**

**Document no. 1**

1. **About CFI and the QARIB program:**

A subsidiary of the France Médias Monde group, CFI, the French media cooperation agency, supported by the French Ministry of Europe and Foreign Affairs, is in charge of the coordination and implementation of public aid policy to promote and enhance media in developing countries. CFI is currently involved in around thirty projects that fall within three major programs: media and governance, media and development, and media and enterprise.

The QARIB programme is a regional initiative focused on Lebanon, Jordan, Palestine and Iraq. Funded by AFD (Agence Française de Développement - French Development Agency) and implemented by CFI, this programme will run from 2020 to 2025.

The QARIB programme aims to help the media and citizens reconnect with each other, and is structured around five key components:

- promoting the production of journalistic content that is close to citizens’ concerns (environment, health, education, justice, gender equality, economy, etc.)

- increasing citizens’ trust in the media (combating fake news, media education)

- making the media more economically independent

- developing synergies and networks between the media and journalists in the region

- stimulating public debate on the role, methods and place of the media in society

The programme will be rolled out by a CFI project team based in Jordan, who will be supported by partners and service providers in the region and liaise with AFD agencies in the area, including the Regional Directorate based in Lebanon.

**Position:** Administrative and Finance Officer / self-employed individual.

**Country of duty:** Jordan

**Location**: Amman with at least 1 mission a year to Irak, Lebanon, and Palestine.

**Program duration:** 5 years

**Contract duration:** An average of 20 days per months, depending on activities – between April 2020 and December 2024.

1. **Line Management:**

The Administrative/Finance Officer works under the direct responsibility of the Project Director of the project based in Amman.

1. **Functional links:**

The Administrative/Finance Officer works closely with the Administration and Finance coordinator in Paris HQ.

# **Tasks and responsibilities:**

Under the direct supervision of the Project Director in Amman and the functional supervision of the Administrative/Finance Coordinator in Paris, the Administrative/ Finance Officer is responsible for the following tasks:

Plan and coordinate operational (administrative, financial, procurement, human resources) procedures and systems and devise ways to streamline processes. Assisting whenever needed the Project Director with the implementation of activities.

## **4.1 Administration**

* Ensure the smooth and adequate flow of information within the team to facilitate the operations
* Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints in close collaboration with the log assistant.
* Monitor costs and expenses to assist in budget preparation
* Oversee facilities services, maintenance activities and tradespersons
* Organize and supervise other office activities (recycling, renovations, event planning etc.)
* Keep her/himself updated on the new government process & procedures to ensure operations adhere to national and regional policies and regulations (Jordan, Lebanon, Iraq, Palestine)
* Is responsible to link with the lawyer in collaboration with the HQ to make sure that CFI is respecting the regional legal framework

## **4.2 Finance**

* In link with the HQ, Implement and supervise transactional procedures and systems in order to ensure transparent accounting practices and full documentary traceability (invoices, receipts, bank statements, etc.), following CFI and AFD guidelines and rules.
* Oversee budgets and expenditures and lead the preparation of budget revisions in link with the HQ.
* Implementing circuits and workflows (management of cash boxes, transfers, advances, purchase procedures, payment validations, follow up of regular payments, bank reconciliation) in order to anticipate expenses and optimize cash needs and its security.
* Ensure and facilitate the monthly and yearly accountancy closure and all HR, Administrative and Financial reporting of the Project in link with the HQ.
* Is responsible to assess and mitigate the financial risks on the project, ensure that reliable internal control systems are in place, and financial ethics is respected within the project.
* Ensure the financial transactions are in line with the financial and administrative guidelines.

## **4.3 Supply and Procurement**

* Devise and use fruitful sourcing strategies
* Approve the ordering of necessary goods and services
* Finalize purchase details of orders and deliveries
* Is responsible for supervising Services Contracts in the Mission (maintenance, rental of premises, etc). draft & check contracts and agreements in line with the existing legal framework, decide on relevant insurance to subscribe, seek legal advice when needed.
* Is responsible to ensure a smooth-running supply administration and to respect and follow the implemented supply procedures (order processing, local purchase management)

## **4.4 Human Resources**

* Design and implement company policies that promote a healthy work environment
* Ensure, in close collaboration with Log Assistant and HQ, that all international and internal movements in the Project are properly managed (visas, tickets, per diem when necessary, dates of arrival/departure, etc.), and ensures proper accommodation conditions (i.e. room, food, etc.) by informing all relevant people/departments.

# **Language skills:**

Full professional proficiency of Arabic and English. French would be appreciated.

# **Experiences and Competences**

## **6.1 Experiences**

* Proven working experience as an Administrative/Finance Officer (+ 5 years).
* Good knowledge and working experience of Jordan, Palestine, Lebanon or Iraq institutions and policies, especially of the Ministry of Culture and information as well as the civil society organizations.
* Experience in collecting and analyzing data
* Experience within public agencies/ public offices, European programs or international projects

## **6.2 Competences required**

* Mandatory: Working knowledge of Jordan fiscal policy and national accounting accounting legislation
* Working knowledge of all statutory legislation and regulations at least in two of the following countries: Jordan, Palestine, Lebanon and Iraq
* A solid understanding of financial statistics and accounting principles
* In-depth understanding of office management procedures and departmental and legal policies
* Professional working knowledge of English and Arabic is required. French would be appreciated.
* Proficient in MS Office: Excel is a must

## **6.3 Soft skills and optional competence**

* Knowledge of Media
* Talent in negotiations and networking
* Aptitude in decision-making and working with numbers
* Strong leadership capabilities
* Requested highest demonstrable professional skills on: Inter-cultural communication and Teamwork.
* Strong interpersonal, communication, autonomy, initiative and presentation skills
* Excellent organizational and multitasking abilities
* Able to manage, guide and lead employees to ensure appropriate financial processes are being used
* Sound knowledge of Jordan, Palestine, Iraq and Lebanon contexts and of the relationship between Media, Civil societies and legal authorities.

# **Education:**

BS/MA degree in Finance, Accounting or Economics (supply chain management, logistics or business administration)

1. **Termination, collateral and transfer if contract**

# **Receivership or compulsory liquidation**

In the event that the service provider goes into receivership or compulsory liquidation, the contract shall be terminated ipso jure after a period of one month from the date of a letter sent by registered post with acknowledgement of receipt to the official receiver or debtor in the case of simplified receivership or to the liquidator in the case of compulsory liquidation, who, in accordance with the provisions of article L.621-28 of the commercial code, has the sole power to demand that the current contract be continued.

If the contract is declared to have been terminated, this shall become effective on the date on which the official receiver or liquidator decides not to continue the performance of the contract or upon expiry of the period of one month stipulated above.

This shall not entitle the service provider to any compensation.

If it is established that there is a risk that the service provider's business may be liquidated, the service provider shall take all necessary steps to provide CFI with the computer codes required for operation of the equipment and software supplied, as well as any developments that may have been made in accordance with the guarantee of future-proofing.

# **Termination owing to non-performance**

In the event of non-performance by one of the parties of one of its obligations as set out in the contractual documents, the other party may, if it wishes, terminate the contract 15 clear days after sending a registered letter with acknowledgement of receipt to which there has been no response, without prejudice to any action that may be taken for damages.

CFI may provide for the performance of the service at the service provider's expense and risk, either in the event of non-performance by the latter of a service that, due to its nature, cannot be delayed, or after formal notice has been given by registered letter with acknowledgement of receipt to provide the service within eight days and this has proved unsuccessful. Any increase in expenses in relation to market prices resulting from performance of the services at the service provider's expense and risk shall be borne by the service provider.

# **Collateral and transfer of contract**

No transfer of the contract is authorized

1. **Legal disputes**

Except in the event of interim proceedings, the parties undertake to seek an amicable solution in the event of any legal dispute or disagreement between them before considering referring the case to a court of any kind.

To this end, any disagreement between the service provider and CFI must be the subject of a complaint report drawn up by the parties, which must be communicated within thirty days from the date on which the disagreement arose.

The parties shall then have 2 months in which to respond to this complaint.

If the disagreement persists after this amicable procedure, the parties may commence litigation.

The contract concluded between CFI and the service provider shall be subject to the provisions of French commercial law.

The language of this contract is English.

Any translation is provided for information purposes only and has no contractual value. In the event of any conflict between the two versions, only the English version of the contract documents shall prevail.

Any dispute relating to the implementation or breach of the contract shall be referred to an

ordinary judge and more specifically to the Commercial Court of Nanterre.

Approved by the company Approved by the representative of CFI

CEO

Mr Marc Fonbaustier

Issy-les-Moulineaux