

JOB DESCRIPTION

Preliminary job information	
Job Title	ADMINISTRATIVE AND FINANCIAL COORDINATOR
Country and Base of posting	UKRAINE – BASED IN KIEV WITH REGULAR TRIPS TO KOSTANTYNOVKA ¹
Reports to	HEAD OF MISSION
Creation / Replacement	REPLACEMENT
Duration of Mission	6 MONTHS

General information on the mission
<p>Context</p> <p>Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilians' victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. The association leads in average 200 projects by year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 6 million people in 20 countries – in Africa, Asia, Middle East and Europe.</p> <p>Since April 2014, Eastern Ukraine has been experiencing significant armed conflict; the Ukrainian Army is being forced to ward off pro-Russian separatist groups. A significant part of the Donetsk and Lugansk Oblasts (regions) are now controlled by separatists, who have declared the independence of two new states, still unrecognized by the international community: "Donetsk People's Republic" and "Lugansk People's Republic." Despite the signing of a ceasefire agreement between the Ukrainian authorities and the separatists, fighting has persisted, causing a considerable number of casualties.</p> <p>Humanitarian access to certain areas remains very limited, particularly in zones where armed hostilities are taking place, and hampering the delivery of humanitarian assistance to the most vulnerable people who are in need of humanitarian aid due to the combined impact of conflict, displacement and extreme poverty.</p> <p>For nearly six years, the conflict has threatened the lives, physical and psychological well-being of millions of civilians. Collateral damage to critical infrastructure and systems, including hospitals, roads, schools and water infrastructure, has affected services and is now compounded by a socio-economic downturn aggravated by the COVID-19 pandemic.</p> <p>According to the Humanitarian Needs Overview 2020, 3,4 million people are in need of humanitarian assistance among them 0.6 million are located within 5km along the contact line.</p>

¹ This is indicative and can be modified during the mission depending on the operational needs and strategic objectives.

PUI's strategy/position in the country	
<p>PUI priority is to improve or restore equitable access to quality health services as well as to water, sanitation and hygiene for the most vulnerable population living in cities located along the contact line in Eastern Ukraine. PUI focuses on provision of humanitarian aid to vulnerable population within the conflict-affected area employing complex approach strategy based on technical, medical and non-medical expertise.</p>	
History of the mission and current programs	
<p>Première Urgence Internationale opened its mission in Ukraine in the beginning of 2015 after identification of crucial humanitarian needs in Eastern Ukraine linked to the intensification of the military conflict. Thanks to CDC (Centre de Crise of the Ministry of Foreign Affairs of France) and ECHO fundings, PUI has started to provide humanitarian assistance for the most vulnerable population located in Donetsk oblast. PUI provided aid on both sides of the contact line in order to ensure neutrality and equity.</p> <p>Since February 2015, Première Urgence Internationale has been implementing projects in Donetsk oblast aimed to provide emergency health care as well as to strengthen access to quality health/mental healthcare services and wash infrastructures. The organization has been focusing on responding to the needs of people crossing the line of contact through exit-entry checkpoints (EECPs) and the populations living close to the line of contact. In addition, in line with the COVID-19 pandemic, PUI is supporting national preparedness and response plan.</p>	
Configuration of the Mission	
BUDGET 2020	2 M €
BASES	KIEV – COORDINATION OFFICE KOSTIANTYNIVKA (GCA) – FIELD BASE OFFICE DONETSK (NGCA) – REPRESENTATION OFFICE
NUMBER OF EXPATRIATES	5
NUMBER OF NATIONAL STAFF	+/- 55
NUMBER OF CURRENT PROJECTS	5
MAIN PARTNERS	ECHO, OFDA, OCHA, CDCS
ACTIVITY SECTORS	Health/Mental Health/ WASH
EXPATRIATE TEAM ON-SITE	<p>Kyiv Coordination Office: 4 expatriates (Head of Mission, Health Coordinator, Logistics Coordinator, Admin and Finance Coordinator). The 3 coordinator positions are approx. based 50% of their time in the field.</p> <p>Kostiantynivka Office: 1 expatriate (Project Manager)</p>

Job Description

Overall objective

The Administrative and Financial Coordinator is accountable for the sound financial, accounting and budgetary management of the mission as well as the management of human resources and the administrative and legal records.

Tasks and Responsibilities

- ▶ Financial, budgetary and accounting management: He/She is responsible for all aspects related to finance, including budgetary and accounting elements, as well as the mission cash flow.
- ▶ Management of human resources: He/She is responsible for the administrative management of the local and international teams, for the definition/updating of procedures and HR management tools in

accordance with labor regulations in the intervention country and the HR policies of PUI, and for the monitoring of risks linked to HR matters.

- ▶ Administrative and legal management: He/She supervises administrative records and guarantees that the status and modus operandi of the mission are compliant with the country legislation.
- ▶ Representation: He/She represents the association in its relations with partners, authorities and different local players for the financial, administrative, legal and human resources aspects of the mission.
- ▶ Coordination: He/She centralizes and diffuses information within the mission and to headquarters for all financial, administrative, legal and human resources aspects of the mission, and consolidates the internal and external reporting for these domains.

Specific objectives and linked activities

1. ENSURING SOUND FINANCIAL, BUDGETARY AND ACCOUNTING MANAGEMENT FOR THE MISSION

a. Financial

- He/She elaborates and updates monitoring charts to ensure the financial equilibrium of the mission and prevent risks. He/She analyses financial information, and shares his/her conclusions with the coordination team, the base managers and the appropriate technical managers, as well as with the audit manager at headquarters.
- He/She ensures the implementation and correct use of financial, accounting and budgetary procedures and management tools throughout the mission. He/She is responsible for briefing new expatriates and local employees on these rules and organizes ad hoc training when necessary.
- He/She ensures, amongst other things, that expenditure procedures are respected and implements an internal control system. He/She also participates in the validation of procurement files.
- He/She is responsible for financial audits on the mission and supervises the transmission to headquarters of the necessary documents and information within the framework of headquarters' audits.

b. Budgetary

- He/She pilots the development of the mission budgetary framework for the year, and monitors/ revises it at regular intervals, according to HQ guidelines
- He/She formulates project budgets within the framework of operations proposals (including budgetary narrative), respecting the procedures for each donor, in coordination with the coordination team and the appropriate field managers. He/She ensures therefore the cost coverage strictly linked to the proposed programs, but also to the fair distribution of mission operating costs throughout each project.
- He/She prepares each month the budgetary monitoring for each project, which he/she communicates to the appropriate players in the mission and headquarters within 15 days following the end of the month, and analyses with them any discrepancies between forecast and actual figures.
- He/She carries out budgetary projections at regular intervals in order to ensure the optimization of budgetary resources while respecting the eligibility and flexibility rules of each donor. He/She proposes where necessary budgetary adjustments, which could necessitate requests for contractual amendments. He/She takes into account the contractual timing required for presenting an amendment and ensures that all the documents are transmitted in due time to headquarters.
- He/She ensures, throughout each project, that funds are correctly attributed, respecting the contractual framework in terms of eligibility rules (date, nature and procurement procedures) and reporting intervals.
- He/She produces external financial reports for the donors that he/she transmits to the Head of Mission for transmission to headquarters with all the documents constituting the contractual report.

c. Accounting

- He/She supervises the accounting assignment of transactions, ensures that expenditure is correctly assigned and carries out the monthly accounting closure having carried out all the necessary controls. He/She then transmits the monthly accounts to headquarters in an electronic version as well as the paper accounting returns within 8 days following the end of the month.
- He/She is responsible for the correct archiving of accounting documents according to the rules established by headquarters.

d. Cash Flow

- He/She establishes the provisional cash flow with the teams and transmits to headquarters requests for transfers on a monthly base He/She ensures that the amount of cash flow for the mission is sufficient for the requirements in the field over the period, taking into account possible donor payments carried out locally in these transfer requests to headquarters.
- He/She is responsible for the bank accounts and funds for which he/she regularly controls the balances, and he/she organizes fund movements to the mission permanently mindful of the security of the transferred and stocked funds.

2. ENSURING THE GOOD MANAGEMENT OF LOCAL HUMAN RESOURCES FOR THE MISSION

a. HR Policy

- He/She establishes the HR frame, procedures and tools in collaboration with the HQ and the HoM according to the national regulations. He/She produces and proposes possible updates to the HR policy in terms of rules, procedures and tools, relating to recruitment policy, remuneration policy, management of individual career paths (appraisal interview, mobility, etc) disciplinary policy administrative management.etc..
- He/she guarantees the application of those policies, once validated by the Head of Mission and Headquarters, and consequently monitors that the rules and procedures are known, understood and applied by all team leaders, and that the team leaders have all the tools required for their application.
- In particular, he/she participates in the production and/or updating of the internal rules of procedure and is responsible for their correct application.

b. Administrative management, management of career paths

- He/She participates in the validation of recruitment requests, contractual amendments (whatever the object: function, remuneration, hours, end date...), disciplinary sanctions and dismissal decisions.
- He/She supervises the organization of recruitments (offer, candidates, and interviews) for his teams and can be called upon to participate for other departments.
- He/She ensures the constitution of administrative files for the personnel, and monitors that employee documents are in accordance with working for PUI in the country.
- He/She establishes personnel work contracts.
- He/She defines the procedures and produces necessary integration supports for new employees.
- He/She elaborates the remuneration grids (fixed and variable elements), defines the complementary advantage packages (compulsory or not: medical cover, per diem, insurance, travel expenses...) and ensures their implementation, once validated by the Head of Mission and Headquarters.
- He/She supervises pay operations.
- He/She monitors absences and particularly vacations.
- He/She monitors the smooth running of the evaluation process for all the employees of the mission.
- He/She identifies training needs and participates in making them materially possible.
- He/She organizes and manages sanitary and medical repatriations in case of work related accidents with the field medical coordinator (if necessary) and the headquarters medical manager.
- He/She responds to requests from team leaders, advises them and accompanies them where necessary.

c. Organization of work

- He/She participates in the elaboration of staffing organization charts, is attentive to the coherence of team composition, in terms of task sharing and responsibilities, definition of hierarchical and functional links, job titles.
- He/She elaborates the job classification grid, updating it when necessary, and monitors its strict application in the field.
- He/She participates in the elaboration of job descriptions and validates them according to the classification grid.
- He/She participates in the definition of Human Resources requirements within the framework of the drafting of project proposals and possible amendments.

d. HR risk management

- He/She monitors salary costs, carries out financial projections, anticipates and alerts if necessary.
- He/She ensures that the HR rules and procedures are in accordance with current employment legislation, ensures social monitoring and carries out updates where necessary.

- He/She is responsible for defining and implementing appropriate work conditions, in particular concerning health and safety rules.
- He/She anticipates and prevents social conflicts and participates in crisis management where necessary. Conflict prevention may require the organization of a personnel representation system, if inexistent.
- He/She is attentive to the risk of abuses of authority (between local employees or from expatriates towards local employees, in whatever form) and reports all inappropriate behavior to the Head of Mission.
- He/She is responsible for managing the files for all the personnel (on staff or not), the updating of data and their physical and electronic archiving.

3. ENSURING THE ADMINISTRATIVE MANAGEMENT OF INTERNATIONAL MISSION PERSONNEL

- He/She ensures the constitution of administrative files for international personnel, their registration with local authorities and embassies, and monitors that expatriate documents are in accordance with working for PUI in the country.
- He/She organizes and manages sanitary and medical repatriations with the field medical coordinator (if necessary) and the headquarters medical manager.
- He/She supervises the organization of mission arrivals and departures (bookings, travel documents, transit, vacation requests, return sheet...) in coordination with the Head of Mission and headquarters.
- He/She carries out the briefing for all expatriates arriving to the mission within his/her skill areas.
- He/She participates in the definition of the monthly per diem amount and manages and/or delegates the per diem allocation and eventually salary advances in collaboration with headquarters

4. ENSURING THE ADMINISTRATIVE AND LEGAL MANAGEMENT OF THE MISSION

- He/She ensures the registration of PUI in the country and with the different State departments (Tax office, Immigration Authorities, National Insurance society, Planning Ministry...) respecting current administrative procedures, legal and fiscal requirements.
- He/She organizes the legal protection for the mission, in particular by identifying one or more local partners capable of providing the necessary advice (lawyer for example).
- He/She participates in the drafting of contractual documents for the mission (with the authorities, NGO partners, suppliers, insurers, vehicle and rented property owners...) and ensures their monitoring.
- He/She participates in the administrative and legal monitoring of projects, in particular the implementation of the supply chain.

5. ENSURING THE CIRCULATION OF INFORMATION, THE COORDINATION AND THE REPRESENTATION FOR "ADMIN" QUESTIONS

- He/She ensures an efficient circulation of information to field, capital and headquarters teams.
- He/She drafts or participates in the drafting of internal activity reports for everything dealing with financial, budgetary, accounting, HR, administrative and legal management for the mission.
- He/She ensures the administrative coordination at mission level by regular visits to the bases, controls, monitoring, training, etc...
- Internally, he/she is the representative for PUI with the Personnel representative instances, either legally compulsory or not. He/She is also the representative for PUI for all the personnel for any question relating to Human Resources; as such, he/she ensures the communication of any decision or change in rules or procedures to the local teams and ensures that the necessary explanations are provided so that the appropriation is facilitated.
- Externally, he/she represents PUI with the legal, fiscal and administrative authorities (Work inspectors, Tax office, collection organizations...).
- He/She develops and maintains relationships with partner entities, in particular within the NGO forum for coordination for everything dealing with administration, donors and human resources.

6. SUPERVISING AND MANAGING THE ADMIN TEAM

- He/She supervises all the admin team, directly or not. He/She drafts and validates job descriptions and carries out or delegates performance appreciation interviews. He/She animates work meetings, arbitrates possible conflicts, and defines priorities and activity timings.
- He/She participates in the recruitment of members of the admin team.
- He/She ensures and/or supervises continuous development training for procedures and tools of PUI for local and international members of the admin team, at the capital and on the bases.

- He/She supports the Field Coordinator in their admin activities, in a functional and non-hierarchical relationship.
- He/She elaborates the admin department action plan according to the objectives defined in the annual mission program.

Focus on 3 priority activities relating to the context of the mission

- ▶ To ensure proper financial/budgetary follow up system is in place (by improving the accountancy processes), is regularly updated and serves as an early-warning system to identify financial consumption issues
- ▶ To support the Head of Mission in developing a risk matrix for administrative matters and a risk mitigation action plan
- ▶ To ensure HR processes at mission-level are followed and assist in deploying/strengthening specific policies (ethical framework, capacity building of staff).

Team Management

Number of people to manage and their positions (expatriate/local staff)

Line supervision: 1 Finance Manager (national), 1 HR/Admin Manager (national), 1 Base Admin Assistant (National)

Technical supervision: N/A

Indirect management: 1 Accountant (national), 1 Cleaner (national)

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Financial/accounting management Human Resources Management	Project management
PROFESSIONAL EXPERIENCE		
<ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	X X X	
KNOWLEDGE AND SKILLS	Organizational and coordination skills	Knowledge of institutional donor procedures (OFDA, ECHO, CDC, UN agencies...) Knowledge of Ukrainian accountancy
LANGUAGES		
<ul style="list-style-type: none"> ▶ French ▶ English ▶ Ukrainian , ▶ Russian 	X X X	X X
SOFTWARE		
<ul style="list-style-type: none"> ▶ Pack Office ▶ Other (please specify) 	X (Excel compulsory)	SAGA

Required Personal Characteristics (fitting into the team, suitability for the job and assignment)

- ▶ Ability to work independently, take the initiative and take responsibility
- ▶ Resilience to stress
- ▶ Diplomacy and open-mindedness
- ▶ Good analytical skills
- ▶ Organisation and ability to manage priorities
- ▶ Proactive approach to making proposals and identifying solutions
- ▶ Ability to work and manage professionally and maturely

- ▶ Ability to integrate into the local environment, taking account of its political, economic and historical characteristics

Conditions

Status

- **EMPLOYED** with a Fixed-Term Contract

Salary package

- **MONTHLY GROSS INCOME:** from 2 200 to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

Costs covered

- **COST COVERED:** Round-trip transportation to and from home / mission, visas, vaccines...
- **INSURANCE** including medical coverage and complementary healthcare, 24/24 assistance and repatriation.
- **HOUSING** in collective accommodation.
- **DAILY LIVING EXPENSES** (« Per diem »).
- **BREAK POLICY** : 5 working days at 3 and 9 months
- **PAID LEAVES POLICY:** 5 weeks of paid leaves per year + return ticket every 6 months.