

## Preliminary Job Information

<b>Job Title</b>	<b>FINANCIAL COORDINATOR - IRAQ</b>
<b>Country &amp; Base of posting</b>	<b>IRAQI KURDISTAN, ERBIL</b>
<b>Reports to</b>	<b>DEPUTY HEAD OF MISSION - SUPPORT</b>
<b>Creation/Replacement (incl. name)</b>	<b>Replacement</b>
<b>Duration of Mission</b>	<b>12 months</b>

## General information on the mission

### Context

**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 22 countries – in Africa, Asia, Middle East, Eastern Europe and France.

Iraq has suffered nearly 39 years of conflict and unrest starting with the Iran-Iraq war in the 1980s which lasted for 8 years and resulted in around a million people being killed as well as dealing a significant blow to the Iraqi economy. This was closely followed by the annexing of Kuwait and subsequent First Gulf War in 90s which saw heavy casualties and destruction of the Iraqi infrastructure. The 2003 invasion of Iraq by the US led coalition saw even more upheaval and conflict for this population. After a short period of relative stability between 2009 and 2012, the rise of Islamic State group (ISg) in 2014 and its seizure of, at one point, an estimated 40% of Iraq including Fallujah, Tikrit and Mosul, Iraq saw mass population displacement and the exposure of the people of Iraq to multiple and cumulative acts of violence. The military operation to retake areas under IS control has been officially completed end of 2017, however some pockets of ISg fighters remain active up to this day.

Iraq as a whole has been facing one of the most critical humanitarian crisis of the moment. Starting from 2014, the conflict engendered mass displacements, and left up to this day more than 8.7 million people requiring humanitarian assistance. In the end of 2018, more than 4.1 million people returned to their area of origin, and over 1.8 million are still displaced. In addition, 225,000 Syrian refugees who have been displaced since 2013 are still living in Iraq.

### PUI's strategy/position in the country

PUI, present and registered in both Republic of Iraq and Kurdistan Region of Iraq (KRI), is operating in four governorates (Dohuk, Ninewa, Baghdad, and Anbar) and has been responding to the emergency health and WASH needs during the ISg crisis with the aim to be as close as possible to the frontline and be involved in immediate response in accessible areas. Over the crisis, PUI has been positioned as a major health and WASH actor and a first responder in challenging areas with little humanitarian presence. PUI plans to maintain its current health and MHPSS activities in camps as long as the populations are not able to return. Iraq being today in a recovery phase, PUI intends to transition from mobile to static health and MHPSS interventions by supporting existing health facilities. PUI's strategy for the coming months is also to keep developing a better integrated approach, linking health, protection, WASH, shelter and livelihood interventions in areas of return and displacement to ensure that basic needs of the populations are covered, opening the path to social cohesion among the communities.

## History of the mission and current programs

PUI has been present in Iraq since 1983. The programming has spanned the sectors of health, WASH, protection, shelter, food security and livelihoods, through an integrated approach, in both urban and rural areas, responding to the changing needs of the local communities.

By 2010, PUI was targeting poor rural villages in Baghdad to help them regain livelihoods and restart agricultural production. Starting from in 2014, PUI has been supporting livelihood projects and promoting access to the job market through Professional Tool Kits and trainings.

As the war in Syria increased in severity the influx of refugees crossing into the Kurdistan Region of Iraq increased. PUI opened a Mission in KRI in 2013 to start to respond to these needs. PUI has been operating in several Syrian and IDPs camps from 2013 to 2017 (Gawilan, Domiz 2, and Bardarash), providing a basic package of health care services complimented by a WaSH response of active hygiene and sanitation watch out. Since 2015, PUI is managing the Primary Health Care Center in Bajet Kandala 1 camp, and is extending its spectrum of intervention to the delivery of Mental Health and Psychosocial Support (MHPSS) services to the camp population.

Due to severe fighting over the first quarter of 2017 in Western Mosul, the Government urged civilians to leave the area, resulting in mass displacements. As a response, several camps opened in the south of Mosul to host these populations, and PUI intervened in Salamiyah 2 camp by providing emergency health care as soon as the IDPs started arriving there in June 2017. To this day, PUI is the sole healthcare actor in Salamiyah 2, providing 24/7 primary healthcare services and emergency stabilization and transfer, along with reproductive health care and MHPSS services.

PUI responded to the crisis by providing additional health care through Mobile Health Teams in Dohuk, Ninewa and Dohuk governorates to be as close as possible from the frontlines. The aim was to provide emergency health and MHPSS care to the people fleeing the conflict areas, and in addition WASH emergency interventions were done in Anbar to provide IDPs through emergency water trucking and implementation of sanitation facilities in transit sites. To this day, PUI is still intervening through a mobile health and mental health approach in Anbar and Ninewa, in areas with few available services.

To allow a shift from emergency to early recovery in areas affected by the conflict, PUI is rehabilitating PHCCs in Ninewa and Anbar, with a focus on BEmONC (Basic Emergency Obstetric and Newborn Care) units and integration of MHPSS services. In addition, PUI is rehabilitating shelters and water treatment plants in Western Anbar, in hard to reach areas where few actors are intervening.

### Current Programming:

- Static PHCCs in IDP Camps: management of 2 PHCCS in Bajet Kandala 1 (in Dohuk) and Salamiyah 2 (in Ninewa) camps.
- Health Facilities Rehabilitation: rehabilitation of PHCCs and BEmONC units in Ninewa and Anbar governorates
- Mobile Health and Mental Health Interventions: 6 Mobile Health Teams and 9 MHPSS mobile Teams in Anbar, Ninewa and Baghdad
- Comprehensive MHPSS: integrated into all health activities and comprehensive MHPSS project in East Mosul
- WaSH response out of camp: rehabilitation of water treatment plants in western Anbar
- Shelter response: repairing damaged houses in Anbar

Education: schools rehabilitations in Ninewa plains

### Configuration of the mission

<b>BUDGET FOR 2019</b>	<b>\$10,000,000</b>
<b>BASES</b>	<b>6 BASES (ERBIL (COORDINATION ONLY), DOHUK, MOSUL, BAGHDAD, RAMADI, HADITHA)</b>
<b>NUMBER OF EXPATRIATES</b>	23
<b>NUMBER OF NATIONAL STAFF</b>	250+
<b>NUMBER OF CURRENT PROJECTS</b>	3
<b>MAIN PARTNERS</b>	OFDA , ECHO, CDC, MoH, UN Agencies
<b>ACTIVITY SECTORS</b>	Health, MHPSS, WASH, Education and Shelter
<b>EXPATRIATE TEAM ON-SITE</b>	<p><b>Erbil Coordination:</b> Head of Mission; Log Co; Finance Co.; HR Co.; Deputy HoM Programmes; Health Co.; Mission Pharmacist; MEAL Coordinator; WASH and Shelter Co; Grants Officer; Security and Safety Advisor</p> <p><b>Dohuk/Mosul base:</b> Field Co, 3 PMs, Log Base, Admin Base</p> <p><b>Central and Southern Iraq:</b> Area Co, Deputy Area Co, MEAL Manager, Admin Manager</p>

## Job Description

### Overall objective

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

### Tasks and Responsibilities

- ▶ **Financial, budgetary and accounting management:** S/he is responsible for all aspects relating to finance, including budgetary and accounting elements, as well as the mission cash flow.
- ▶ **Administrative and legal management:** S/he supervises administrative financial records and guarantees that the status and functioning of the mission are in legal accordance with PUI management standards and the requirements of the intervention country and donor requirements.
- ▶ **Representation:** S/he represents the association in its relations with partners, authorities and different local players for the financial, and administrative aspects of the mission
- ▶ **Coordination:** S/he centralizes and diffuses information within the mission and to headquarters for all financial, administrative, 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

- ▶ S/he elaborates and updates monitoring charts to ensure the financial equilibrium of the mission and prevent risks. –S/he 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.
- ▶ S/he ensures the implementation and correct use of financial, accounting and budgetary procedures and management tools throughout the mission. S/he is responsible for briefing new managers on these rules and organizes ad hoc training when necessary.
- ▶ S/he ensures, amongst other things, that expenditure procedures are respected and implements an internal control system. S/he also participates in the validation of procurement files.
- ▶ S/he –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

- ▶ S/he pilots the development of the mission budgetary framework for the year, and monitors/revises it at regular intervals, such as defined with the audit manager at headquarters.
- ▶ S/he 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. S/he ensures therefore the cost coverage strictly linked to the proposed programs, but also to the fair distribution of mission operating costs throughout each project.
- ▶ S/he prepares each month the budgetary monitoring for each project, which s/he communicates to the appropriate players in the mission and headquarters within 25 days following the end of the month, and analyses with them any discrepancies between forecast and actual figures.
- ▶ S/he 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. S/he proposes where necessary budgetary adjustments, which could necessitate requests for contractual amendments. S/he takes into account the contractual timing required for presenting an amendment and ensures that all the documents are transmitted in due time to headquarters.
- ▶ S/he 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.
- ▶ S/he produces external financial reports for the donors that s/he transmits to the Head of Mission for transmission to headquarters with all the documents constituting the contractual report.

##### c. Accounting

- ▶ S/he 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. –S/he then transmits the monthly accounts to headquarters in an electronic version as well as the paper accounting returns within 5 days following the end of the month.
- ▶ S/he is responsible for the correct archiving of accounting documents according to the rules established by headquarters.

##### d. Cash Flow

- ▶ S/he establishes the provisional cash flow with the teams and transmits to headquarters requests for transfers. S/he 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.
- ▶ S/he is responsible for the bank accounts and funds for which s/he regularly controls the balances, and s/he organizes fund movements to the mission permanently mindful of the security of the transferred and stocked funds.

#### 2. ENSURING THE ADMINISTRATIVE AND LEGAL MANAGEMENT OF THE MISSION

- ▶ S/he participates in collaboration with HR Coordinator 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.

- ▶ S/he participates in the administrative and legal monitoring of projects, in particular the implementation of the supply chain.
- ▶ S/he ensures the support to the financial aspects of PUI's obligations in the country (financial reports, tax payments, etc.), in close collaboration with coordination and specially the HR department.

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

- ▶ S/he ensures an efficient circulation of information to field, capital and headquarters teams.
- ▶ S/he drafts or participates in the drafting of internal activity reports for everything dealing with financial, budgetary, accounting
- ▶ S/he ensures the administrative coordination at mission level by regular visits to the bases, controls, monitoring, training, etc...
- ▶ Externally, s/he represents PUI with the legal, fiscal and administrative authorities (Work inspectors, Tax office, collection organizations...).

### 4. SUPERVISING AND MANAGING "ADMIN" TEAMS

- ▶ S/he supervises all the admin team, directly or not. S/he drafts and validates job descriptions and carries out or delegates performance appreciation interviews. S/he animates work meetings, arbitrates possible conflicts, and defines priorities and activity timings.
- ▶ S/he participates in the recruitment of members of the admin team.
- ▶ S/he 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.
- ▶ S/he supports the Base Managers in their admin activities, in a functional and non-hierarchical relationship.
- ▶ S/he elaborates the admin department action plan according to the objectives defined in the annual mission program.
- ▶ S/he supervises the action plan of the Finance Team in the mission

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

- ▶ To continue developing and building the capacity of the Finance Team.
- ▶ To continue decentralizing tasks from the coordination to the bases (budget construction, FFU and financial reporting).
- ▶ To work closely with CSI team in support of the current increase in activities (cash policy, FFU meetings and training of Admin Team)

### Team management

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

- ▶ Direct management: 2 local staff
- ▶ Indirect management: 1 expat (base admin) and 7 local staff (finance assistants/officers/managers)

## Required Profile

### Required knowledge and skills

	REQUIRED	DESIRABLE
<b>TRAINING</b>	Financial/accounting management	Project management Human Resources Management
<b>PROFESSIONAL EXPERIENCE</b>	X	X X
<ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>		
<b>KNOWLEDGE AND SKILLS</b>		Knowledge of institutional donor procedures (ECHO, Europe aid, OFDA, UN agencies...) Good knowledge of the financial administration of a humanitarian mission. Training and capacity building skills
<b>LANGUAGES</b>	X X Arabic would be an asset	
<ul style="list-style-type: none"> <li>▶ French</li> <li>▶ English</li> <li>▶ Other (to be specified)</li> </ul>		
<b>SOFTWARE</b>	X (Excel compulsory)	Saga
<ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Other (to be specified)</li> </ul>		

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

- ▶ Good stress management
- ▶ Resistance to pressure
- ▶ Analytical capability
- ▶ Organized and methodical
- ▶ Reliable
- ▶ Strong sense of responsibilities
- ▶ Strong listening and empathy skills
- ▶ Ability to adapt, manage priorities and be pragmatic
- ▶ Diplomatic and with a sense of negotiation
- ▶ Good communication skills
- ▶ Honesty and rigor

## Proposed terms

### Status

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

### Compensation

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

### Benefits

- ▶ **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 + break allowance
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months