

JOB DESCRIPTION

Preliminary Job Information

Job Title	FINANCE AND ADMINISTRATIVE COORDINATOR
Country & Base of posting	YEMEN - SANA'A
Reports to	HEAD OF MISSION
Duration of Mission	12 months

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 civilian victims of marginalization and exclusion, or those 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 a 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 across Africa, Asia, the Middle East, Eastern Europe and France.

Yemen is one of the 30 poorest countries in the world with 54% of the population (2014 est.) living below the poverty line on less than two dollars a day. In parallel, since 2011 and the Yemeni revolution, the State is facing major humanitarian challenges. The transitional process failed to provide sustainable peace in the region. The country is now divided in two, with northern Yemen being under severe stress to provide for its population. In March 2015, a Saudi-led coalition began airstrikes in support of southern based pro-government forces, leading to a very unstable situation and dire humanitarian needs.

The armed conflict has spread rapidly throughout much of Yemen since mid-March 2015, with devastating consequences for civilians. Two years of violence has led one of the world's poorest countries into chaos. Around 70% of the population, or 18.8 million people, now depend on humanitarian aid (OCHA); 2.8 million people are displaced; Dozens of schools and hospitals were the target of attacks; 17 million Yemenis are food insecure and 3 million children and pregnant or lactating women are acutely malnourished. The lack of access to safe drinking water and sanitation also affects 14 million people. 14.8 million people have no access to health care. A generation of Yemeni children is at risk, as nearly 2 million children do not have access to education because of conflict, poverty and discrimination. Yemen has turned into the number one humanitarian crisis in absolute numbers of people in need.

PUI's history in the country and intervention strategy

PUI has been present in Yemen since 2007. From 2007 to 2011, PUI supported the primary health system in Hodeidah Governorate. After a one-year stand-by in 2011 due to security reasons, the mission re-started in July 2012 with a nutrition project focusing both on emergency response and a longer term community-based approach in Hodeidah and extended its activity in Raymah Governorate.

Since the beginning of the current crisis in 2014, PUI has progressively developed a core field of intervention based in an integrated approach in order to contribute to tackle one of the main issues faced by the conflict affected population in Yemen: acute malnutrition and access to health care. The integrated approach currently includes:

- The direct provision or the support to **Primary Health Care (PHC) services**, including Integrated Management of Childhood Illness (IMCI), Sexual and reproductive Health care (SRH) Antenatal and Postnatal Care (ANC & PNC), Vaccination, Health and hygiene Promotion.
- The management of Outpatient Therapeutic Programs (OTP) and Supplementary Feeding Programs (SFP) for Moderate Acute Malnutrition (MAM) and Severe Acute Malnutrition (SAM) cases.
- The support to **standard safe Water, Sanitation and Hygiene services in Health facilities**
- The management of General Food Aid and the distribution of Food Baskets for households with SAM cases.

In May 2017, PU-AMI also started being a part of the Emergency Cholera Response in Hodeida and Raymah through the set up of Oral Rehydration Points and support of one Cholera Treatment Centre in Raymah, and as a partner of an early warning system.

PUI will also position itself in influencing positions, through effective participation to clusters and sub-clusters (nutrition; food security and livelihoods; WASH) and working closely with relevant government departments (MOPIC; MoPHP). The mission will explore opportunities for geographical expansion through developing and clarifying expansion criteria beyond the current Governorates and District.

In 2018, PUI continues to concentrate its intervention in 6 districts of Hodeida and 3 districts of Raymah.

Configuration of the mission	
BUDGET FORECAST 2018	5.8 MILLION EUR
BASES	1 Coordination base in Sana'a and 1 Operational base in Hodeidah
NUMBER OF EXPATRIATES	11
NUMBER OF NATIONAL STAFF	126
NUMBER OF CURRENT PROJECTS	6 (WFP MAM, WFP GFD, CIAA, ECHO, OCHA, CDC, OFDA)
ACTIVITY SECTORS	Health & Nutrition, Food security and livelihood, WASH
EXPATRIATE TEAM	Head of Mission, Deputy Head of Mission- Programs, Logistic Coordinator, Administrative and Finance Coordinator, Medical Coordinator, Grants Officer, Field Coordinator, Deputy Field Coordinator, Base Log, Base Admin

Job Description

Overall objective

The Financial and Administrative Coordinator is responsible 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 relating 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 questions.
- ▶ **Representation:** He/She represents the organization in its relations with partners, authorities and different local players for the financial and human resources subjects of the mission.
- ▶ **Relation with donors:** He/She is in charge of budgeting the proposals, building the financial reports and answering Donors' questions related to finance in accordance with PUI's procedures when necessary
- ▶ **Relations with auditors :** He/She is a focal point on financial and human resources' issues in case of an audit at the field or HQ level
- ▶ **Coordination:** He/She centralizes and diffuses information within the mission and to headquarters for all financial and human resources aspects of the mission, and consolidates the internal and external reporting for these subjects

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, such as defined with the financial controller at headquarters.
- ▶ 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 is responsible for establishing the cash security policy of the mission in relation with the security plan and under the Head of Mission's supervision
 - ▶ He/She establishes the provisional cash flow with the teams and transmits to headquarters requests for transfers. 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 produces and proposes possible updates to the HR policy in terms of rules, procedures and tools, relating to recruitment, remuneration, administrative management, disciplinary aspects and the management of individual career paths within the organization.
 - ▶ He/she guarantees the application of this policy, 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 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 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 when 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 when 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), 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 FINANCE AND ADMINISTRATION 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 instances of employee representatives, 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 FINANCE AND ADMINISTRATION TEAMS

- ▶ He/She supervises all the finance and administration 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 schedules.
- ▶ He/She participates in the recruitment of members of the finance and administration team.
- ▶ He/She ensures, develops and/or supervises a continuous training on procedures and tools of PUI for local and international members of the finance and administration team, at coordination or base level
- ▶ He/She supports the Base Managers in their finance and administration 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 programming.

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

- ▶ Ensure a continuous smooth implementation and follow up of HR restructuring in the mission (Set up, review of the internal regulations in compliance with Local Labor Law and drafting of related HR templates)
- ▶ Ensure the good implementation and follow up of financial tools, rules and process according to PUI and donors' procedures with a closer Financial Follow up for an optimized use of resources and better financial visibility
- ▶ Training and empowering the capacity of:
 - the finance and administrative local team for an increased support to other departments
 - local managers in their own responsibilities of monitoring their budget and supervising their team in respect of PUI Internal Regulations

Team management

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

- ▶ Direct management:3/4
- ▶ Indirect management:15/20

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Master's Degree in Financing, Accounting or related field	Project management Human Resources Management
PROFESSIONAL EXPERIENCE ▶ Humanitarian ▶ International ▶ Technical	At least 1 year in Coordination role X At least 2 years	
KNOWLEDGE AND SKILLS	- Financial management - Human resources Management (salary grid, Internal regulations,) - Confirmed skills in training - Significant knowledge in the construction and follow up of budgets and financial reporting	Knowledge of institutional donor procedures (OFDA, ECHO, AAP, UN agencies...)
LANGUAGES ▶ French ▶ English ▶ Other (to be specified)	X	X Arabic
SOFTWARE ▶ Pack Office ▶ Other (to be specified)	X (Excel compulsory)	Saga

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

Other:

- Mobility: Position currently based in Sana'a, to be based in Amman (Jordan) if needed for security reasons.
- Travels may be required

Proposed terms

Status

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

Compensation

- ▶ **MONTHLY GROSS SALARY:** from 2 200 up to 2530 Euros depending on the experience in International Solidarity + 50€ 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 2 and 4 months of mission + break allowance
- ▶ **PAID LEAVES POLICY :** 5 weeks of paid leaves per year + return ticket every 6 months