

Solidar Suisse is a Swiss International NGO founded in 1936 and member of the European Solidar network. We support and implement projects in the fields of Decent Work, Governance, and Humanitarian Aid in 14 countries worldwide.

Finance, Admin and Logistics Advisor, Mozambique

Duty station: Chimoio, Mozambique
Starting date: ASAP
Duration: Short term contract of 4 - 6 months
Reporting line: In Country: Country Representative
Headquarters: Humanitarian Aid Desk Officer

Background

Cyclone Idai killed hundreds of people and left widespread flooding in Mozambique. Solidar Suisse has been present in the country for 35 years, implementing development projects in the affected provinces. Currently, we are implementing an emergency and recovery response with thematic focus on WASH and food security. Support system and procedures were adjusted to new requirements.

Purpose

The purpose of the position is to ensure that finance, logistic and administrative systems in the Coordination Office and the two field Offices are adequate to the size of the response and the current context, allowing for sound and efficient management of mobilized resources. She/he reviews the current set-up and systems and provide high quality management advice and support to adjust them to the requirements of the current situation. She/he develops a comprehensive capacity building plan and coaches the Admin team.

Responsibilities and key tasks

Set-up and Human Resources

- In coordination with the Finance & Admin Manager, review the staffing structure of the Admin Department and recommend changes with a view to its effectiveness. Review roles and responsibilities of the Fin/Admin/Log team and up-date TOR's accordingly. Accompany the transition to the new set-up.
- Review the current salary grid in coordination with the Finance & Admin Manager and in consultation with the CR and HQ. Recommend a new salary grid specifying the weighting criteria and suggest the allocation of all the team members to the new salary grid according to their reviewed TORs.
- Assess and Evaluate the skills and capacities and training needs of the current team and suggest a Capacity Building plan.
- Review the current Human Resources filling system ensuring it meets Solidar Suisse standards.
- Review procedures for the introduction of new staff and ensure adequate handover protocols are established.

Finance

- Review current finance systems, and, if necessary, recommending improvements for procedures for financial follow up, grant management and financial reporting, to ensure compliance with donor regulations, suggesting immediate measures and tools.
- Establish procedures for tracking income / expenditure of the different interventions in accordance with internal policies, procedures and based on existing systems.
- Ensure that internal controls mechanisms are in place.
- Ensure typical donor requirements for documentation of expenditures are met to facilitate attribution of expenses to donors. Providing guidance to finance staff on donor policies and procedures.
- Review filing system to ensure it can provide easy access to information and proper documentation of all financial transactions.
- Identify and support the team to resolve any financial management problems which may arise and provide on-the-job-training to finance staff on new tools and procedures.

Logistics

- Ensure the establishment and maintenance of a functional procurement system.
- Ensure and appropriate establishment and maintenance of all logistics infrastructure (warehousing / transport / communication) and associated operating & monitoring systems in the coordination and field offices
- Establish procedures for tracking all the procurement and logistics transactions.
- Review filing system to ensure it can provide easy access to information and proper documentation of all financial transactions.
- To set up Procurement plans for each of the projects being implemented.
- Identify and support the team to resolve any logistical issue which may arise and provide on-the-job-training to logistics staff in the coordination office and the field on new tools and procedures

Administration

- Define, set-up and introduce an electronic filing system for the office covering program and support services, define basic rules and procedures for data management. Ensure appropriate and systematic paper documentation.

Reporting

- Provide monthly workplans and reports.

Requirements

- Minimum of 5 years of relevant experience in Financial management, Administration, Human Resources and Logistics for INGO in humanitarian and development settings.
- Proven experience in developing Finance and Logistics tools and systems.
- Proven experience in capacity building
- Strong analytical and strategic planning skills.
- Strong communication skills and ability to work with diverse teams
- Proficiency in Portuguese and English.
- Confident using IT office tools.

Duration and starting date

We look for a candidate who is deployable from February 2020 until May 2020 (4-6 months). If interested and qualified, please send your application including detailed CV, and contact details of 3 referees by e-mail with Subject **“Finance, Admin and Logistics Advisor, Mozambique”** to bewerbungen@solidar.ch no later than **January 27, 2020**

The position will be filled on a rolling basis. *Only shortlisted candidates will be contacted.*