



**GENERAL INFORMATION**

**Title of the vacancy: Junior EU Aid Volunteer – Finance, Jordan**

**Region:**  
*Jordan, Middle East*

**Volunteer Profile**

**Sectors:**  
*Finance*

**Hosting Organisation:**  
*ACTED Jordan*

**Sending Organisation:**  
*ACTED*

**DESCRIPTION**

**Project description:**

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people’s dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people’s potential.

ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

We go the last mile: ACTED’s mission is to save lives and support people in meeting their needs in hard to reach areas. With a team of 4,600 national staff 400 international staff, ACTED is active in 37 countries and implements more than 500 projects a year reaching over 11 million beneficiaries.

The EU Aid Volunteers initiative provides opportunities to European citizens and long-term residents, from a wide range of backgrounds and with a diversity of skills and professional experience, to get involved in humanitarian aid projects, support the provision of needs based humanitarian aid in third countries and engage in volunteering opportunities, through deployment.

***Operational and security context:***

Through its coordination office in Amman, ACTED is working in Jordan to meet the needs of the refugee populations in the country, with a shift from lifesaving activities to long-term livelihoods programming. ACTED also provides support to Jordanian host populations and local actors, also affected by the challenges faced by the country, ensuring all can access basic services. In Za’atari camp, Azraq camp and Mafraq, ACTED teams play a key role in the management and coordination of refugee camps, support to informal tented settlement populations and provide emergency assistance to ensure people’s access to food, water and hygiene and sanitation facilities. More broadly, ACTED works with municipalities and community organizations to build capacity and promote sustainable solutions.

Since 2011, Jordan has provided refuge to 1.2 million Syrians refugees, of which 656,900 are registered. 93% of Syrians are living in host communities, well below the poverty line, among which more than 15,000 live in informal tented settlements with other vulnerable populations. The influx of refugees has increased demand and pressure on the country’s services and has had a significant impact on infrastructure, access to quality education, livelihoods, provision of water, hygiene and sanitation services and led to the emergence of protection concerns for both refugees and vulnerable Jordanians.



## TASKS AND COMPETENCES

### 1. Contribute to ACTED Compliance and Accountability

- a. Provide support to the Finance Officer/Manager on controlling the compliance of the ACTED documentation by checking the accuracy, exhaustiveness and consistency of the information contained in these documents in line with ACTED and donors' procedures for both capital and field expenses (scope to be determined by the CFM/CD); and provide discrepancies' consolidated reports to the Country Finance Manager.
- b. Support the Finance Officer/Manager in checking partners' financial transactions and ensure correct allocations to respective budget lines through a check list; upon request, travel to the field and physically conduct a random sample of partners' vouchers and ensure the financial transactions meet donor requirements
- c. Suggest update and improvement of ACTED's procedures in link with the CFM;
- d. Support to external audits preparation.

### 2. Control of Monthly Internal Reporting tools

#### 2.1 *Accounting (PRATIC) review – between the 10th and the 15th*

Check that :

- a. the financial flows are lettered on a monthly basis in SAGA
- b. flows cross-countries (including HQ) are well cross-referenced before local salaries payments
- c. the Monthly InforEuro exchange rate table with the exchange rates entered in SAGA

#### 2.2 *Finance TITANIC review – between the 10th and the 15th*

- a. Crosscheck SAGA and Allocation Tables: in case of discrepancies, send a list of corrections to be validated by the CFM for the Finance Officer to correct data in SAGA or Allocation Tables;
- b. Crosscheck the Allocation Tables and the monthly forecasts in the Budget Follow Ups (BFUs): in case of discrepancies, send a list of corrections to be validated by the CFM for the Finance Officer;
- c. Crosscheck the consistency of data between SAGA, BFUs, CFU and DFU;



- d. Crosscheck the Red Cell Game with the physical vouchers received at Country Office Level;
- e. Crosscheck the Cofounding Follow-Up is in line with the BFUs (including a cofounding section);
- f. Review the monthly ATROCE: general information, template, projects data, amounts reported and instalments received (both at field and HQ level)
- g. Fill the TITANIC follow-up

### **2.3 Cost Control – between the 10th and the 15th**

- a. Detect possible variances on the Monthly Running Cost Follow-Up and inform CFM accordingly (through a memo);
- b. Upon request of the CFM, conduct market surveys;
- c. Prepare a monthly Finance Control Report

### **2.4 HR TITANIC – between the 25th and the 30th**

Cross-check the consistency of the analytical allocation between the Allocation Tables, the Staff Data base and the HR TITANIC.

### **3. Provide support to the daily tasks:**

- a. Preparation of Budgets
- b. Draft of Financial Sheets
- c. Preparation of Financial Reports
- d. Midyear and Annual Accounting Closure
- e. Archiving

### **4. EUAV Communications**

- a) During the deployment period, the volunteers will have to realize communications activities in order to raise awareness of the EUAV initiative, share volunteer experiences and opportunities, encourage spirit of volunteerism and positive activism and create European connections.
- b) The EU Aid Volunteer will have to follow his/her communications plan, built with the Communications department during the induction session.

**Required competences:**

**Transversal competences**

Demonstrating leadership

Volunteering mind-set

Autonomy

Accountability

**Specific competences**

Understanding the humanitarian context of the EU Aid Volunteers initiative and applying humanitarian principles

Managing projects in humanitarian contexts

**Technical competences**

Finance and accounting

**Apprenticeship**

The apprenticeship for this position will be based in ACTED's HQ in Paris, France. During the apprenticeship the Volunteer will be managed by a line manager from the Finance department, where there we will be interacting with departments within ACTED HQ and with field missions.

**SELECTION CRITERIA AND CONDITIONS**

**Eligibility and exception criteria:**

The candidate for EU Aid Volunteers must be a citizen of the EU or a third country national who is a long-term resident in an EU Member State, and must have a minimum age of 18 years.

**Minimum requirements:**

Bachelor's or Master's degree in humanitarian studies / Political Science / Finance/ M&E / Project Development

Fluent English (written and spoken), excellent writing and communication skills;

Prior work experience with an INGO

Ability to work under pressure in a fast-paced environment;

Good organisational and prioritisation skills;

Proficiency in Microsoft Office;

**Deployment dates:**

February 2020 – July 2020 (Apprenticeships November 2019 – January 2020)

**Learning opportunities:**

This program places great importance on the EUAV management and career development. The selected volunteers will undertake a learning and development program that will include an induction, trainings during the deployment and a post-deployment support and dissemination activities. Their learning and development plan will be completed with the support of a mentor and their line manager.

**Working and living conditions:**

EU Volunteer benefits include: subsistence allowances in line with EU Aid Volunteer daily allowances (**675.79 euros per month in France, 395.64 euros per month in Jordan**), coverage of all accommodation during apprenticeship in Paris, and in ACTED guesthouse when in the field, travel costs (return flight from Jordan), a luggage allowance of 50 kg, provision of medical, repatriation, and life insurance, reimbursement of visas and vaccinations costs and resettlement allowance (100 per completed month of deployment).

**SELECTION PROCESS****Closing date:**

20/08/2019

**Shortlisting and interviews:**

August 2019

**Interview process:**

Candidates will be shortlisted and invited to take part in a Skype or face-to-face interview (depending on location). Two-interview process with relevant stakeholders from HR and Program departments and staff based in the field.

Please note that the final stage of the recruitment process for this position will be a mandatory ten day training. The training will take place from 25th September - 9th October in Belgium. Candidates who are shortlisted will need to be available to attend the mandatory training. In preparation for this the selected candidates will be required to undertake 30 hours of e-learning prior to attending the face-to-face training. Costs for travel and accommodation to attend this stage in the recruitment process will be provided. The final selection will then take place after successful completion of the online and face-to-face training.

**Expected date on decision of outcome:**

August/September 2019



<b>Expected Timetable:</b>
Date of training: October 2019
Apprenticeship placement dates : November 2019 – January 2020
Pre-deployment preparation and induction: November 2019
Deployment: repeat dates given above: February 2020 – July 2020
Post-deployment activities: August 2020