

# JOB DESCRIPTION

## Preliminary job information

<b>Title of Position</b>	<b>FINANCIAL COORDINATOR</b>
<b>Country &amp; City Assignment</b>	<b>AFGHANISTAN, KABUL</b>
<b>Direct Link</b>	<b>HEAD OF MISSION</b>
<b>Duration of the Mission</b>	6 months renewable

## 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 7 million people in 22 countries – in Africa, Asia, Middle East, Eastern Europe and France.

### Context

Afghan mission is the oldest PUI mission, with first medical intervention launched in 1979 just after the Soviet Invasion.

Since then, the country has mostly been in conflict, with national armed groups and international forces, causing mass casualties and massive movements of population, within or out of the country. In 2018, 372 000 people have been internally displaced (bringing the total number of displaced people to 2.6 million at the end of 2018). The same time, there has been an influx of more than 3.3mln Afghan returnees from Iran and Pakistan. This high number of returns is putting pressure on host communities that are already strained by the conflict.

The achievements realized by the international community following the post-2001 intervention are now jeopardized by the intensification of conflict and violence and fragile governance. Indeed, due to the increase of the attacks, casualties, displacements and consequently, of the acute needs, the United Nations reclassified Afghanistan conflict from a protracted one to an active one. Many armed groups (mainly Islamic State of Afghanistan) are threatening the Government of Afghanistan, struggling to impose its vision of development, despite continuous extended military, financial and political support, nationally and internationally.

Insecurity, economic concerns, governance issues and increased pressure on the delivery of services are pushing many Afghans to risk their lives fleeing to Europe, as they see no future in Afghanistan. Afghan refugees represent the third largest refugee group worldwide and the second largest contingent of asylum seekers to the EU.

In this scenario, with elevated pressure on aid actors, the capacity to deliver aid to the most in need in remote areas is jeopardized. Access on field remains one of the biggest challenges in Afghanistan, especially in some provinces, including Nangarhar and Kunar. The humanitarian crisis is looming as actors are overstretched and resources oriented to other crises. A high capacity to deliver aid is then required in such a complex environment where humanitarian needs are huge.

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

PUI strategy is to address the fundamental needs of the Afghan population in respect with all humanitarian principles. Indeed, neutrality and impartiality are key principles to respect in order to enable humanitarian access to the affected populations.

PUI has a strong health expertise in the country that can be used as an entry point to implement an integrated approach to support the population to regain their most basic needs and also to their self-sufficiency. Indeed, such problems as malnutrition and undernutrition request a multi sectoral and comprehensive response in order to decrease the prevalence of the phenomenon.

Since the beginning of 2013, PUI in Afghanistan started interventions on emergency preparedness and medical interventions for conflict-affected populations. As Afghanistan became the world's deadliest conflict in 2018 with 59% annual increase in terrorism-related deaths,, it is indeed crucial to have health staff prepared and equipped for mass casualties, and also to implement responses to population displacements.

Due to the violent recent history of the country and the constantly high number of security incidents in the country, PUI is developing an advocacy plan for development of Psychosocial First Aid (PFA) in the country in order to support the development of such activity countrywide. In order to better integrate its health activities, PUI also conduct WaSH activities in the health facilities.

### **The main programmatic objectives of the mission for 2019-2021 are:**

PUI is planning to address the needs of conflict-affected IDPs and populations in general, drought-affected IDPs, to improve access and quality of health and nutrition services as well as to tackle the PSS needs of the humanitarian workers who are exposed to traumatic events in their daily work. A specific focus is given on women's health and their access to quality health services.

## **History of the mission and current programs**

Prior to the Première Urgence Internationale (PUI) merger, AMI had been present among local populations in Afghanistan since 1980 for health programs. To be noted that PUI remains to be called PU-AMI in Afghanistan. Currently, the organization is running the following programs in Nangarhar, Kunar, Nuristan and Laghman provinces

### **Emergency life-saving health intervention:**

This program funded by ECHO started in May 2013. Preparing for a possible escalation of the conflict in the province, senior medical staff are trained on emergency medical care and will replicate the trainings to the staff of selected BPHS health facilities. Specific operational plans with definition of early warning systems are developed. With the evolution of the context PUI is scaling-up its emergency activities in Nangarhar as well, extending the successful interventions in Kunar and with additional tailored activities in assistance to IDPs.

Although Afghanistan has been almost continuously at war for the last 4 decades with high trauma caseload and indiscriminate targeting between civilians and fighters, PFA is very little developed.

As key health actor, PUI is working in health facilities to provide primary healthcare services. Linked with continuous fights in the areas and persistent pressure from armed opposition groups (AOGs) on strategic axis and locations, trauma caseload has been increasing as well.

Integrated to health services developed at community or health facility level, PUI has been developing, first as a pilot project and now at broader scale, the provision of PFA and psychosocial support.

Although psychological trauma largely remains a taboo and resilience of population in Afghanistan seems high, it however highlights the need for PFA in order to decrease the risk of mental disorders and to document the causes of trauma.

### **Nutrition programmes:**

While chronic malnutrition is a major health public issue at the national level, Global Acute Malnutrition also is a major challenge for health stakeholders. PUI then receives the support of OFDA for the implementation of an Integrated Management of Acute Malnutrition program covering the whole province of Kunar where SAM rate (6-59 months population considered) is constantly above 2% and GAM rate above the alert threshold. Currently, nutrition component is largely present in PUI interventions both mobile and static.

### **WaSH**

To ensure the health services are provided respecting the basic WAaSH standards, PUI ensures the rehabilitation of sanitation, latrines, water supply systems. PUI also provides assistance to the health and nutrition facilities through drilling of boreholes powered through solar panels. PUI works on hygiene kits, NFI distribution, and hygiene promotion as well.

Configuration of the mission	
<b>BUDGET 2020</b>	7.3 million EUR
<b>BASES</b>	Kabul city, coordination office, Jalalabad (Nangarhar office), Asadabad (Kunar office)
<b>NUMBER OF EXPATRIATES</b>	12
<b>NUMBER OF NATIONAL STAFF</b>	250
<b>NUMBER OF CURRENT PROJECTS</b>	2 (additional grants are under negotiation)
<b>MAIN PARTNERS</b>	ECHO, USAID/OFDA
<b>ACTIVITY SECTORS</b>	Health Nutrition Multi-sectorial Emergency Response Mechanism / Cash-based assistance Protection WaSH
<b>EXPATRIATE TEAM ON-SITE</b>	<p><b>Kabul Country Management:</b> Head of Mission, Deputy HoM Programs, Grants Officer, Medical Coordinator, Finance Coordinator, Logistics Coordinator, HR Coordinator</p> <p><b>Jalalabad Management:</b> Field Coordinator, MHPSS Advisor, Deputy Field Coordinator Programs, MEAL Manager, Log-Admin Trainer</p>

Job description
<b>Overall objective</b>
The Administrative and Financial Coordinator is accountable for the financial, accounting and budgetary management of the mission.
<b>Tasks and Responsibilities</b>
<ul style="list-style-type: none"> <li>▶ <b>Financial, budgetary and accounting management:</b> S/he is responsible for all aspects relating to finance, including budgetary and accounting elements, as well as the mission cash flow.</li> <li>▶ <b>Relation with donors:</b> S/he is in charge of budgeting the proposal and producing the donor financial reports.</li> <li>▶ <b>Relations with auditors :</b> S/he is supporting the Internal Auditor in case of audit at the field or HQ level</li> <li>▶ <b>Representation:</b> S/he represents the association in its relations with partners, authorities and different local players for the financial, administrative areas of the mission.</li> </ul>
<b>Specific objectives and linked activities</b>
<p><b>1. ENSURING SOUND FINANCIAL, BUDGETARY AND ACCOUNTING MANAGEMENT FOR THE MISSION</b></p> <p><b>a. Financial</b></p> <ul style="list-style-type: none"> <li>▶ 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 team in headquarters.</li> <li>▶ 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 expatriates and local employees on these rules and organizes ad hoc training when necessary.</li> </ul>

- ▶ S/he ensures, amongst other things, that contracts include payment schedules and taxes obligations; that procurement procedures are respected. S/he follows-up commitments and payments with logistics team; ensures financial compliance and budget control during purchase committee meetings; reviews the coherence between orders, quotations, purchase orders, call for tender documentation, contract, invoices, receipts, GRN, and the suppliers ability to endorse payments..
- ▶ S/he supervises the internal auditor for financial audits on the mission and the transmission to headquarters of the necessary documents and information within the framework of headquarters' audits.

#### **b. Budgetary**

- ▶ S/he pilots the mission budgetary framework for the year, and monitors/revises it at regular intervals, such as defined with the headquarters, at least once per quarter.
- ▶ 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 15 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 expenditures are assigned correctly according to the allocation table and carries out the monthly accounting closure having carried out all the necessary controls following PUI financial manual. S/he then transmits the monthly accounts to headquarters in an electronic version within 10 days following the end of the month.
- ▶ S/he supervises the presentation, circulation, vouchers filing and archiving of accounting as well as financial documents in compliance with PUI procedures and manuals.
- ▶ S/he does a random review on the quality and compliance of documentation from other bases when sent to the Coordination office.
- ▶ Due to the fact that most of the projects are audited in the field, the paper accounting must be sent on regular basis to the HQ when audits are completed.

#### **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 management of 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. ENSURE THE FLOW OF INFORMATION, COORDINATION AND REPRESENTATION ON FINANCIAL ISSUES**

- ▶ S/he ensures efficient flow of information to field teams, the capital and headquarters.
- ▶ S/he drafts or participates in the drafting of reports on internal operations in all matters concerning financial, budgetary and accounting issues of the mission.
- ▶ S/he ensures administrative coordination at the mission level through regular visits to bases, controls, monitoring, training, etc.
- ▶ Externally, s/he represents PU-AMI with tax and administrative authorities (MTO), Ministry of Finance and Ministry of Economy).

<ul style="list-style-type: none"> <li>▶ S/he also develops and maintains relationships with partner entities, particularly in the context of NGO coordination involving finance and donors.</li> </ul>
<b>3. SUPERVISE AND MANAGE ADMIN TEAMS</b> <ul style="list-style-type: none"> <li>▶ S/he oversees the entire finance team, directly or indirectly. S/he updates the organization chart of the finance team and writes or validates job descriptions and performs or delegates assessment interviews.</li> <li>▶ S/he leads working meetings, arbitrates conflicts, and determines priorities and timing of activities.</li> <li>▶ S/he participates in the recruitment of finance team members.</li> <li>▶ S/he ensures and/or supervises ongoing training in procedures and PUI tools for national and international members of the admin/fin team, in the capital and on bases.</li> <li>▶ S/he ensures that the updated tools approved by HQ are being used in the field and that trainings are conducted if needed.</li> <li>▶ S/he supports the Field Coordinators and Log-Admin Trainer in the performance of their finance activities, in a functional, not hierarchical, relationship.</li> <li>▶ S/he develops the action plan for the finance department according to the objectives defined in the mission's annual program.</li> </ul>
<b>4. ENSURING THE ADMINISTRATIVE AND LEGAL MANAGEMENT OF THE MISSION</b> <ul style="list-style-type: none"> <li>▶ S/he ensures the registration and the operations continuity of PUI in the country and with the different state ministries and departments (incl. Ministry of Economy, Medium Taxpayer Offices, immigration authorities, national insurance society,) respecting current administrative procedures, legal and fiscal requirements.</li> <li>▶ S/he supports HoM in organizing the legal protection for the mission, in particular by identifying one or more local partners capable of providing the necessary advice (lawyer for example).</li> <li>▶ S/he 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.</li> </ul>
<b>5. TEAM SUPERVISION</b> <ul style="list-style-type: none"> <li>▶ Coordination team: National Deputy Finance Coordinator (direct link), Accounting Officer, Finance Assistant (indirect link)</li> <li>▶ Field team: 2 finance managers (1 in Jalalabad, 1 in Asadabad)</li> <li>▶ Technical Support: Log-Admin Coach</li> </ul>

Desired Profile		
Knowledge and Expertise sought		
	ESSENTIAL	APPRECIATED
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>▶ Financial management</li> <li>▶ Accounting</li> </ul>	<ul style="list-style-type: none"> <li>▶ Human resources management</li> <li>▶ Legal knowledge (contracts, HR...)</li> <li>▶ Project management</li> </ul>
<b>PROFESSIONAL EXPERIENCE</b> <ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>		
<b>KNOWLEDGE &amp; SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Donors guidelines (ECHO, OFDA/USAID, UN)</li> <li>▶ Accounting</li> </ul>	<ul style="list-style-type: none"> <li>▶ Audit</li> <li>▶ Human resources management</li> <li>▶ Legal knowledge</li> </ul>

<b>LANGUAGES</b> <ul style="list-style-type: none"> <li>▶ English</li> <li>▶ French</li> <li>▶ Dari/Persian</li> <li>▶ Pashto</li> </ul>	X (mandatory)	    X X X
<b>SOFT SKILLS</b> <ul style="list-style-type: none"> <li>▶ Office Pack (Including Excel)</li> <li>▶ SAGA</li> </ul>	X (Mandatory)  X	
<b>Personal characteristics expected (team player, match for the position and the mission)</b>		
<ul style="list-style-type: none"> <li>▶ <b>Experience and skills in capacity building/training of the financial department colleagues</b></li> <li>▶ Resistance to pressure</li> <li>▶ Stress management</li> <li>▶ Analytical skills and attention to details</li> <li>▶ Organization and methodology at work</li> <li>▶ Reliability</li> <li>▶ Sense of responsibility</li> <li>▶ Active listening skills, empathy</li> <li>▶ Adaptability, priority management, practicality</li> <li>▶ Diplomacy and ability to negotiate</li> <li>▶ Good communication</li> <li>▶ Honesty and thoroughness</li> </ul>		

Proposed terms	
<b>Status</b>	
▶ <b>EMPLOYED</b> with a Fixed-Term Contract	
<b>Compensation</b>	
▶ <b>MONTHLY GROSS INCOME:</b> from 2 200 up to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI	
<b>Benefits</b>	
<ul style="list-style-type: none"> <li>▶ <b>COST COVERED:</b> Round-trip transportation to and from home / mission, visas, vaccines...</li> <li>▶ <b>INSURANCE</b> including medical coverage and complementary healthcare, 24/24 assistance and repatriation</li> <li>▶ <b>HOUSING</b> in collective accommodation</li> <li>▶ <b>DAILY LIVING EXPENSES</b> (« Per diem »)</li> <li>▶ <b>BREAK POLICY</b> : Break every 2 months + break allowance</li> <li>▶ <b>PAID LEAVES POLICY</b> : 5 weeks of paid leaves per year + return ticket every 6 months</li> </ul>	