**Job Description**

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| **Position** | FLAT Assistant | **Starting Date** | 01/08/2022 |
| **Reference of the offer** | 04/2022 | **Publication Date** | TBC |
| **Location** | Tunis | **Type of contract** |  |
| **Duration** | 6 months | **Security Level** | Cf SoP |

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| **About ACTED** |
| 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 4,800 national staff, 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org) |

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| **Context of the position and key challenges** |
| The FLAT assistant is in charge of the archive system of the mission, for Libya and Tunisia over Finance and Logistic departments. She/he takes part in the challenge of digitalization of documents, that is key in ACTED to ease audits and enhance the global archiving system. |

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| **Key roles and responsibilities** |
| **General:**   * Follow up of documentation shipments between Libya and Tunisia. * Classification of the documents received per department * Take the lead of the archiving room as per country plan * Work closely with the FLAT officer/Assistant in the field to ensure exhaustivity of the documents archived on next cloud   **Finance Department:**   * Scans of Documents of Tunisia office and upload on next cloud * Checking compliance of documents from Libya, share returns with teams in Libya and follow up on them * When documents are received, archiving them according to the finance guidelines   **Logistics Department:**   * Receive and scan all logistics Libya document signed at Tunis level to the focal point in Libya (PM/PC for scenario C, Memo, etc.) * Update the "approval and payment follow up" online tools for logistics when coordination sign document * Archive all signed document on logistics archiving files * Support logistics Tunis department by preparing documentation for Tunis procurement (quotation, PM, Memo, etc.) * Check documentation receive from the base before archiving them in respective logistics file. * Scan Tunis procurement file and update them in the respective online archiving system * Support Tunis logistics officer for the stock inventory each end of the month or any tasks related to stock management   **Compliance:** Support and help HR and Finance Department in urgent enquires during audit.  **Undertake any other tasks reasonable assigned by the FLAT departments** |

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| **Required qualifications and technical expertise** |
| * High school diploma or equivalent * Basic math and computer skills and high organizational skills are necessary * Experience as office assistant / audit assistant is desirable * Ability to handle a high volume of documents * Polite and courteous, good ability to work in a team supported by strong communication skills * Familiarity with cash desk equipment, such as point-of-sale (POS) machines, scanners, and cash drawers * Alert and attentive to details * Ability to work in a team and follow instructions |

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| **Conditions** |
| Job Title: FLAT Assistant  Duty Station: Tunis, Tunisia  Reporting to: Country Finance Manager  Working Hours: Part- Time Position - 28h per week (70%)  Type of contract: Fixed Term Contract, 6 months (renewable)  Estimated Start date :08/08/2022  Salary: Salary defined by the ACTED salary grid based on level of education, expertise, and level of experience. |

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| **How to apply** |
| Applications must be submitted in English, attached with a CV. The application form is available here:  Please send your application until the 08/04/20022 to the following addresses:   * by e-mail:   For any further information, please contact ACTED [marwa.elfeki@acted.org](mailto:marwa.elfeki@acted.org) mentioning the reference offer. |