**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 AssistantDuty Station: Tunis, TunisiaReporting to: Country Finance ManagerWorking Hours: Part- Time Position - 28h per week (70%)Type of contract: Fixed Term Contract, 6 months (renewable)Estimated Start date :08/08/2022Salary: 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 mentioning the reference offer.  |