**Logistics Admin Finance “LAF” Manager** (Tunisian National only)

We’re looking for a dynamic colleague who is passionate about creating social change through sports, working with young leaders and strengthening youth employability opportunities and skills. You will be a member of GAME’s Tunisia team to lead the Log Admin Finance department and assist with the implementation of the different activities.

**ABOUT THE POSITION**

In this new position in GAME Tunis office, you will be responsible for administering
the Logistics, Finance and Human Resources of the programme area. Provide adequate logistics functioning of the programme by taking in to consideration the logistics manual application. Guarantying proper administration and finance support of the programme by applying all corresponding policies. Responsible to ensure consistent HR support and practical implementation of all tools.

**Finance**

* Financial oversight incl. leading processes around budgeting, forecasting, controlling, reporting, and working with auditors
* Financial Controlling
* Monitorng and Reporting
* Budgeting
* Taxation

**Admin**

* Human Resources
* Office Resource Management

**Logistics**

* Logistics Management
* Internal Travel Support
* Foreign Travel Support
* Procurement

**WE OFFER**

* The opportunity to contribute with your expertise to scaling-up and sustaining GAME’s impact in the Tunisia and internationally.
* A dynamic organization with inclusion, sustainability, innovation, and informal professionalism as strong values.
* A place where you can learn and grow, as we believe in talent development for each and every employee. This includes everything from online courses on our own platforms to external trainings that can stimulate your curiosity and personal development needed to perform in your position.
* A strong focus on work-life balance.

**WE EXPECT YOU HAVE**

* Relevant Master degree or other relevant education (Finance, Logistics, Business Administration, Accounting, Development Studies,…).
* Work experience in an NGO environment a related area i.e., Logistics, Finance & HR/Admin or similar post, volunteering with NGOs & sports field will be an asset.
* High level of accuracy, attention to details.
* Ability to deliver task on deadline.
* Remote control management and reporting experience.
* Very good knowledge and application of MS-Office, especially Excel.
* Understanding of Tunisian government reporting.
* Good communication skill both verbal and written in English and Arabic, French is an advantage.
* Volunteer Management experience.
* Ideally, a driver’s license.

**DURATION:**This is a full-time role for a minimum of 16 months, based in Tunis with travel across the country required. Can be extended based on performance and context. Must be available to begin by September 19th, 2022.

**ONBOARDING DATE**Starting date will be in during September 2022. The position is with occasional weekend and evening work (such as overseeing events).

**WORKPLACE**

GAME Tunisia Country Office, Tunis.

**HOW TO APPLY**

Please submit your application via the following link:

 <https://podio.com/webforms/22921998/1627451>

One PDF document which includes: a 1-page Motivation Letter and a 2–3-page CV + an extra page with one or two references from your volunteering or professional experience in addition to the expected salary.

Kindly note that applications sent by email will be disregarded - please use the Podio-URL provided above and choose the right tittle (LAF Manager – Tunisia Aug 2022).

**APPLICATION DEADLINE**

Closing date for applications: **as soon as suitable candidate is found.**
We will be checking applications on a rolling basis and setting up interviews online and in person in Tunis.

**WE LOVE DIVERSITY!**

We believe that diversity is important, and we know that our well-being and innovation ability are enhanced by diversity. If you agree, then apply for the position and contribute to diversity in GAME with just exactly the person you are.

**CHILDREN’S RIGHTS & CODE OF CONDUCT**

GAME’s recruitment process reflects our high standards of protection for everyone in GAME especially, towards children and youths in our activities and programs. All employees of GAME must sign GAME’s Code of Conduct and give consent to obtain a child certificate in addition, provide references.

**ABOUT GAME**

GAME is an innovative street sports organization and is recognized as one of the world’s 150 best NGOs. GAME was founded in 2002 in Denmark with the mission of creating lasting social change through youth-led street sports and street culture. GAME establishes innovative facilities and trains young people to become coaches and role models within street sports and civil society in Europe, the Middle East and Africa.

We encourage you to read more about GAME’s work on [GAME.ngo](https://game.ngo/%22%20%5Ct%20%22_blank)

[Read how GAME stores and processes your personal data](https://game.ngo/privacy-policy/)

For any questions related to the position, you may email tunisia@game.ngo