**JOB DESCRIPTION**

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| **Preliminary Job Information** |
| **Job Title** | **Finance & Administration Assistant** |
| **Country and Base**  | Tunis, LAC 2 Tunisia (for Libya mission) |
| **Reports to** | Finance & Administration Manager (FAM)  |
| **Line Manager** | Finance & Administration Manager (FAM) |
| **Type of Contract** | Fixed term: 6 months renewable |
| **How to apply ?** | Applications must be submitted **from 21/09/23 to 17/10/2023** midnight **by EMAIL ONLY** with the subject: TUN FAA + FULL NAME to: recruitment@premiere-urgence-lby.orgApplications must contain a CV and Cover letter (in English) and the applicant’s contact details (phone + email)*Applications not respecting these instructions may not be considered****.******Kindly note that PUI might start the selection before the ending date***  |

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| **General Information** |
| **The organisation** |
| **Première Urgence Internationale (PUI)** is a non-governmental, non-profit, non-political and non-religious internationalaid 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, on average, 190 projects each 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 5 million people in 21 countries – in Africa, Asia, Middle East, Eastern Europe and France.Première Urgence Internationale has been operating in Libya since 2017, particularly in the regions of Benghazi and, from 2019, in Al Kufra, to strengthen the resilience of the most vulnerable populations affected by ongoing crises, improve their access to essential services. The organization’s intervention in the country is built upon an integrated approach combining the provision of comprehensive primary healthcare services, psychosocial support, protection assistance, WASH activities, and infrastructure and rehabilitation. |

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| **Job Description** |
| **Overall objective** |
| Under the supervision of Finance and Administration Manager, he/she is responsible of a high standard HR, finance, administrative management and secretariat to the coordination office based in Tunis to ensure that PUI activities in Libya are running in an effective and efficient manner in compliance with PUI and donors’ procedures. |
| **Tasks and Responsibilities** |
| * **Finance & cash Management**
* **Human Resource Administrative management**
* **Support administration & secretariat management**
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| **Specific Goals and Related Activities** |
| **Finance & cash management:*** Responsible of Cashbox management and cash payments at Tunis Coordination
* Responsible of the Cashbooks, bank books and Accountancy tools entries in Excel and SAGA software
* Responsible of the bank reconciliation on a monthly basis
* Ensure a proper financial and procurement compliance in respect of PUI’s regulations, Donor’s requirements, and the local regulations (Tunisian and Libyan)
* Ensure payment of Withholding Taxes and Social Security to the administration departments in Tunisia (CNSS, Recette des Finances)
* Ensure the first check of the procurements files and invoices at Coordination and Field levels
* Ensure the quality of the accounting vouchers
* Responsible of receiving and sorting the hard copies of the accountancy in Coordination Office and Libya field level
* Ensure the first check of the procurements files and invoices at Coordination and Field levels
* Ensure the electronic archiving of Financial Files
* Ensure the availability of cash at Tunis Coordination office
* Responsible of cash advance management at Tunis Coordination office
* Support in the preparation of the periodic shipment to HQ of the accountancy

**Human Resources administrative management:*** Prepare and/or gather supporting documents related to each local and international HR personal folder
* Support travel arrangements for international and national staff and visitors (flights, hotels, perdiems)
* Follow-up the procedure for all legal requirements for the access of international staff (Follow-up on Libyan visas, Security clearance, Telex, Tunisian visas, residencies, Work permits)
* Responsible of preparing Tunis National staff timesheets on a monthly basis
* Responsible of following up Tunis office leave request and filling Tunis HR Database base on monthly basis
* Support the recruitment process of all national collaborators in Tunisia (job announcement posting, candidates shortlisting, supervising technical tests and organizing interviews)
* Participate in the HR induction and briefing planning for new staff in Tunis
* Ensure an efficient follow-up of all HR personnel files and contracts
* Ensure the electronic archiving of HR Files

**Support Administration management :*** Provide secretariat support for writing official letters when necessary
* Ensure translations of official documents (from English or French to Arabic or from Arabic to English or French)

In General, the Employee has to remain flexible and to perform other duties as required for the good running of the mission. *This job description may be subject to modifications in the future, depending on the evolution of the activities.* *These modifications will then be defined and discussed between the Employee and PUI* |

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| **Required Profile** |
|  | **ESSENTIAL** | **DESIRABLE** |
| **TRAINING** | University degree in business administration and/or accountancy and/or Finance and/or Human Resource | Knowledge of INGOs procedures is an added value |
| **PROFESSIONAL EXPERIENCE**HumanitarianInternationalTechnical | x | Previous experience in an INGO is an added value |
| **KNOWLEDGE AND SKILLS** | Knowledge of Tunisian local regulations and authorities | * Knowledge of the Libyan context
* SAGA accounting software
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| **LANGUAGES** | **English + Arabic****Mandatory** | French |
| **SOFTWARE** | Pack Office |  |
| **OTHERS** | Driving licence |  |

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| **Required Personal Characteristics (fitting into team, suitability for the job and assignment/mission)** |
| * Being flexible, adapt easily to changes and reorganize priorities according to the needs
* Ability to work under stress and pressure, and to adjust to different situations
* Ability and eagerness to work with different cultures
* Ability to make suggestions
* Commitment to humanitarian principles
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This job description may be subject to modifications in the future, depending on the evolution of the activities. These modifications will then be defined and discussed between the employee and Première Urgence Internationale.

The employee certifies to have read, understood and agreed to this job description.

**Any non-respect of rules and responsibilities mentioned above in the Job Description, might be assimilated to a professional fault and could lead to any kind of sanction**