

JOB DESCRIPTION

Preliminary Job Information

Job Title	LOGISTICS AND ADMINISTRATION ASSISTANT
Location	Tunis - TUNISIA
Reports to	Finance and Administration Manager and Logistics Officer
Expected date of arrival	14/10/2024
Application submission information	<p>Interested candidates should submit their applications by EMAIL ONLY with the subject: LAA + your FULL NAME to recruitment@premiere-urgence-lby.org with letter of motivation, resume, diplomas and any relevant certificates (work, training, etc), contact (phone/email).</p> <p>Applications not respecting these instructions may not be considered.</p> <p>Applications will be reviewed, and potential qualified candidates may be contacted prior to the position closing date. We encourage applicants to submit their CV promptly, as the position may be filled before the advertised deadline.</p>

General Information

The organization
<p>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.</p> <p>The association leads, on average, 190 projects each year in the following sectors of intervention: protection, 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.</p> <p>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, WASH activities, and infrastructure and rehabilitation. Première Urgence Internationale develops public infrastructures' rehabilitation and restoration in areas affected by several years of conflict. PUI is currently implementing health and WASH activities to assist the populations affected by the Daniel storm. From September 2024, PUI will launch an emergency health and WASH response to assist Sudanese refugees and host populations in the Al-Kufra region.</p>

Job Description

Overall objective
Under the supervision of the Finance and Administration Manager (FAM) and the Logistics Officer (LO), the Logistics and Administration Assistant (LAA) is responsible for a high standard HR, finance, administrative, logistics management and secretariat to the Libyan mission to ensure that PUI activities are run in an effective and efficient manner in compliance with PUI and donors' procedures.
Tasks and Responsibilities
<ol style="list-style-type: none"> 1. FINANCE MANAGEMENT 2. HR ADMINISTRATIVE MANAGEMENT 3. ADMINISTRATION MANAGEMENT 4. LOGISTICS MANAGEMENT
Specific objectives and linked activities
<ol style="list-style-type: none"> 1. FINANCE MANAGEMENT

- Responsible for cashbox management and cash payments
- Responsible for cash advance management
- Ensure the availability of cash
- Participate in the preparation of all bank payments
- Responsible for the cash books and bank account books for Tunis Coordination under the supervision of FAM
- Ensure a proper voucher archiving system (hard and soft copies) at coordination level
- Ensure proper financial management in respect of PUI procedures, local financial and tax regulations
- Participate in internal and external audits preparation

2. HR ADMINISTRATIVE MANAGEMENT

- Gather all the documents needed in national staff HR files
- Prepare the HR Database of Tunis (collect all supporting documents (leave requests/advances forms/PoA), prepare the attendance sheets) and send it to FAM on a monthly basis respecting the deadline
- Responsible of following up Tunis staff leave requests and updating the leave planner
- Participate in the recruitment process: lead the first selection of the applicants, arrange the technical tests and interviews, send the job offer and contract under the supervision of FAM, lead the briefing schedule
- Ensure a proper and complete archiving system (electronic and hard HR files)
- Support in the HR management of the local staff in Tunisia, in respect with the local labor regulations
- Prepare the files related to the expatriates' visa and residency in Tunisia and support the FAM in the process

3. ADMINISTRATION

- Ensure the payment of Social security and Taxes to the Administration in Tunisia respecting the deadline
- Support the FAM in PUI annual registration process and with the authorities in Tunisia
- Ensure the translation of official documents if needed
- Provide secretariat support for writing official letters when needed

4. LOGISTICS MANAGEMENT

Procurement

- Assist in preparing all necessary documentation for handling procurement of goods and services for Tunis office as assigned by the Logistics Officer and in accordance with PUI rules and regulations
- Liaise with PUI suppliers and service providers in Tunisia to request quotes, follow up on offers to ensure timely and safe delivery of goods and services

Stock and assets

- Manage the delivery of purchased stock and asset items to Tunis PUI Office arranging and optimizing their transport with suppliers
- Ensure all IT and communication equipment are kept functional and properly serviced
- Handle a quarterly audit of Stocks and Assets in Tunis premises

Documentation and reporting

- Assist the LO in collecting data for monthly logistics reports
- Perform other related duties requested by the LO
- Support the department in the preparation of internal and external audit as requested by LO

Driving of staff

- Is responsible to drive PUI staff members, following PUI Movements SOPs, PUI Drivers' Code of Conduct and Tunisian traffic laws and regulations
- Handle pick-ups / drop-offs of expatriate staff and visitors at the airport or facilitate the liaison with local taxi drivers

In general, the collaborator has to remain flexible and to perform other duties as required for the good running of the mission.

NB: 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 collaborator and PUI

Required Profile

	ESSENTIAL	DESIRABLE
EDUCATION/TRAINING	<ul style="list-style-type: none"> ▶ University degree in administration, accounting, finance, HR or logistics ▶ Driving license 	
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> ▶ Humanitarian X ▶ International X ▶ Technical X 	<ul style="list-style-type: none"> ▶ Previous experience in an INGO dealing with donors ▶ PUI procedures knowledge
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Knowledge of Tunisian local regulations/laws and authorities 	<ul style="list-style-type: none"> ▶ Knowledge of the Libyan context
LANGUAGES	<ul style="list-style-type: none"> ▶ French ▶ English ▶ Arabic 	
SOFTWARE	<ul style="list-style-type: none"> ▶ Microsoft Office 	<ul style="list-style-type: none"> ▶ SAGA accounting software ▶ Homere HR software

Required Personal Characteristics (fitting into team, suitability for the job)

- ▶ Able to manage priorities, take initiatives and work without constant supervision
- ▶ Able to ensure neutrality and confidential information remaining within the Coordination department only
- ▶ Being flexible, adapt easily to changes and reorganize priorities according to needs
- ▶ Ability to work in, cope up with stress and pressure, and to adjust to different situations
- ▶ Ability and eagerness to work with different cultures
- ▶ Commitment to humanitarian principles

PUI's capacity to ensure the protection of and assistance to migrants, refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation PUI's values and Code of Conduct, Child Rights Safeguarding Policy, and prevention of sexual exploitation, abuse and harassment. PUI does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination. PUI conducts thorough and comprehensive background checks and reference checks as part of the recruitment process.

PUI is committed to achieving workforce diversity in terms of gender, race, nationality and culture. Individuals from minority groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply. All applications will be treated with the strictest confidence.

The Collaborator 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.

Done inon the/...../....., in 2 copies (one for PUI, one for the Collaborator).

*Name and signature of the Collaborator
with « read and approved » mention*