

JOB DESCRIPTION

Preliminary Job Information	
Job Title	FINANCE AND ADMINISTRATION ASSISTANT
Location	TUNISIA - TUNIS
Reports to	Finance and Administration Coordinator
Direct Management	Cleaner
Expected date of arrival	01/12/2025
Application submission information	<p>Interested candidates should submit their applications by EMAIL ONLY with the subject: FAA + 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
<p>The organisation</p> <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, Latin America 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, public infrastructures' rehabilitation and WASH activities. Since September 2024 PUI has been implementing an emergency health and WASH response to assist Sudanese refugees and host populations in the Al-Kufra region.</p>

Job Description
<p>Overall objective</p> <p>Under the direct management of the Finance and Administration Coordinator (FAC), the Finance and Administration Assistant is responsible of a high standard HR, finance, administrative management 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.</p>
<p>Tasks and Responsibilities</p> <ol style="list-style-type: none"> 1. FINANCE MANAGEMENT 2. HUMAN RESOURCES ADMINISTRATIVE MANAGEMENT 3. ADMINISTRATION MANAGEMENT 4. TEAM MANAGEMENT

Specific objectives and linked activities
<p>1. FINANCE MANAGEMENT</p> <ul style="list-style-type: none"> • Responsible for cashbox management and cash payments in Tunis • Responsible for cash advance management in Tunis

- Ensure the availability of cash in Tunis
- In charge of the first check of the invoices paid at Coordination level
- Participate in filling the cashbooks and bankbooks using Excel
- Ensure a proper voucher archiving system (hard copies)
- Assist in the monthly/yearly accounting closure
- Ensure proper financial management in respect of PUI procedures, local financial and tax regulations
- Ensure the payment of withholding taxes and Social Security to the administration in Tunisia (CNSS, Recette des Finances) on time
- Ensure the electronic archiving of the accountancy of the mission and the preparation of the periodic shipment of the accountancy to HQ
- Participate in internal and external audits if needed

2. HR ADMINISTRATIVE MANAGEMENT

- Gather all the documents needed in national staff HR files
- Assist in preparing the HR Database: prepare attendance sheets and collect all supporting documents (leave requests/advances forms/PoA), scan and send to FAC on a monthly basis
- Support the recruitment process of all national employees in Tunisia (job announcement posting, candidates shortlisting, planification/supervision of technical tests, participation in the interviews of assistant positions or lower when required)
- Participate in the briefing planning for new staff
- 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
- Support in the process of all legal requirements for the access of international staff (residency, Libyan visa, security clearance etc)

3. ADMINISTRATION

- Ensure the translation of documents when required
- Provide secretariat support for writing official letters when needed
- Ensure the archiving of the administrative documents (electronic and hard files)
- Support in the process of all legal requirements with the local authorities
- Ensure the follow-up of office consumables stock with the cleaner and raise the purchase request when needed

4. TEAM MANAGEMENT

- Ensure regular monitoring of the tasks of his/her team
- Ensure the daily administrative management of his/her team (leave plan, compliance with working hours, appraisal)
- Ensure the compliance with PUI Internal Regulations (IRR) by the team under his/her line management. Report any breach of the IR to the line manager

In general, the Employee 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 Employee and PUI

Required Profile

	REQUIRED	DESIRABLE
EDUCATION / TRAINING	► Bachelor's degree in business administration and/or accountancy and/or Finance and/or Human Resources	
PROFESSIONAL EXPERIENCE	► 1 year experience in a similar position	► Previous experience in an INGO
KNOWLEDGE AND SKILLS	► Knowledge of Tunisian regulations and authorities	► Knowledge of the Libyan context ► Knowledge of INGOs procedures
LANGUAGES	► Fluent in English and Arabic	► French
SOFTWARE	► Pack Office	► SAGA accounting software

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

- ▶ Strong commitment to humanitarian principles
- ▶ Ability to work independently while taking initiatives and showing a sense of responsibility
- ▶ Ability to work and manage affairs professionally and with maturity
- ▶ A high sense of discretion and integrity when dealing with sensitive protection information
- ▶ Ability to withstand pressure
- ▶ Ability to provide/structure instructions clearly and concisely both orally and in writing
- ▶ Strong commitment to support/develop capacity of staff
- ▶ Sense of diplomacy and openness of spirit
- ▶ Good brainstorming, analytical and trouble-shooting skills
- ▶ Ability to integrate the local environment into operations, in its political, economic and historical dimensions
- ▶ Result Oriented and priority management skills
- ▶ Organization, rigor and ability to meet deadlines
- ▶ Strongly committed, Proactive, Flexible, and adaptable to the needs of the team and organization
- ▶ Reliable and punctual

Conditions

Status

EMPLOYED open contract with probation period (Replacement Maternity leaves)

Compensation

MONTHLY BASIC INCOME: starting 1912 TND (upon experience)

MONTHLY TRANSPORTATION ALLOWANCE: 200 TND

Benefits

- ▶ **HEALTH INSURANCE:** Allianz medical coverage
- ▶ **HOUSING:** Not covered
- ▶ **PAID LEAVES POLICY:** 24 days per year (2 days per month)