

## Preliminary Job Information

<b>Job Title</b>	<b>ADMINISTRATIVE AND FINANCIAL COORDINATOR</b>
<b>Reports to</b>	<b>HEAD OF MISSION</b>
<b>Country &amp; Base of posting</b>	<b>COLOMBIA – BASED IN BOGOTA (WITH FIELD DEPLOYMENTS)</b>
<b>Creation/Replacement</b>	Creation
<b>Duration of Mission</b>	3 months (renewable upon performance and funding)

## General Information on the Mission

### Context

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organisation. 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. PU-AMI relies on 30 years of field experience in 50 countries in crisis, as well as on the complementarity of its medical and non-medical expertise, to adapt its programs to each context and to the real needs of the most vulnerable populations. The association leads in average 250 projects by 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 3 million people in 20 countries – in Africa, Asia, Middle East, Caucasus and Europe.

### Crisis context

Venezuela faces a major political, economic and social crisis, with hyperinflation, acute scarcity of food, medicine and other basic goods and one of the world's highest murder rates. During widespread protests against Maduro's government, dozens of opposition demonstrators have been killed. The July 2017 election of an all-powerful Constituent Assembly closed down almost all remaining democratic spaces, sparking widespread condemnation in the region and around the world. In recent years, almost 4.8 million people left Venezuela to live, mostly, in Colombia, Ecuador, Peru, Argentina, and Chile. In the short term, migration places significant pressures on the provision of services, institutions, labor markets and the social dynamics of the receiving areas, affecting most the vulnerable populations in both the migrant and local communities.

Colombia hosts the largest number of Venezuelan migrants (1.6 million) and between 70,000 and 80,000 Venezuelan citizens cross the border with Colombia every day. While most return to their country the same day, others stay in Colombia. In early February, the Colombian government tightened entry restrictions and security along the border with Venezuela, deploying an additional 3,000 security personnel, and temporarily halted the processing of new border mobility cards. In absolute terms, Bogotá is the city with the largest number of migrants. However, in relative terms, the border areas (Norte de Santander, Arauca and Guajira) are the most affected, with the migrants representing between 2.5% and 5% of the population. These regions have development lags, which limits their ability to absorb migrants.

ICRC state that there is an estimated 400 to 800 'Caminantes', the vast majority being Venezuelan (including People With Specific Needs (PWSN)), using the BGA route from Cúcuta each day, before continuing to any of their destinations. On this route, Caminantes arrive in BGA in poor conditions, after walking 390kms in a time of between 3 and 5 days. Some Venezuelans in Colombia live in precarious conditions, sometimes staying in public installations such as transport terminals, with multiple needs including shelter, protection, food security; health and WASH. Almost 70% of Venezuelans in Colombia are estimated to have irregular migratory status and are particularly vulnerable to violence and exploitation. They lack access to basic services and work. Only 40% of the migrant children are in school, and the migrant population is twice as likely to be unemployed than the local Colombian population.

Increased traffic along illegal border crossing routes has been reported since entry restrictions changed. Armed groups control many illegal crossing points, which leads to protection concerns for people using these crossings. Additionally, initial assessments report a high number of transactional sex practices used as coping strategies by women and adolescent girls, further exposing them to violence, exploitation, early and unwanted pregnancies, and health hazards (sexually transmissible diseases), while unaccompanied and separated children are also exposed to significant risk. Caminantes, especially those without proper legal documentation, who sleep in public areas in and around BGA are also subject to significant discrimination from the local population and pressure from the local

authorities who remove them from these spaces.

### **PUI's strategy/ current programs**

Following many exploratory missions and the confirmation of a project submitted and validated, PUI aims to launch its humanitarian project covering **protection, food security and MHPSS sector**, as well as to develop its positioning and operational strategy in the country for 2020.

In Bucaramanga, PUI aims to mitigate serious protection risks that Venezuelan Caminantes, particularly PWSN, are facing on the dangerous migration route and within Bucaramanga, including exposure to violence, abuse, exploitation, and discrimination. To do so, PUI will partner with a local organization in Bucaramanga to provide accommodation, water and sanitation, and food to Caminantes. Within this Refuge, PUI Staff will also conduct Mental Health and Psychosocial Support (MHPSS) activities, and provide emergency transport, to this refuge.

### **Configuration of the mission**

<b>BUDGET FORECAST 2020</b>	<b>1,000,000 USD</b>
<b>BASES</b>	<b>BOGOTA (WITH FIELD DEPLOYMENTS)</b>
<b>NUMBER OF EXPATRIATES</b>	5
<b>NUMBER OF NATIONAL STAFF</b>	28
<b>NUMBER OF CURRENT PROJECTS</b>	1
<b>MAIN PARTNERS</b>	TBC
<b>ACTIVITY SECTORS</b>	Protection, Transport, Food Security and MHPSS
<b>EXPATRIATE TEAM ON-SITE</b>	4

## **Job Description**

### **Overall objective**

The Administrative and Financial Coordinator is accountable for the sound financial, accounting and budgetary management of the mission as well as the management of human resources and the administrative and legal records.

### **Tasks and Responsibilities**

- ▶ **Financial, budgetary and accounting management:** He/She is responsible for all aspects relating to finance, including budgetary and accounting elements, as well as the mission cash flow.
- ▶ **Management of human resources:** He/She is responsible for the administrative management of the local and international teams, for the definition/updating of procedures and HR management tools in accordance with labor regulations in the intervention country and the HR policies of PUI, and for the monitoring of risks linked to HR questions.
- ▶ **Administrative and legal management:** He/She supervises administrative records and guarantees that the status and functioning of the mission are in legal accordance with the requirements of the intervention country.
- ▶ **Representation:** He/She represents the association in its relations with partners, authorities and different local players for the financial, administrative, legal and human resources areas of the mission.
- ▶ **Coordination:** He/She centralizes and diffuses information within the mission and to headquarters for all financial, administrative, legal and human resources aspects of the mission, and consolidates the internal and external reporting for these domains.

### **Specific objectives and linked activities**

#### **1. ENSURING SOUND FINANCIAL, BUDGETARY AND ACCOUNTING MANAGEMENT FOR THE MISSION**

##### **a. Financial**

- ▶ He/She elaborates and updates monitoring charts to ensure the financial equilibrium of the mission and prevent risks. He/She analyses financial information, and shares his/her conclusions with the coordination team, the base managers and the appropriate technical managers, as well as with the audit manager at headquarters.
- ▶ He/She ensures the implementation and correct use of financial, accounting and budgetary procedures and management tools throughout the mission. He/She is responsible for briefing new expatriates and local employees on these rules and organizes ad hoc training when necessary.
- ▶ He/She ensures, amongst other things, that expenditure procedures are respected and implements an internal control system. He/She also participates in the validation of procurement files.
- ▶ He/She is responsible for financial audits on the mission and supervises the transmission to headquarters of the necessary documents and information within the framework of headquarters' audits.

**b. Budgetary**

- ▶ He/She pilots the development of the mission budgetary framework for the year, and monitors/revises it at regular intervals, such as defined with the audit manager at headquarters.
- ▶ He/She formulates project budgets within the framework of operations proposals (including budgetary narrative), respecting the procedures for each donor, in coordination with the coordination team and the appropriate field managers. He/She ensures therefore the cost coverage strictly linked to the proposed programs, but also to the fair distribution of mission operating costs throughout each project.
- ▶ He/She prepares each month the budgetary monitoring for each project, which he/she communicates to the appropriate players in the mission and headquarters within 15 days following the end of the month, and analyses with them any discrepancies between forecast and actual figures.
- ▶ He/She carries out budgetary projections at regular intervals in order to ensure the optimization of budgetary resources while respecting the eligibility and flexibility rules of each donor. He/She proposes where necessary budgetary adjustments, which could necessitate requests for contractual amendments. He/She takes into account the contractual timing required for presenting an amendment and ensures that all the documents are transmitted in due time to headquarters.
- ▶ He/She ensures, throughout each project, that funds are correctly attributed, respecting the contractual framework in terms of eligibility rules (date, nature and procurement procedures) and reporting intervals.
- ▶ He/She produces external financial reports for the donors that he/she transmits to the Head of Mission for transmission to headquarters with all the documents constituting the contractual report.

**c. Accounting**

- ▶ He/She supervises the accounting assignment of transactions, ensures that expenditure is correctly assigned and carries out the monthly accounting closure having carried out all the necessary controls. He/She then transmits the monthly accounts to headquarters in an electronic version as well as the paper accounting returns within 8 days following the end of the month.
- ▶ He/She is responsible for the correct archiving of accounting documents according to the rules established by headquarters.

**d. Cash Flow**

- ▶ He/She establishes the provisional cash flow with the teams and transmits to headquarters requests for transfers. He/She ensures that the amount of cash flow for the mission is sufficient for the requirements in the field over the period, taking into account possible donor payments carried out locally in these transfer requests to headquarters.
- ▶ He/She is responsible for the bank accounts and funds for which he/she regularly controls the balances, and he/she organizes fund movements to the mission permanently mindful of the security of the transferred and stocked funds.

**2. ENSURING THE GOOD MANAGEMENT OF LOCAL HUMAN RESOURCES FOR THE MISSION**

**a. HR Policy**

- ▶ He/She produces and proposes possible updates to the HR policy in terms of rules, procedures and tools, relating to recruitment, remuneration, administrative management, disciplinary aspects and the management of individual career paths within the organization.
- ▶ He/she guarantees the application of this policy, once validated by the Head of Mission and Headquarters, and consequently monitors that the rules and procedures are known, understood and applied by all team leaders, and that the team leaders have all the tools required for their application.
- ▶ In particular, he/she participates in the production and/or updating of the internal rules of procedure and is responsible for their correct application.

**b. Administrative management, management of career paths**

- ▶ He/She participates in the validation of recruitment requests, contractual amendments (whatever the object: function, remuneration, hours, end date...), disciplinary sanctions and dismissal decisions.
- ▶ He/She supervises the organization of recruitments (offer, candidates, and interviews) for his teams and can be called upon to participate for other departments.
- ▶ He/She ensures the constitution of administrative files for the personnel, and monitors that employee documents are in accordance with working for PUI in the country.
- ▶ He/She establishes personnel work contracts.
- ▶ He/She defines the procedures and produces necessary integration supports for new employees.
- ▶ He/She elaborates the remuneration grids (fixed and variable elements), defines the complementary advantage packages (compulsory or not: medical cover, per diem, insurance, travel expenses...) and ensures their implementation, once validated by the Head of Mission and Headquarters.
- ▶ He/She supervises pay operations.
- ▶ He/She monitors absences and particularly vacations.
- ▶ He/She monitors the smooth running of the evaluation process for all the employees of the mission.
- ▶ He/She identifies training needs and participates in making them materially possible.
- ▶ He/She organizes and manages sanitary and medical repatriations in case of work related accidents with the field medical coordinator (if necessary) and the headquarters medical manager.
- ▶ He/She responds to requests from team leaders, advises them and accompanies them where necessary.

**c. Organization of work**

- ▶ He/She participates in the elaboration of staffing organization charts, is attentive to the coherence of team composition, in terms of task sharing and responsibilities, definition of hierarchical and functional links, job titles.
- ▶ He/She elaborates the job classification grid, updating it when necessary, and monitors its strict application in the field.
- ▶ He/She participates in the elaboration of job descriptions and validates them according to the classification grid.
- ▶ He/She participates in the definition of Human Resources requirements within the framework of the drafting of project proposals and possible amendments.

**d. HR risk management**

- ▶ He/She monitors salary costs, carries out financial projections, anticipates and alerts if necessary.
- ▶ He/She ensures that the HR rules and procedures are in accordance with current employment legislation, ensures social monitoring and carries out updates where necessary.
- ▶ He/She is responsible for defining and implementing appropriate work conditions, in particular concerning health and safety rules.
- ▶ He/She anticipates and prevents social conflicts and participates in crisis management where necessary. Conflict prevention may require the organization of a personnel representation system, if inexistent.
- ▶ He/She is attentive to the risk of abuses of authority (between local employees or from expatriates towards local employees, in whatever form) and reports all inappropriate behavior to the Head of Mission.
- ▶ He/She is responsible for managing the files for all the personnel (on staff or not), the updating of data and their physical and electronic archiving.

### 3. ENSURING THE ADMINISTRATIVE MANAGEMENT OF INTERNATIONAL MISSION PERSONNEL

- ▶ He/She ensures the constitution of administrative files for international personnel, their registration with local authorities and embassies, and monitors that expatriate documents are in accordance with working for PUI in the country.
- ▶ He/She organizes and manages sanitary and medical repatriations with the field medical coordinator (if necessary) and the headquarters medical manager.
- ▶ He/She supervises the organization of mission arrivals and departures (bookings, travel documents, transit, vacation requests, return sheet...) in coordination with the Head of Mission and headquarters.
- ▶ He/She carries out the briefing for all expatriates arriving to the mission within his/her skill areas.
- ▶ He/She participates in the definition of the monthly per diem amount and manages and/or delegates the per diem allocation and eventually salary advances in collaboration with headquarters.

### 4. ENSURING THE ADMINISTRATIVE AND LEGAL MANAGEMENT OF THE MISSION

- ▶ He/She ensures the registration of PUI in the country and with the different State departments (Tax office, Immigration Authorities, National Insurance society, Planning Ministry...) respecting current administrative procedures, legal and fiscal requirements.
- ▶ He/She organizes the legal protection for the mission, in particular by identifying one or more local partners capable of providing the necessary advice (lawyer for example).
- ▶ He/She participates in the drafting of contractual documents for the mission (with the authorities, NGO partners, suppliers, insurers, vehicle and rented property owners...) and ensures their monitoring.
- ▶ He/She participates in the administrative and legal monitoring of projects, in particular the implementation of the supply chain.

### 5. ENSURING THE CIRCULATION OF INFORMATION, THE COORDINATION AND THE REPRESENTATION FOR "ADMIN" QUESTIONS

- ▶ He/She ensures an efficient circulation of information to field, capital and headquarters teams.
- ▶ He/She drafts or participates in the drafting of internal activity reports for everything dealing with financial, budgetary, accounting, HR, administrative and legal management for the mission.
- ▶ He/She ensures the administrative coordination at mission level by regular visits to the bases, controls, monitoring, training, etc...
- ▶ Internally, he/she is the representative for PUI with the Personnel representative instances, either legally compulsory or not. He/She is also the representative for PUI for all the personnel for any question relating to Human Resources; as such, he/she ensures the communication of any decision or change in rules or procedures to the local teams and ensures that the necessary explanations are provided so that the appropriation is facilitated.
- ▶ Externally, he/she represents PUI with the legal, fiscal and administrative authorities (Work inspectors, Tax office, collection organizations...). He/She develops and maintains relationships with partner entities, in particular within the NGO forum for coordination for everything dealing with administration, donors and human resources.

### 6. SUPERVISING AND MANAGING "ADMIN" TEAMS

- ▶ He/She supervises all the admin team, directly or not. He/She drafts and validates job descriptions and carries out or delegates performance appreciation interviews. He/She animates work meetings, arbitrates possible conflicts, and defines priorities and activity timings.
- ▶ He/She participates in the recruitment of members of the admin team.
- ▶ He/She ensures and/or supervises continuous development training for procedures and tools of PUI for local and international members of the admin team, at the capital and on the bases.
- ▶ He/She elaborates the admin department action plan according to the objectives defined in the annual mission program.

### Focus on 3 priority activities relating to the context of the mission

- ▶ To ensure the administrative management of international mission personnel
- ▶ To ensure the administrative and legal management of the mission
- ▶ To ensure sound financial, budgetary and accounting management for the mission

### Team management

Number of people to manage and their position (expatriate/local staff)

- ▶ Direct management:
- ▶ Indirect management: Field Coordinator and national staff

## Required Profile

### Required knowledge and skills

	REQUIRED	DESIRABLE
<b>TRAINING</b>	Financial/accounting management	Project management Human Resources Management
<b>PROFESSIONAL EXPERIENCE</b> <ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>	X	X X
<b>KNOWLEDGE AND SKILLS</b>		Knowledge of institutional donor procedures (OFDA, ECHO, AAP, UN agencies...)
<b>LANGUAGES</b> <ul style="list-style-type: none"> <li>▶ Spanish</li> <li>▶ English</li> <li>▶ French</li> </ul>	Professional fluency in written and spoken Spanish and English	French would be an asset
<b>SOFTWARE</b> <ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Other (to be specified)</li> </ul>	X (Excel compulsory)	Saga

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

- ▶ Good stress management
- ▶ Resistance to pressure
- ▶ Analytical capability
- ▶ Organized and methodical
- ▶ Reliable
- ▶ Strong sense of responsibilities
- ▶ Strong listening and empathy skills
- ▶ Ability to adapt, manage priorities and be pragmatic
- ▶ Diplomatic and with a sense of negotiation
- ▶ Good communication skills
- ▶ Honesty and rigor

## Conditions

### Status

- ▶ **EMPLOYED** with a Fixed-Term Contract

### Salary package

- ▶ **MONTHLY GROSS INCOME:** from 2 000 up to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

### Costs covered

- ▶ **COST COVERED:** Round-trip transportation to and from home / mission, visas, vaccines...
- ▶ **INSURANCE** including medical coverage and complementary healthcare, 24/24 assistance and repatriation
- ▶ **HOUSING** in hotels for now but in collective accommodation on the long run
- ▶ **DAILY LIVING EXPENSES** (« Per diem »)
- ▶ **BREAK POLICY:** 5 working days at 3 and 9 months
- ▶ **PAID LEAVES POLICY:** 5 weeks of paid leaves per year + return ticket every 6 months