

	<b>JOB DESCRIPTION</b>	Released	05-May-2017
		Closing Date	20-May-2017

Relevant Information-Candidate	With the restructuration of the mission, and the merger of the HR department + Finance, Action Against Hunger is interested in hiring a solid Administration Officer with both finance and HR profiles to deputize the Administration Manager in support of Action Against Hunger national strategy in the implementation of high quality HR+Finance deliverables.
Title of Post	<b>Administration Officer –New Post</b>
Main place of work	Monrovia Office – with visits at time to other Action Against Hunger Bases
Classification	T3

<b>Report to</b>	<b>Line Manager:</b> Administration Manager <b>Supervise:</b> Cashier (Bomi) – and One Outsource home staff.
<b>Field of intervention</b>	Country of mission
<b>Qualification/level of study:</b>	Preferably a first degree in Management/Accounting.2-3 years of professional experience in dealing with general Financial + HR issues. Knowledge of collective and individual management fundamentals, budget analysis and treasury forecast, cash management, bank reconciliation, staff administration, and recruitment.
<b>Skills required:</b>	Team management – organizational skills and management of priorities – good analysis skills – high sense of confidentiality - diplomacy – good interpersonal skills – good English knowledge (oral and written) – efficient with computer software (word and excel) Specific knowledge: <ul style="list-style-type: none"> <li>- Able to develop a global and long term vision</li> <li>- Be sensitive to others and to the environment</li> <li>- Able to mentor and transfer its knowledge</li> <li>- A strong desire to serve diverse group of people</li> <li>- Able to develop, maintain and mobilize a professional external network</li> </ul>
<b>General resources/ Specific resources</b>	The successful candidate should familiarize himself / herself with Action Against Hunger finance + HR mission kit that is available.

<b>Objective of post</b>	Support the Administration Manager in the implementation of the mission finance + HR strategies, and the management of expatriate on the mission. The Administration Officer will play a pivotal role and should be passionate to serve as an Administration Officer, and shall take the lead on HR+ Finance issues in the absent of the Administration Manager .
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<p><b>Mission 1: Support in defining, implementing and follow-up of national HR policies for mission</b></p> <p>Under the supervision of Administration Manager:</p> <ul style="list-style-type: none"> <li>➤ Ensure the update and implementation of HR procedures and tools on the bases</li> <li>➤ Ensure a legal/regulatory watch on any new text that impact the HR management of the mission</li> <li>➤ Contribute, with the Administration Manager to the collection of necessary information and to the revision of HR policies</li> </ul>
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- Participate to the revision of the HR strategy and the its implementation follow up
- Collect, verify and compile the bases' monthly HR reports and synthetize into a mission's report before the 10<sup>th</sup> of every month for submission to the Administration Manager.
- Liaise with other department in a more friendly and professional manner in resolving the needs of each department as per the department HR request.

**Mission 2: Ensure the follow up of the administrative management of international staff**

Under the supervision of Administration Manager and in collaboration with HQ GSP Unit:

- Control and centralize break/leave requests and time sheets in the preparation of SAGA
- Manage the flight tickets for the break/leave of expatriates
- Follow up on the end of contract dates (and prepare amendments at the request of Administration Manager)
- Prepare monthly per diem for mission expatriate / visitors
- Ensure the follow up of the Child Allowance, couple and family status
- Update the individual follow up and expatriate movement files
- Inform the international staff and follow up on the return form to HQ

**Mission 3: Participate in national recruitment:**

Under the supervision of Administration Manager:

- Plan recruitments and assist to recruitment interviews
- Ensure proper follow up of the procedures, implementation and respect of the annual appraisal planning
- Contribute to the construction of the annual training plan of the mission, to its implementation and to its achievement report
- Manage leave planning for all the national staff
- Support the base administrative representatives in the implementation of the tools and procedures for recruitment, appraisals, trainings and career management

**Mission 4: Manage the Human Resources team and the home staff in capital**

Under the supervision of Administration Manager:

- Day-to-day management of the HR team in capital and home staff (guidance, follow-up, motivation...)
- Identify recruitment needs and in consultation with the Administration Manager recruit the team members
- Evaluating the performance and developing the skills of the team members
- Identifying the training needs of the team

**Mission 5 : Manage the mission`s local bank books & accountancy**

Under the supervision of Administration Manager:

**1. Pay Bills;**

- Check purchase approval & prepare payments
- Enter purchase invoices in the bank books
- Receive & check the eligibility of invoices submitted for payment (compliance with purchase voucher & required information)
- Process/receive good quality invoices in accordance with Action Against Hunger requirements.
- Explain to purchasers the information needed on an invoice & that they are responsible for an adequate invoice (including translation)
- Control the respect of the procurement process & the implementation of all Action Against Hunger procedures

**2. Pay Salaries, loans, statutory payments & medical costs for national employees;**

- Liaise with Administration Manager to cross-check all pay-slips for validation before issuance to staff. Make all the transfers to local accounts once the pay-slip validated by his/her manager
- File invoices & all the supporting documents for all the payments.

- Propose possible improvements of the accounting advance procedures
- On the 5<sup>th</sup> & 20<sup>th</sup> of every month to give balances to the Administration Manager
- On the 15<sup>th</sup> of every month, participate in the preparation of the treasury forecast for the following month.

### 3: Accountancy of books

#### Activities :

1. Record all operations in the accountancy Excel books.
  - Fill correctly on Excel sheets all documents related to the accountancy.
  - Use the electronic calculator (with slips) for calculation to minimize the possibility of mistakes.
  - Enter correct codes against each transaction (accounting, project, budget, etc)
  - Make sure all loans are recorded for that period & transacted.
  - Cross check with the Administration Manager on any doubt regarding codes (financial line, budget line, etc)
2. Properly file all the invoices;
  - File all paid invoices in separate box files according to the currency
  - Ensure that all invoices are correctly numbered, coded & translated.
3. Upload and close monthly accountancy in base saga
  - Import monthly accountancy from excel to base saga
  - Do matching all class 4
  - Do bank reconciliation in saga
  - Do monthly closer
  - Share close saga to Administration Manager
- 4 : Others:
  - Received mission monthly accountancy from base, partner and capital.
  - Collect hard copy of invoices and check with softcopy
  - Modify codification with final saga
  - Regularly make photocopy of all invoices
  - Do double (donor) filing
  - Participation in audit

<b>Internal &amp; External relations</b>	Internal	<ul style="list-style-type: none"> <li>➤ <u>Administration Manager</u> : hierarchical relationship</li> <li>➤ <u>Administration Manager</u>: functional management – technical support (or hierarchical relationship)</li> <li>➤ <u>HR team in the field of intervention</u> : hierarchical relationship and technical support</li> <li>➤ <u>Others (OptiDiag PM, Logistics Manager, Field Manager,)</u> at the level of <u>the base</u>: collaboration (integrated approach) and information exchange</li> <li>➤ <u>Support departments at the level of the base</u> : collaboration and exchange of information</li> </ul>
	External	<ul style="list-style-type: none"> <li>➤ <u>Local authorities</u> : communication, exchange of information in collaboration with the Administration Manager</li> <li>➤ <u>Local Partner</u>: relationship management, professional engagement.</li> </ul>

*This document is non-contractual and may be modified to reflect the changing needs of the mission*

**MODE of Application:**

- Soft Copy only.
- An application package consisting of a motivational cover letter & resume/cv. 3 references. Most recent employer with email addresses and phone number enclosed. Do not submit any other document
- All application should be sent to the: [jobapplications@lr.missions-acf.org](mailto:jobapplications@lr.missions-acf.org)
- Action Against Hunger is an international employer with a track record of high transparency in recruitment and do not discriminate on the basis of sex, gender, sexual affiliation, ethnicity, religion.
- We do not solicit any mean of processing your application for employment.
- We response to all candidates within a short period of time after the deadline closes.
- Based on the need of this position Action Against Hunger may fill the post before its expiration date. Application will be review on a rolling basis.

**Deadline for application is 20<sup>th</sup>-May-2017**