



Finance / HR / Admin Coordinator - Kurdistan region of Iraq / Iraq

Country: Kurdistan region of Iraq / Iraq – Location: Erbil, with regular trips to Mosul, Baghdad

Duration: 7 to 9 months, renewable according to funding, departure ASAP

Conditions: Salaried contract, gross monthly salary from €1,800 to €2,300 depending on experience, monthly per diem USD 650, medical coverage of 100% + repatriation insurance + provident fund, accommodation, international and local transportation as part of the mission, break every 3 months. More information on www.trianglegh.org, under "Participate".

Family duty station: no.

Presentation of TGH

"Actor in a sustainable and shared solidarity"

Founded in 1994, TGH is a French international solidarity organization based in Lyon. The association designs and implements emergency, rehabilitation and development programs in the following sectors: water, hygiene and sanitation, civil engineering, food security and rural development, education and psychosocial. TGH is currently operating in 10 countries in Africa, Asia, Europe and the Middle East.

Context

The Regional conflict in Iraq and Syria will complete its fifth year with no rapid end in sight. It has torn apart families, displacing more than 11 million individuals: more than 7 million inside the country and more than four million who have fled the conflict in search of safety in neighboring countries, including Lebanon, Jordan, Turkey, Egypt and Iraq, and further afield in Europe (507,421 persons by the end of September 2015). While Kurdistan Region of Iraq is still hosting around 240 000 Syrians, Iraq has seen major displacement of an estimated three million persons within its borders due to the advance of ISIS and subsequent fight to push them out of Iraq.

The Kurdistan Region of Iraq, hosting 97% of the Syrian refugees within Iraq, is also now host to some one million internally displaced persons, constituting a 25% population increase. Furthermore, the KR-I continues to share frontlines of armed conflict in the "disputed" Iraqi territories since the 25th September Kurdish independence referendum and faces a budgetary crisis which presents serious challenges in the access to services (e.g. education) for displaced and host community populations.

The defeat of ISIS's last remaining strongholds in Iraq is now leaving ground for reconstruction. However, in places such as West Mosul that have seen severe destruction or remote areas where services are lacking, returns are not happening fast and Iraqi people are still displaced in IDP camps of Ninewa or the East bank of Mosul. The political and military stalemate between the Federal Government and Iraqi Kurdistan is keeping the tension high along the disputed territories. Iraqi elections are putting an additional level of inter-community tensions as military groups contribute to the political shaping of the areas retaken from ISIS. Intra-community tensions within Iraqi Kurdistan are also on the rise in reshuffling of the political landscape after the October 2016 events and the fall of the two historical leaders of the main parties.

Presentation of the mission

TGH worked in Kurdistan from 1995 to 1999 in the education and agriculture sectors to support refugees from Turkey. In 2013, TGH reopened a mission in Kurdistan and conducted several projects in Erbil: WASH in schools, Winterization

distribution, Education and psychosocial support. Since 2016, TGH has deployed an emergency response supporting Iraqi IDPs in three camps of Ninewa Governorate (Salamiya 1, Khazer M1 and Nimrud camps) with child protection services. Alongside, TGH is also developing Child Protection and Education in Emergency interventions in returnee villages of Hamdaniya district (Nimrod and Bashiqa sub-districts). The organization has also been conducting and still developing livelihood activities towards vulnerable returnee households in rural Tel Afar / Hamdaniya districts. TGH has a sub-office in Nimrud village (Hamdaniya district) for camps and villages operations. More recently, TGH opened a sub-office in Baghdad; and is currently opening one as well in Mosul which will be dedicated to the Mosul / Hamdaniya operations and develop further project in Federal Iraq.

Job description

The overall objective of the Finance/HR/admin Coordinator is to ensure the implementation of all administrative procedures and to train the local support team in order to support the current and future projects.

The Finance/HR/admin Coordinator will be under the responsibility of the Head of Mission. He/she will be managing the national admin team, composed for now of 2 assistants based in Erbil and 1 field officer based in Nimrud. The main responsibilities include:

FINANCE

- Guarantee the proper use of funds according to donors and TGH regulations
- Follow the daily/monthly expenses for all the projects and the coordination
- Supervise the whole mission expenditures and cash management
- Ensure checking and validation of the whole mission accountancy
- Manage all mission budgets, proposal, financial reports, monthly accountancy closure, cash flow forecast
- Implement a regular voucherisation of invoices on the mission
- Keep an up to date Allocation Table for the mission
- Manage the cash flow and cash supply requests to Head Quarters
- Prepare and conduct financial audits as needed
- In collaboration with the HoM, assures the link with the financial interlocutors (donors, bank...)
- Train the Administrative Officer on SAGA, on TGH procedures and on budget follow up

ADMINISTRATION

- Ensure that TGH follows the Iraqi and regional (KRI) laws
- Collect all information about income tax and social benefits, and update internal regulations, work contracts and administrative guidelines accordingly
- Ensure a clear archiving of all accountancy and administrative documents
- Provide specific training sessions to the Administration team on the internal HR, admin and finance procedures
- Ensure, in cooperation with the HoM, that administrative procedures such as expatriate registration, are followed
- Collect all information and prepare documents for the NGO registration/registration renewal both in KRI and Iraq
- Ensure legality of expatriates being on the mission both in KRI and Iraq

LOGISTICS

In collaboration with the logistics coordinator:

- Ensure the respect of internal and donors' purchase procedure
- Ensure a check on the documentation of purchase procedures
- Contribute to procurements if required

HUMAN RESOURCES

- Collect all necessary information on local labour law and update internal regulations/work contracts accordingly
- Follow up of the HR database (leave follow-up, employment contract FU etc) for all the projects
- Supervise and ensure the proper monthly salary payment for all staff
- Train the admin officer on the regular update of all HR documents (FUs, organigram, leaves etc)
- Ensure that all HR policies are understood and respected by all staff

- Validate and coordinate all recruitment process started on a national level
- Participate to the hiring process of any support staff to be recruited
- Identify the training needs and organize trainings for the Administration teams

COORDINATION AND REPRESENTATION

- Attend internal coordination meetings
- Attend external inter-NGO administration coordination meetings

REPORTING

- As and when needed, contribute to writing financial reports and compiling data for financial reports
- As and when needed, contribute to monthly reporting to Head Quarters
- Regularly report to Head of Mission

This list of responsibilities could be modified according to the needs in the field.

Security, working and living conditions

Despite the unstable political context in Iraq and KRI, the KRI region is generally safe and current TGH areas of operation in Federal Iraq are considered safe.

Erbil city is safe, and there are no restrictions of movement within the city. Much entertainment is available such as restaurants, sport centres, parks, supermarkets, cinema etc. Trips to the countryside are possible at weekends with prior validation by HoM. Security rules may be revised according to the evolution of the context.

Working and living conditions in Erbil are good. Communication means are satisfying (efficient internet, international phones). The office is separated from the guesthouses. Individual rooms are available for each expatriate.

Operations in Dohuk, Suleymaniya are subject to the same security condition as for Erbil. Nimrud sub-office is safe and overnight stays are allowed upon agreement of HoM.

Regular field visits to Mosul and Baghdad are expected for follow-up of office opening and Iraq registration. Security conditions are different from those applied in KRI, and trips must be planned in coordination with HoM.

Profile

- At least 1 year experience as Administration/finance/HR manager required in humanitarian context
- Proven experience in accountancy, financial and HR management
- Excellent organisational skills, multitasking
- Fluent in French and in English; Arabic is an asset
- Writing skills in French and in English
- Good skills in transfer of knowledge/training
- Computer skills (including Excel and Word)
- Working knowledge of SAGA
- Excellent interpersonal and diplomatic skills
- Autonomy, rigor and skills for synthesis
- Adaptation capacities to dynamic context
- Sense of humour

Application

Applicants are invited to send a resume + a cover letter by mail to the following e-mail address: recrutement@trianglegh.org, to the attention of Alexandra Bourdekas, Human Resources Manager.