“Expertise France Libya - Administration, finance and logistic assistant”

*Terms of reference*

**Position title:** Administration, finance and logistic assistant

**Mission country**: Libya with potential missions to Tunis and abroad

**Type of contract**: service contract.

**Duration:** 1 year, renewable

**Project name and description**: supporting on the whole portfolio of projects of EF in Libya of Expertise France in Libya

# Description of the mission:

The administration, finance and logistic assistant will support both the logistic manager and the administration and finance manager in all their tasks. The position is to be filled in Tripoli, Libya, with potential travels in Tunis and abroad. In compliance with internal procedures, he/she supports the implementation of activities and works with a direct link with the support services in Tunis.

# Main Tasks:

**1. Logistics**

* Support with the field security officer on the organization of expert missions on an international scale: logistics management and organization on an operational, health and security level;
* Support on the logistical organization of workshops, training, events linked to Libya with beneficiary and partner institutions: logistical management and organization on an operational, health and security level;
* Support for the organization of study visits to Europe, Africa and the Middle East: supervision of visa files, coordination with consular services, assistance to beneficiaries and partners, management and logistical organization on an operational, health and security level;
* Support for the Libyan providers management: supplier research, price negotiation, sourcing of services linked to operations in Libya, purchasing, management of the required documentation, etc.;
* Support for the management of EF office in Libya: office supplies purchases, ensure maintenance of the office

**2. Administration and finance**

***Treasury management***

* Coordination with the various PSU (unit of projects support, based in Tunis) services:
  + Legal and purchasing department and in relation with services purchased in Libya: support for tender files and management of the analysis and contracting of contracts,
  + Financial department: in relation with procurement services in Tunisia, support for verification of invoices communicated to the Finance department and monitoring of service provider payments,
  + Cash management: ensure local payments from the petty cash box
  + Preparing monthly the accounting pack
  + Preparing HR documents: leave follow-up, link with insurance,
  + Under the PSU supervision, liaise with the bank

***Administrative follow-up and archiving:***

* Support for the management of administrative files for international (expatriate) and Libyan employees: preparation of visa files and passport applications with the French Embassy in Libya;
* Support for monitoring the archiving of all documents related to EF Libya portfolio of projects, in particular financial and legal administrative documentation;

# Qualifications and competences:

Profile:

* Higher education with a bachelor level in Finance, Administrative Management, International Trade, Logistics.
* Rigor, Autonomy and Organization
* Responsiveness, Adaptability
* Neutrality, Impartiality, Discretion, Confidentiality
* Relational qualities, teamwork, within multi-site teams;
* Perfect command of office tools;
* Excellent analytical and writing skills;
* Excellent written and oral expression in Arabic and English, French would be an asset.
* Minimum experience of 2 years in logistics, administration and finance positions.
* Experience in the field of NGOs and development projects.
* Experience in projects funded by international donors such as the EU and/or the French government would be an asset;

# Language:

The working language of the programmes and the language used in all reports and communications between the consultant and the team shall be English (UK spelling preferred). Arabic is also a requirement to be used in day-to-day activities.

# Additional information:

Time sheet: At the end of each month, the expert will present a timesheet which will be signed by the team leader.

**Confidentiality**

*The consultant hereby undertakes to maintain confidentiality and not to disclose any information during and after the completion of the assignment with respect to all business matters of which he learns during his time with the programme and the outputs that are developed. Permission must be obtained from the programme before any publication.*