**TERMES DE REFERENCE POUR PUBLICATION GEX (EN version)**

**Direction :** Direction des opérations

**Département :** Département Capital Humain et Développement Social (CHDS)

**Pôle :** Pôle Protection sociale et Travail décent

**Recruteur : Sofia Gonzalez Chiraux**

**Titre interne : Logistics and Financial Assistant**

**Réf :**

**Type d’offre :** Long-term position

**Statut du candidat :** employee

**Type de contrat :** long-term expert

**Thématique :** Protection Sociale et Travail Décent

**Durée :** 4 years

**Type de mission :** Local

**Critères de sélection des candidatures :** Skills/Experience of applicants

**Zone géographique de la mission :** Middle-East

**Pays principal de la mission :** Jordan

**Ville de la mission :** several localities in Jordan including in the Karak, Amman and Jerash pilot areas

**Date de prise de fonction ou date de commencement d’exécution :** February / March 2024

**Date limite de réponse :** 22/02/2024, 6pm

**Code projet :** 22PSE0C168

**Langue :** English

**Recruitment context**

According to data from the United Nations High Commissioner for Refugees (UNHCR), Jordan is the third largest host country for Syrian refugees, after Turkey and Lebanon. Of the 760,000 refugees and asylum seekers registered by UNHCR in Jordan, approximately 660,000 are from Syria. With an unemployment rate of 23% in Jordan, many refugees, despite having a work permit, face difficulties in finding a job and supporting their families. The incidence of poverty is higher among all refugee populations but is above 75% for Syrians. These difficulties are accentuated for women, who constitute more than half of the refugee population and who often suffer gender-based discrimination and violence.

Despite the fact that non-nationals are not officially included in the National Social Protection Strategy implemented by Ministry of Social Development of Jordan, in the field, Local Community Development Centres (which come under the supervision of the Ministry), have developed a pragmatic approach for the provision of social services, based on the needs of local populations, national as well as non-national.

Expertise France (EF), with the financial support of the French Development Agency (AFD), is seeking to support the Ministry of Social Development (MoSD) in reducing inequalities, including between women and men regarding access to social services for vulnerable populations (national and non-nationals, through Local Community Development Centres (LCDC) and their partners.

Over the past four years, EF implemented the “Stronger Together” project, one of the three components of the European Union funded programme to support Social Protection in Jordan. This engagement, which came to an end in March 2023, is a useful source of inspiration for the new Project.

The main objective of the new Project (Gender Equality and Social Cohesion) is to improve gender equality and social cohesion, involving women and men, national and non-national, by strengthening the coordination between MoSD’s and Local Community Development Centres (LCDCs) in order to improve the structures and services provided by the LCDC network. It is proposed that the Project should focus on the Karak and Jerash Governorates and Amman pilot areas.

More specifically, the Project aims to:

(1) Develop sustainable, inclusive and appropriate social services in the LCDCs, in collaboration with Civil Society Organisations (CSOs), including Community Based Organisations (CBOs), in order to strengthen social cohesion and gender equality;

(2) Strengthen the network of LCDCs by ensuring that their premises are functional and sufficiently equipped to meet the social service delivery needs and that their teams and partners have the appropriate skills and tools to carry out inclusive activities;

(3) Support the MoSD at the central level and in the field in its role of stewardship, coordination and monitoring/evaluation of the LCDCs, notably with indicators to enhance social cohesion and equality between women and men.

 Foreseen activities of the Project include:

**Component 1:** creating intersectional and multisectoral Steering Committees at the LCDCs; mapping of the local social services; funding, including grant funding and capacity building for CSOs; promoting women’s participation and leadership; gender analysis and planning for GBV prevention and response at the LCDC level; implementation of protocol for responding to GBV first-line support/disclosure; support plan on sexual and reproductive rights; trainings for preventing over-indebtedness and special loans for women in vulnerable situations; entrepreneurship support paths for loan beneficiaries; ensuring all LCDCs are able to provide childcare options; launching awareness and advocacy campaigns on the redistribution of care tasks between women and men; creating networks of family caregivers.

**Component 2:** strengthening the capacities of the LCDCs on gender and multiculturalism; creating a one-stop-shop system; creation of “social mediators”; mobile units; infrastructure renovation (after a safety audit); improving accessibility and mobility for users: car driving lessons for women.

**Component 3:** creation of a national network of LCDCs; strengthening capacities of the MoSD on MEAL and coordination; improving data collection; coordinating the participation of the LCDCs in policy development; drafting of protocols related to GBV (for drafting and standardisation); supporting the participation of CSOs, including CBOs, in the second edition of the National Social Protection Strategy (NSPS).

**Description of the assignment**

The Logistics and Financial Assistant, a pivotal member of the Team, provides efficient administrative, logistical, and financial support to the Project. Reporting to the Deputy Project Director (Financial and Administrative Manager) for day-to-day operations, the assistant focuses on financial procedures, procurement compliance, and administrative tasks. In this capacity, the Logistics and Financial Assistant will undertake the following tasks and responsibilities:

1. Administrative Support:

* + Ensure the smooth functioning of the office (phone, internet, etc.);
  + Take care of logistical arrangements for conferences, seminars, training sessions, meetings and other project-related activities and events, including the preparation of memos, letters, invitations, and visibility material, publication of announcements);
  + Coordinate travel procedures, hotel accommodations, and transportation for staff and experts;
  + Assist with formatting documents, presentations, and correspondence;
  + Provide occasional support with translation/interpretation, assist in preparation for activities;

1. Procurement Compliance:
   * Ensure that the procurement of materials, goods, and equipment aligns with organisational rules and regulations;
   * Procure office materials and stationery for meetings, workshops, etc;
   * Prepare purchase orders and contribute to maintaining the contracts management file;
   * Provide assistance with accounting tasks as needed.
2. Accounting and Cash management support:
   * Manage the petty cash including cash payments, cash inventory, change operations if any and report any discrepancies to the Deputy Project Director;
   * Register cash transactions in the Financial Reporting Tool systematically;
   * Maintain a systematic electronic archive of all collected invoices.

4. Documentation and Reporting:

* + Manage and regularly update a contact database, including information on key stakeholders, suppliers and partners;
  + Archive key documents and correspondence systematically;
  + Maintain a comprehensive database on prices, rates, and locations of various logistical elements;
  + Contribute to the Procedure Manual of the Project;
  + Prepare required documents and facilitate exemption procedures (VAT, etc…) when applicable;
  + Ensure the proper updating of the logbook for the use of Project cars;
  + Maintain an inventory of items purchased by the Project.

5. Communication and Coordination:

* + Participate in regular team meetings and contribute to discussions on logistical and financial aspects;
  + Update the weekly agenda of Project activities.

Note: The Logistics and Financial Assistant will receive day-to-day guidance from the Deputy Project Director but may also receive specific briefings from the Project Director.

**Target profile**

* Excellent team player ;
* Previous similar experience in international technical assistance projects;
* Strong work capacity, rigour, and organisation; detail-oriented;
* Excellent knowledge of Jordanian Public authorities, institutions, and other key stakeholders in the field of social protection, including CSOs;
* Excellent knowledge of procurement principles and processes;
* Good knowledge of Microsoft Office software (MS Office: Word, Excel, PowerPoint);
* Accounting skills;
* Excellent written and oral communication skills in both English and Arabic;
* Ability and flexibility to travel to the governorates of Jordan.

**Applications**

All applications must include the following:

* **CV**
* **Covering letter**

Applications should be sent to expertisefrancerecruitment@gmail.com using the following subject:  Logistics and Financial Assistant application, before 22 February 6pm.

**Evaluation Grid**

All profiles will be assessed under the same evaluation criteria

|  |  |
| --- | --- |
| Skills | 40 |
| Professional experience | 40 |
| Communication and Foreign languages | 20 |