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JOB DESCRIPTION

Job title: Administrator	
Post to be filled on: ASAP	Duration required: 1 year (with possible extension)
Mission country: Vietnam	Post location: Hanoi

I - Mission context

For more than 30 years, Médecins du Monde, a campaigning medical organization committed to international solidarity, has been caring for the most vulnerable populations at home and abroad. It has continued to highlight obstacles that exist in accessing health care and has secured sustainable improvements in health-for-all policies. Those working for this independent organization do not solely dispense care and treatment but fight to improve matters for populations living in precarious situations. MdM currently works in 46 countries across all continents where it focuses on 4 priority areas: caring for the health of migrants and displaced persons, promoting sexual and reproductive health, combating HIV and reducing the harm and risks associated with drug use, crises and conflicts.

Since 2015, working in partnership with several organizations in Hanoi, MdM has started a new project on prevention, diagnosis and treatment of Hepatitis C among people who use drugs in Vietnam.

Under supervision of the General coordinator, the administrator supervises, organises and ensures the financial, accounting, budgetary and administrative management of the mission in order to guarantee rigorous and transparent management procedures and to fulfil the mission objectives.

II - Main aims of the post

1. General Administration - HR

- Maintains registration of Médecins du Monde in Vietnam and notifies concerned administrative bodies of any update of information of the representation office in Vietnam in compliance with the Vietnamese legal obligations
- Reports to the Vietnamese authorities on MdM activities, expenses and incomes in compliance with Vietnamese legal obligations
- Follows up on the evolution of the legal obligations for iNGOs in the country and legal labour context
- Organises the staff's administrative management in respect of the legal and administrative framework:
 - managing staff contracts
 - setting up the staff's administrative files
 - > ensuring legally proper hiring and dismissal procedures.
 - > ensuring proper payment of taxes for the staff
 - managing visas for expatriates
 - following staff movements (holidays, travels, sick-leaves)
- Follows-up on the human resources policy on the mission, taking into account the legal procedures: conditions of engagement, internal regulation, salary scale
- In co-operation with the General Coordinator, organizes the recruitment process: publishes adverts and manages applications and answers
- Insures appropriate filing and systematization of HR documents in accordance with requirements of the Vietnamese Labour code and with internal rules of MdM

Office administration

- Assists in procurement process; e.g travel arrangements, purchasing, monthly bills
- Supervises and monitors inventory of office and project equipment
- Supervises and monitors contracts (insurance, service, lease contracts...)
- Supervises the maintenance of furniture, equipment, vehicles
- Organize and supervise customs clearance and shipments when needs arise

2. Accounting, financial and budgetary management

Accounting

- Organises and implements the accounting follow-up
- Supervises and ensures respect of accounting procedures and their appropriation by the team
- Closes the monthly accounting and sends all documents to the HQ in compliance with MdM-F procedures
- Enters the financial data in specialized software, SAGA, according to internal regulations of the Head Quarter
- Prepares hardcopies of the financial data according to internal regulations; translates into English invoices, contracts, receipts and any document required for the report
- Adapts financial documents to the format required by internal regulations of the HQ
- Assures the appropriate filing and systematization of financial documents of the Association Médecins du Monde in Vietnam in accordance with the accountancy requirements
- Implements an appropriate exchange of original documents with suppliers and partners
- Ensures legality of accounting in cooperation with the accounting outside services according to Vietnamese legislation. Validates salary and service contract remuneration calculations, payments of charges and taxes
- In charge of the annual audit of the representation office

Budgeting

- Formalising the reference budget based on the information given by the General Coordinator
- Budget follow-up of the ongoing programmes in compliance with the donor's constraints
- Analysis of budget follow-up and justification of the budget's consumption, based on the information given by the General Coordinator
- Revising the reference budget based on the analysis of budget follow-up and information given by the General Coordinator
- Preparing of allocation and cash-flows tables
- Creation of parameters for initial / donor / revised budgets in SAGA. Update mission parameters on SAGA

Financial management

- Planning expenses with the General Coordinator and defines payments' schedules
- Making the applications for funds' transfers
- Ensuring liquidity's availability
- Treasury forecast and submitting monthly fund request to HQ
- Management of the cash boxes and the bank accounts
- Communication with the Bank
- In case of absence of the General Coordinator she/he may assume some of its functions, including signing accounting and financial documents

Audits - External/Internal/Donor

- Facilitates internal and external audit processes in relation to the project
- Ensures audit requirements are monitored throughout the project
- Liaises with HQ and the external auditors as necessary

3. Financial partnerships management

- Follows-up on donor contracts –budgeting, monitoring, reporting following grant agreements, donors' rules and regulations and organization's policies and procedures
- Oversees the financial reporting of partners in accordance with partnership agreements
- Supervises the drafting of the financial reporting from partners before submission to the coordination
- Ensures all documentation, receipts and vouchers are in order
- Facilitates partners' understanding of MdM's internal rules and regulations on financial management, accounting and reporting requirements
- Provides technical assistance and capacity building for partners' financial colleagues if needed

Required professional skills

- Degree in accounting, economics, law or equivalent
- Minimum 3 years relevant work experience
- Experience in another NGO is an asset
- Native Vietnamese language
- Good level of English

Required personal skills

- Organized working style, rigorous, punctual
- Sense of initiatives, resourcefulness, enthusiastic
- Proficiency in PC use and Word and Excel software is required
- Proficiency in use of the accountancy software SAGA is an asset
- Good communication skills
- Ability to work in a multicultural team
- Commitment to MdM principles and mission
- Tolerant attitude to vulnerable groups

IV – Working conditions

- Vietnamese law contract
- Full-time employment, based in Hanoi
- Salary: 1171-1355\$ / month gross on 13 months (depending on experience)

Email CV + Cover letter before 25th June 2016 COB to: <u>genco.vietnam@medecinsdumonde.net</u>