

Admin, Finance and Logistics Coordinator

Location: [Europe & the Middle East] [Jordan]

Town/City: Amman

Category: Field Operations

Job Type: Fixed term, Full-time

Position Title: Admin, Finance and Logistics Coordinator (pending donor approval)

JOB PURPOSE:

The purpose of this position in coordination with the field team and the PM maintain and update daily SWM related databases, finance, admin and logistics data, to support and assist the team in order to implement the project activities as proposed to donor and designed to be implemented in the camps.

The job holder will be responsible to provide the following:

- Following up and managing admin team.
- Maintain and updated daily SWM data bases.
- Maintain CFW data base and salaries distribution.
- Maintain project logistics.

MAJOR RESPONSIBILITIES;

Managing team performance (Admin finance officer and project data entry officer);

- Monitoring the IBV's project tracker by managing the data entry and the admin officer tasks.
- Monitoring cash distribution
- Monitoring permits submission and receiving.
- Following up and managing team performance to support operational data

Maintain and update daily SWM related databases: daily collected waste and recyclables statistics, staff and IBVs' attendance, IBVs' master sheet and cash distribution databases, purchase requests;

- Field components are being supported by the timely processing of their requests for Items.
- Field cash advances should be requested and closed on monthly basis.
- Coordinate to ensure and timely and proper documentation is submitted to process the PO and payments (PRs and GRNs)
- All PRs are submitted on the system and required approvals are received to ensure smooth implementation.
- Coordinate with Procurement and finance department for the timely processing of the payments of the suppliers.
- Ensure that all the transportation needs for the Projects are fulfilled and strong coordination is maintained with the logistics department to ensure timely availability of vehicles.

- Maintain and update data bases sheets

Maintain CFW IBVs database and regular updates and Support in IBVs recruitment process;

- All the Attendance sheets should be checked and matching the GIZ system.
- Maintain preparing PRF's in advance in coordination with the relative component to cover the IBV's attendance by managing the admin finance officer.
- Prepare the IBV's Payment to ensure delivering the salaries on time as per the distribution plan adhering WV policies in coordination with admin team.
- Maintain and monitoring to Conduct the GIZ screening in coordination with project team and donor focal point.
- Following up and monitoring all the hiring process from the project perspectives.
- Provide accurate hiring lists in coordination with the Admin officer and the data entry.
- Taking part in signing the contracts with IBV's.
- GIZ report should be prepared in coordination with the relative components and submitted on time.
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Logistics;

- Ensure that all the transportation needs for the Projects are fulfilled and strong coordination is maintained with the logistics department to ensure timely availability of

vehicles.

- Monitoring and tracking project asset and tools and submit the monthly report.
- Monitoring and tracking project stock and to ensure submission on time.

Monitoring and tracking project inventory by managing his team.

Any other tasks by the line manager

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience;

- Minimum 3 years of experience of working in a finance department or in Program administration preferably with INGO/local NGO
- 3 year of experience with cash programming

5 years' experience with INGO's

Required Education, training, license, registration, and certification;

- BA degree in business, management, administration, finance, accounting, or a related field
- Very Good command of oral and written English

Preferred Knowledge and Qualifications;

- Ability to work under pressure and meet targets and deadlines
- Creative with coming up with new ideas & solutions
- Experience and ability to work in a busy office environment that often demands high levels of concentration
- Working experience in humanitarian and or development field

Working experience with INGO or local NGO in the camp setting

Travel and/or Work Environment Requirement; 90% office work, 10% Field work

Language Requirements; Arabic and English skills