



Terms of Reference

Administrative Logistics and Finance Assistant (Group III)

Department: Admin and Logistic Support	Duty Station: (Country/City)
Job title: Administrative Logistics and Finance Assistant (ALFA) (Group III)	
Supervisory roles, back-up and replacement to be established by the Ho(R)O (Head of (Regional) Office).	
1. Job summary:	
<p>The jobholder is responsible for procurement, provision of equipment and logistics support to DG ECHO Office and for ensuring the smooth running of the Office maintenance. Moreover, the jobholder plans and executes office administrative and financial tasks.</p> <p>The jobholder commits to strict confidentiality.</p>	
2. Responsibilities & Tasks:	
<p>Within delegated authority, the Administrative Logistics and Finance Assistant (ALFA) (Group III) is responsible for the following tasks:</p> <p>General procurement duties</p> <ul style="list-style-type: none"> • Contributes to the procurement process for office property, expendable supplies and services. • Foresees needs, recommends solutions and conducts tendering procedures as appropriate. • Prepares comparative tables and participates in the selection committee. • Ensures full compliance and application of standard DG ECHO and EU procurement rules, procedures and best practices. • Draws up ARAs (Administrative Requests for Authorisation) to be submitted to the line manager. • Prepares purchase orders (after getting necessary quotations and authorisation) or drafts contracts. • Updates the field office procurement plan. • Follows up the activities and tasks undertaken by contractors as indicated in the signed service/procurement contracts or Purchase Orders. • Develops and updates the list of suppliers and pricelists used by the Office. • Verifies the invoices received in relation with Purchase Orders or Contracts issued, and compiles all required documents together with the invoice to be submitted to the Administration and Finance staff in charge of the accounts. • Verifies and follows up warranties and after sales services offered by providers. • Corresponds and negotiates with all DG ECHO vendors on procurement related matters. • Updates and ensures the proper renewal of contracts respecting the deadlines needed for tenders and ARAs (office premises insurance, equipment insurance, security, ICT (Information and Communication Technology), vehicles insurances, office renting contract, office maintenance and cleaning, etc.). 	



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Assets management

- Checks the good condition of the property owned by DG ECHO.
- Follows up the use of the DG ECHO property and reports on all changes (e.g. stock tacking and tracking).
- Oversees and ensures proper maintenance, functioning and availability of non-ICT pooled office equipment.
- Sets up workstation for new staff/TAs to ensure that furniture and non-ICT equipment are properly installed.
- Follows up the use and maintenance of the communication equipment in liaison with the ICT Manager.

Fleet management

- Verifies the monthly vehicles report and preparation of the logistics monthly report.
- Coordinates the movements and activities of the Drivers.
- Oversees and ensures proper maintenance and management of vehicles and drivers e.g. repair, maintenance, monthly mileage check, usage purposes as well as licenses and insurance coverage.
- Follows up accidents/incidents with the police, informs insurance company, prepares and sends all relevant documents.
- Follows up the drivers' list of duties, shifts, logbook, overtime.
- Supervises the tasks and responsibilities of the technical support agent(s).
- Prepares and follows up the quarterly reimbursement of private use of vehicle/telecommunication means of DG ECHO and submits to the appropriate administration and finance staff.

Inventory management

- Follows up the inventory and updates in case of purchase, transfer, donation and write off in the Inventory Registration Database based on the ID form previously prepared/updated.
- Verifies the labelling of all property goods in conformity with the inventory database.
- Verifies and updates the monthly inventory list to be included in the monthly financial report.
- Verifies the state of the property goods and recommends maintenance/repairs or declassification.
- Prepares the annual depreciation inventory lists related to office equipment insurances and submits them to the line manager.
- Before the departure of a TA or national staff, draws up the end of contract checklist and ensures that all the items that were entrusted to the person are returned in a good state.

TA Settlement and Protocol

(If/When applicable)

- Provides assistance on all protocol matters with the Ministry of Foreign Affairs and other Local Authorities.
- Maintains contacts with relevant government organisations and their local representatives to ensure



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compliance with local rules and regulations.

- Supports the office staff in the event of urgent deployments to crisis areas.
- Arranges protocol formalities related to official accreditation and certain privileges, immunity and exemptions (visa, TA cards, VAT exemption and withholding taxes, importation of vehicle, communication equipment, personal effects, etc.) as applicable to DG ECHO office and TAs as well as their dependents.
- Draws up and launches the tenders related to housing, security and other services needed in TAs' residences in close coordination with the AC (Administrative Coordinator), the SL (Senior Logistician) and the RSC (Regional Security Coordinator), as appropriate.
- Draws up the necessary needed ARAs, including those for the renting contract and its annexes (tenancy agreement, residence inventory, legal ownership/insurance documents). Follows up TAs' residence contracts.
- Before the departure of a TA, ensures that the residence is in the same condition as written in the renting contract, and visits the residence with the TA one month in advance to identify the items to be repaired, to be paid by the TA, and the painting and other works, to be paid by DG ECHO. Launches the tenders and draws up the ARAs related to the work to be done by DG ECHO. Prepares the end of renting contract document and assists the TA during the final visit of the residence. Collects from the TA originals or copies of all the bills concerning electricity, phone, water, air conditioning – generator – swimming pool maintenance. Collects the proof of final payment and cancellation of other contracts (internet, TV, etc.). Acts as focal point for bills pending after departure of the TA.
- Follows up the customs clearance management for all DG ECHO goods and TAs' removal goods and cars bought during the first 6 month of contract.

General Administration support

- Fills any document relating to logistics, according to DG ECHO procedures.
- Plays an active role in the preparation of the DG ECHO seminars and workshops (i.e. hotel quotations, bookings, logistical support, accommodations, venue set-up, transport arrangements, ICT set-up, etc.).
- Assists in the training, briefing and welcoming of newly recruited personnel.
- Maintains administrative and logistical files with necessary confidentiality where required.

Translates and interprets, as appropriate when necessary.

Financial duties:

- Registers/creates orders in the Financial Report Management tool by ensuring the chronological receiving dates of invoices and receipts.
- Scans financial documentation for the accounting module/s (shared drive, Sharepoint, financial tool).



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- Reviews and ensures the eligibility and accuracy of invoices, debit notes, credit notes, mission advances, mission claims and other reimbursements requests received from internal and external parties.
- Records financial transactions in the financial tool, as well as in the e-banking system.
- Prepares bank and petty cash disbursements to DG ECHO staff and suppliers. Ensures that recipients acknowledge receipt of the payments and receipts are properly issued to DG ECHO.
- Ensures that payment/revenue orders, and all required supporting documents, are properly filed (e.g. printing authorisation set, payment order, remittance advice).
- Maintains the petty cash boxes, cheque books and ensure security precautions.
- Prepares the monthly financial report.
- Prepares the annual budget and its amendments.
- Ensures back-up and continuity in case of absence in the financial circuit, and the execution of transactions.

Office specific responsibilities/tasks:

(If/When applicable)

- Undertakes any additional tasks as assigned by the HoO/Regional Office and/or Headquarters.

3. Competencies required:

- **Working and communicating effectively with people:** ability to communicate, support and work effectively with colleagues and teams to achieve collective goals. Building and maintaining excellent relationships with colleagues and partners.
- **Achieving impactful results and quality:** ability and commitment to organise and perform the job to the highest standards, delivering consistent results and striving for quality assurance.
- **Understanding of the humanitarian and DG ECHO way of working:** ability to support DG ECHO's mandate, strategies and operations, to ensure policy compliance and in particular the correct use of the Key Results Indicators (KRIs), and to ensure DG ECHO's visibility. Ability to ensure the correct application of DG ECHO guidelines and procedures in all the decisions taken.
- **Demonstrating exemplary attitudes and behaviours:** commitment to act in line with DG ECHO and humanitarian values and demonstrating the required and exemplary attitudes necessary for the Field Network.

4. Job Requirements:

Education

- First level university degree in a relevant field or equivalent professional experience.

Knowledge and Experience

- Minimum 5 years of relevant work experience at national or international level in administration, procurement, logistics, finance.
- Knowledge of working processes (purchase orders, preparation of contracts for services and goods,



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tendering, protocol, treasury, budget and accountancy).

- Knowledge in accounting. Previous experience in a Governmental or other International Organisation is an advantage.
- Driving experience including a good knowledge of the country/region.
- Proven knowledge of car maintenance.
- Good communication skills.
- Capacity to work under pressure in a multitasking position.
- Ability to work in a multicultural environment.
- Good experience in the usage of computers and office software packages (MS Word, Excel, etc.).

Languages

- Fluency in English (oral and written).
- An excellent knowledge of (indicate the required local language of the duty station).

Disclaimer:

The Authority Authorised to Conclude Contracts (AACC) reserves the right to amend the job requirements in line with the local labour market conditions.