

-The “**Arbeiter-Samariter-Bund Deutschland (ASB)**” is a German aid and welfare organization with more than 300 branches at national, regional, district and municipal levels all over Germany. More than 1.2 million members provide a broad social basis for our organization and more than 20,000 employees as well as over 17,000 volunteers form part of ASB ensuring a high level of quality in areas such as rescue services, civil protection and social services. Since its foundation in 1888, ASB has acted as a politically and denominationally independent association ensuring a high level of continuity and reliability. **ASB’s Foreign Aid Department** provides both direct emergency relief to people hit by man-made or natural disasters and longer-term rehabilitation measures designed to promote recovery and to rapidly help restore the livelihood of refugees, internally displaced persons and other vulnerable groups. ASB currently has a portfolio of more than 100 relief, rehabilitation, development and inclusive Disaster Risk Reduction projects in countries like Bosnia and Herzegovina, Georgia, Greece, Haiti, Indonesia, Iraq, Kosovo, Nicaragua, Niger, Philippines, Serbia and Ukraine.

ASB has been active in Haiti since 12 January 2010, supporting the Haitian population through an emergency program aiming the reconstruction and rehabilitation of destroyed houses in the areas of Petit Goâve and Grand Goâve. Since October 2013, ASB has put in place the 3 years project «Strengthening of disaster resilience of the rural population of the municipalities Petit-Goâve and Grand Goâve, Department Ouest, Haiti», financed by BMZ-ESÜH. The objective of the project is to strengthen the disaster resilience of the rural population in the municipalities of Petit-Goâve and Grand Goâve through the establishment of resilience infrastructure (schools, roads, school gardens) as well as the provision of training in the areas of “disaster-proof building “, “correct behaviour in case of disaster “and “food security “. From the June 2016 to March 2020, the resilience program will be extended to the communes of Leogane and Fonds des Nègres with innovative activities that will allow to better measure resilience and reinforce sustainability of actions. In projects of Emergency Relief in Response to Hurricane Matthew ASB has been focused on communities that have been severely impacted but are either isolated or forgotten, such as St. Louis du Sud, St. Jean du Sud and Tiburon with the support and collaboration of ADH, AA, Johanniter, AWO International and Fonds Catalan.

ASB is currently seeking expressions of interest from qualified and committed individuals for the following position:

## **Finance/ Administration/ Human Resources Manager**

The Finance/ Admin/ Resources Human Manager is responsible to provide overall financial, administrative and human Resources management of the ASB Country program and control of ASB funds and finances including its partner implemented projects. Under the direct supervision of the Country Representative, the Finance/ Admin/ Human Resource Manager is responsible to process and properly document all daily Administration, Finance, Human Resource related activities in an efficient and timely manner.

Furthermore, he/she will be in charge of providing financial reports by preparing submitted by ASB’s project partners and provide needs based on-job coaching/capacity building of local staff and local partners in the fields of Finance/ Admin. As a member of the Senior Management Team (SMT) she/ he act as an adviser for all proper documents related to procurements and/ or programs .

**Duration:** 12 months (possibility of extension)

**Start:** March 2019 preferable

**Location:** Petit Goâve with frequent travel to other country offices / projects

**Vacancy:** International position

**Salary:** ASB offers a competitive salary commensurate with experience

**Key responsibilities and activities include:**

**Finances**

- Supervision and management of project funds and liquidity;
- Facilitate the opening and closing of projects by providing financial guidance and assistance in initial and final accounting;
- Ensure that budgets are charged accurately and default codes are updated regularly;
- Development and review of the annual budgets in coordination with Country Representative;
- Preparation and timely delivery of monthly and annual financial reports and statements reporting in compliance with ASB's rules and regulations and donor financial requirements;
- Oversees office cash and maintenance of petty cash registers, including regular cash counting and monitoring of the cash balance as well as replenishment of petty cash.
- Responsible for managing of fund instalments from ASB HQ, Germany;
- Supervise national staff to manage daily payment, documentation and recording of the financial transactions into the ASB financial software "Fundtrac Light (FTL)";
- Regularly monitor the financial transactions and recording system of the local partners to ensure compliance with ASB and donor rules and regulations; provide guidance/assistance to the partners if required;
- Prepare bank and cash reconciliation statements on a monthly basis;
- Maintain accurate file registers of all financial transactions on a monthly basis, including scanning of all financial documents;
- Check and verify the supporting documents attached to the vouchers.
- Provide capacity building and guidance's for local staff growing knowledge and responsibility.

**Administration / Human Resources**

- Assist and guide the Country Representative in coordination with the HQ in the preparation of contracts with donors, partners and for personnel;
- Manage human resources of the ASB such as preparation of monthly payrolls, recruitments (advertisement preparation and publication, processing payments for the advertisement, downloading CVs, scheduling interviews, conducting reference checks, making offer letter, preparing contracts in accordance with local legislation); Follow up on any Staff recruitment, warning and /or termination process within ASB Haiti; file all staff training attendance records.
- Ensure that best Administration and HR practice is applied evenly, legally compliant and consistently across the country programme and that administrative procedures are in line with ASB policies and regulations;
- Build capacity of national finance/admin staff and local partners through on-the-job training;
- Ensure compliance with local regulations (registration, legal issues, taxes, benefits, etc.).
- Manage the incoming and outgoing ASB correspondence, billing, as well as other required documentation;
- Ensure compliance with local law in terms of salaries, contracts and any other needed documents.
- Cross check the expats & senior consultant leave and vacation roster report.
- Haiti.

### Other

- Overall management, supervision and professional support to all finance, administrative and human resource related staff;
- To coordinate the implementation of effective, secure, robust finance and accounting systems, procedures and practices based on the accounting application Fundtrac (FT).
- Support the Country Representative and Programme Managers in the preparation of new projects and in the acquisition of further funds;
- Assist senior programme staff in the development and review of the project budgets.
- Perform other duties related to finance, administration, logistics and programme support as required.

### Key Requirements:

- University Degree in Finance or Accounting or Relevant university Degree - essential.
- At least five years of relevant work experience with previous experience in Finance, Accounting – essential.
- Excellent communication skills in English (verbal and written), French (verbal and written) and preferably good knowledge in German – essential.
- Fully computer literate and proficient in Microsoft office and Finance accounting software – essential.
- Fast learner, flexible, able to multi-task and work well under pressure as a team player in a multicultural environment with excellent problem-solving skills – essential.
- Willingness to travel and be flexible in the situation of emergency – highly desirable.
- Experience in training and capacity building – desirable.
- Knowledge of various donors' policies including AA, BMZ, EU, Pooled Funds, UN Agencies, USAID and other donor's assistance policies, guidelines and financial reporting requirements – desirable.
- Experience with partner implemented projects – desirable.
- Experience in working in a recognized international NGO and/or banking sector – an asset.

ASB is an equal opportunities employer. Qualified individuals with disabilities are encouraged to apply. Qualified applicants should send a Letter of Motivation (max. 2 pages) and a CV (max. 4 pages) specifically addressing the above job description and requirements with contacts for 2 recent professional referees to:

[application-ahi@asb.de](mailto:application-ahi@asb.de)

AND

[asb.asb.haiti.2016](mailto:asb.asb.haiti.2016)

Subject line: "Administrative – Finance and Human Resources Manager for ASB Haiti "

Only electronic applications accepted.

Only short-listed candidates will be contacted.

Closing date: January 15, 2019