The Arab Association of Constitutional Law

Terms of Reference
Finance and Administrative Officer

Background

The Arab Association of Constitutional Law (the "AACL") is a regional association of constitutional law experts that seeks to influence the public debate, in the individual Arab Countries and across the Region, on issues that includes, but not limited to, constitutions building; rule of law and governance frameworks. The AACL seeks to achieve this goal through, among others, implementing projects. The Finance and Administrative Officer (the Officer) is responsible for providing the required analytical, financial and administrative support to the AACL Tunis Office in the implementation of its activities, so as to ensure that financial accounting and reporting responsibilities are accomplished in an effective and efficient manner.

Key Responsibilities:

The Officer shall be responsible for:

1- Contributes to the preparation of contractual documents for consultants and service providers as required;
2- Ensure that AACL complies with relevant Tunisian national laws and procedures pertaining to finance and administration;
3- Ensures compliance with the donor's financial and procurement policies including financial reporting obligations where applicable;
4- Conducts payments; administers funds, petty cash and oversee budget expenditures;
5- Prepares for and responds to the office audit;
6- Prepares interim, periodic and final budgets, budget revisions, financial statements, reports and payment vouchers.
7- Prepares, updates and maintains proper documentation and records for the office including project finances, procurement, Human Resources, funding and fundraising records;
8- Trains new staff and newly hired Administrative Assistants on administrative matters.

9- Controls the facilities of the office, such as managing leases, insurance policies, inventory control and record-keeping;

10- Organizes and coordinates logistical arrangements for meetings, conferences and workshops (obtaining quotes and booking venues, liaising with attendees, organizing travel (flights and airport transfers), securing visas, etc…).

11- Coordinates program activity planning and implementation, including team meetings, event management and staff vacation;

12- Assists the Executive Director in coordinating staff performance management and program reporting;

13- Advises the Executive Director on HR matters; including staff recruitment and contracts; funding and fundraising records;

14- Any other task as assigned by the Executive Director.

General Profile:

- Has developed specialized skills or is multi-skilled developed through job-related training and considerable on-the-job experience;

- Follows internal procedures to ensure high standards of performance and compliance with Institutional guidelines;

Professional experience:

- A minimum of (3) years' experience within a similar role
- Prior experience managing the finances of donor-funded projects is highly desirable.

Functional competencies:

- Sound financial and administrative management and reporting skills;
- Demonstrate a high degree of accuracy and analysis of financial information and data;
- Extensive experience in planning and budgets, internal control systems, cash flow statements and accounts;
- Innovative, decisive, dedicated and able to interact and interface with all levels of management;
- Ability to work independently and as a part of a team with minimal supervision;
- A good sense of initiative, ability to set priorities and work under pressure with accuracy against multiple deadlines;
- Strong organizational and planning skills;
- Excellent interpersonal and communication skills;
- Ability to maintain confidentiality through proper information management and handling of confidential knowledge;
- Ability to operate effectively in a multi-cultural environment and be Gender-sensitive.
- Ability to work under tight deadlines and to cope with situations of stress

Education

University degree in business administration, finance management, commerce, public administration, or other related discipline.

Supervisory Responsibility

No supervisory responsibility will fall under this position.

Languages:

- English: Excellent knowledge required.
- Arabic: Excellent knowledge required.
- French: Very Good reading and writing.

Computer skills:

Excellent overall computer skills with expert knowledge of word processor, spread sheet, data-base and financial management software. Expert knowledge of Microsoft Office suite.

Reporting Line

The Project Officer will report to the Executive Director of the AACL.

Duty Station

The duty station is Tunis.

Duration of Contract

One year, with the possibility of extension.

All AACL Positions are contingent upon funding.

Type of Contract

Full Time Contract.

This position is open ONLY for those who are legally authorized to work in Tunis.

Applications:

- Interested applicants should submit a recent resume, in English ONLY, and a cover letter, in English OR Arabic. The deadline for submitting applications is November 30th , 2019. All applications should be sent to the following email addresses: contact@dustour.org & dustororg@gmail.com
- Please indicate in the Resume to be submitted the age, gender and current residency.
- Applications should be sent to the two email addresses above, with the following subject line: "*Applicant Name – Finance and Administrative Officer Recruitment – AACL* "
- The Arab Association of Constitutional Law is an equal opportunity employer and encourages qualified men and women to apply.
- Due to the large volume of candidates applying for positions within AACL, we will only be able to respond to applicants who have been shortlisted. If you have not heard from us within 15 days of the closing date, your application has not been successful.