

Médecins du Monde is looking for an

ADMINISTRATIVE COORDINATOR

OCCUPIED PALESTINIAN TERRITORY

(100%) – 3 to 6 months – West Bank

Founded in 1993, Médecins du Monde Switzerland is a medical association of international solidarity that is part of the Médecins du Monde network. We provide sustainable access to health care for people in vulnerable situations in Switzerland and around the world.

WE PROVIDE CARE

For nearly 30 years, we have been working to ensure that the right to health is effective for all, without financial, social, cultural, or geographical barriers. We collaborate with civil society organizations and local authorities to implement projects in Switzerland and around the world.

WE BEAR WITNESS

We call up on and accompany regional, national, and international authorities to facilitate access to healthcare and promote respect for human rights. We advocate with decision makers to change things in a sustainable way.

MdM Switzerland, has been working in the occupied Palestinian territory (oPt) since 1994 in the sector of Mental Health and Psychosocial Support (MHPSS), implementing emergency and development interventions, focusing on victim of occupation-related violence, children and detention, suicide prevention and management, strengthen of access to mental health cares at national and community level, and advocacy initiative.

Consequently, to the current crisis affecting Gaza, MdM is sizing up its teams and activities and seeks an Support Coordinator with transversal knowledge in finances, logistics, HR and administration management along with solid experience in training, capacity building and restructuration of the support teams in a volatile environment.

YOUR POSITION WITHIN THE STRUCTURE

- Direct supervision by the General Coordinator in the oPt
- Technical supervision by the International Programmes' Support Manager at HQ
- Regular interactions with the programme's staff

MAIN DUTIES AND RESPONSABILITIES

- Accompany the upsizing of MdM mission in oPt to efficiently manage the 3 million budgets for 2024, funded by various donors (ECHO, SDC, BMZ, L21, HF)
- Support the growth of the team (2 staff newly recruited and 2 positions to fill) with close capacity building, set up and trainings on the tools and processes.

- Accompany the transition period and redistribution of tasks between the Finance & Log coordinator, Administrative & HR Coordinator, and their 4 assistants.
- Reinforce the financial, accounting, budgetary, Human Resources administrative and logistics aspects of the mission in order to guarantee rigorous and transparent procedures and to fulfil the objectives of the mission.
- Ensure a smooth communication with the other MdM chapters in the country (MdM France and MdM Spain) especially during the transition period.

YOUR ACTIVITIES

Finances

- Develop and implement financial management and bookkeeping procedures for the mission, regularly control their application.
- Coordination of the preparation of a monthly/annual budget (forecasts and actual) with operational teams (MdM and/or partners), check, consolidate and finalise.
- Check the mission's accounting (checking accuracy and consistency), close and submit the accounts.
- Definition, monitoring, and control implementation of cash-flow management for the mission (minimum level of cash, update bank accounts and mission reserves, internal transfers).
- Development, check and control the consistency of requests for cash supplies (annual and monthly).
- Production of amendments and financial reports, monitoring donor contracts and their consumption, proposition of amendments if necessary.
- Production, check, update, and control compliance with financial plans (analytical code allocations).
- Alert operational staff and line managers to any discrepancies in consumption and financial risks.
- Take disciplinary measures when appropriate.

HR and Administration

- Monitoring registration contracts and those under the responsibility of the position, proofread mission contracts.
- Establish and adapt necessary tools needed in the mission.
- Support the structuration of the HR department with the Administrative and HR coordinator (previously support coordinator).
- Support all HR tasks with the Administrative and HR coordinator (payroll, income tax, visa, appraisal, leaves etc....).

Logistics

- Planning and budgeting for logistical needs through purchases plan (supply chain, vehicle fleet, equipment, programme logistics) in relation to the programmes' identified needs.
- Capitalizes the financial and logistics experience available in the field, reinforce the proper application and harmonization of procedures in East Jerusalem, West Bank and Gaza, to ensure all bases use the same supply and log processes and templates.
- Review and validate that procurement plans done by programme, with the support of logistics department, on regular basis or following the implementation needs.

- Keep up to date all the procurement tracker tools.
- Monitoring goods management contracts and any contracts relating to the relevant activities.
- Ensure a proper inventory management in all bases.
- Ensure strategic planning and operational management of the transportation means at mission level, in coordination with the Field and General Coordinators.
- Supervision and/or carrying out the installation and maintenance of operating office areas and accommodation areas.
- Definition, update and monitoring IT material and maintenance (computers, software, back-ups, etc.) and communication equipment as well as establish a shared information network on the mission.
- Training of local teams and provide technical support for all logistical and technical support issues for the mission.

Management

- Management of a team (information, setting objectives, monitoring activities, managing leave, recruitment, discipline, security, training, skills management).
- Planning and monitoring of activities and implement corrective action where necessary.
- Advise, arbitration, and support measures to take in the event of difficulties, malfunctions and/or incidents.

YOUR PROFILE

Sex	indifferent
<i>Nationality</i>	No preference

Humanitarian experience	Yes
Emergency experience	Yes
<i>Coordination experience</i>	Yes

Language	English	Fluent
	Arabic	Added value
	French / Spanish	Added value

Computer skills	Excellent excel skills
<i>Driving licence</i>	No

Qualifications and experience

- Experience of 4-5 years minimum in a similar position
- Experience in negotiations and relations with partners in a moving and difficult legal, administrative and political context
- Excellent computer skills
- Experience in multi-donors' budgets and multi-countries grants.
- Training and capacity-building experience
- Knowledge of Saga is an asset.

Personal skills

- Ability to work under a minimum of supervision, autonomous.
- Reactivity, anticipation, adaptability, capacity to take initiatives.
- Organisational skills, rigor, detail oriented
- depending on experience
- Listening and diplomacy skills
- Team spirit
- Ability to work in unstable and volatile context.

CONDITIONS

3-6 month contract. Expatriate status.

Brut Salary from CHF 3'749.- to CHF 4'121.- depending on experience.

Duty station: Ramallah or Jerusalem according to MdM's last assessment of the situation. Salary may vary depending on location.

Guest-house accommodation or private rental according to status, with regular field trips in Gaza and West Bank.

Medical expenses, repatriation and capitalization insurance paid for by MdM.

DEADLINE FOR APPLICATION

Open until filled

DATE OF START

ASAP - to be agreed

HOW TO APPLY

Send your CV and cover letter (in English or French) + copy of diplomas and contact details of 3 reference persons to rh@medecinsdumonde.ch with mention ADMIN COORDINATOR / Marie Wittwer Perrin, HR manager.

Only shortlisted applications will be contacted.

Médecins du Monde is an equal opportunities employer and operates a fair and transparent recruitment procedure. The procedure is open to all candidates who believe they meet the requirements of the post. No employee or individual of Médecins du Monde has the right to request a cash payment or the exchange of favours of any kind in return for preferential treatment in the recruitment process.