



Deputy Country Director – Program Support

The type of contract will depend on the country and the profile

Deadline of application: **Open**

Background

CARE France is amongst the largest international humanitarian and development organization networks. As a secular and apolitical non-government organization, CARE France supports and manages humanitarian and development projects in several countries, working with communities, refugees, local civil society and national and local governments. Our objective is to lift vulnerable communities out of extreme poverty. Our approach is both global and local and we are implementing programs which include access to quality education, food security, access to drinking water, health services, income-generating activities and protection. CARE France is committed to supporting women's empowerment and ensure communities are able to claim their rights. Women are at the center of all our interventions. CARE is present in 94 countries.

CARE France is member of the CARE network. Since 2016, CARE France is working in 32 countries and has the management responsibility of CARE programs and operations in Lebanon, Morocco, Cameroon, and Madagascar with a headquarters in Paris.

To find out more about CARE: www.carefrance.org

Care International is currently recruiting a **Deputy Country Director – Program Support** to manage **financial**, logistics, human resources and administrative operations in one of our Country Offices.

Detailed description of mission

1. General objective of mission

Under the supervision of the Country Director and with a functional link to the Finance and Administrative Director of CARE France, he / she supervises the Finance, Logistic and Human Resources units.

2. Functions in order of priority

Accountancy, finance and treasury

Finance

Provides overall management of the Country Office's Finance Department to ensure that optimum financial support is provided to Country Office projects within established CARE financial policies and principles and within the standards set by the Country Office.

1. Provides advice to the CD on financial matters, particularly the monthly review of the balance sheet and regular budget forecasting and projections.
2. Minimizes financial risk specifically in the areas of cash management and treasury (foreign exchange).
3. Advise the Project managers with donor contracts. Provides advice & provides expertise at the project/program budget proposal development and final submission stage.
4. Reviews and monitors the Country Offices financial policies, systems and procedures and initiates development or correction as required.
5. Closely monitors Banking and Governmental policies in country, regulations, and provides advice on payment issues.

6. Liaises with the DCD Programs, to ensure that the contract liabilities are collected in a timely manner and that project expenditures are in line with the contract budgets.
7. Authorizes Country Office statements, staff payroll, financial reports, adjusting journal entries, cash receipts and signs cheques and bank letters in collaboration with the Senior Finance Officer and under the levels of authority delegated by CARE France.
8. Supervises the preparation and submission of the Country Office budgets by line managers and finance staff, to ensure that budgets reflect Country Office needs and CARE budgetary requirements in collaboration with the Finance staff.
9. Provides information, guidance, addresses issues, and ensures there is an understanding of Country Office finance requirements and standards along with contractual requirements from different donors.
10. Heads strategy and direction for the Country Office in regards all finance matters. Authorizes overall finance plans for budgets, staffing, and procurement and makes and final decisions/recommendations on policy-level financial matters and provides an over view to the department on forex transactions as per delegated by CARE France..
11. Audits the accounting practices of the Country Office finance staff through the authorization of various documents and financial instruments, and takes corrective action as necessary.
12. Directly supervises the senior Finance staff, and provides general team leadership for the Finance department.

Human Resources

- Supervision of the payroll management
- Responsible for the compliance to social and legal regulations
- Overall responsibility for the operational management of human resources and timely recruitment, competitive remuneration, and development and implementation of the human resource strategy
- Staff capacity building and development

Logistics and Security

- Supervision of the operational support to programs (procurement, fleet, equipment, office premises, information systems)
- In charge of the update and the compliance to security and health measures for the country office.
- Responsible for compliance with donors' rules on purchases

General administration

- In charge of the link with tax, social and any other administrative body in charge of regulations applicable to the country office

Donors' relations

- In charge of administrative and financial relations with the different donors funding the country office programs
- Responsible for the dissemination of donors' rules and regulation to the to the staff in charge of implementing projects

Internal control

- Supervision and review of the implementation of administrative and financial procedures of CARE France.
- Contribution to the development of internal control

-
- Focal point for internal and external audits
 - Responsible for the implementation of audit recommendation.

Support of the governance of the office-country

- Ensure that the principles of gender equality, diversity, transparency, and accountability and CARE values are implemented in each domain under his/her supervision.
- Provide and contribute to policy setting, guidelines and decision making for the Country Office working in close collaboration with the Country Director and other senior staff.

Profile

Education and Training

- MS Degree in Accounting, Finance or Business Management or equivalent

Skills and past experience

- Experience of minimum 5 years in a similar position, with a significant experience in the field supervising a team,
- Knowledge of SAGA software is an advantage

Languages

- Fluency in English is mandatory

Application condition and modalities

Contract: fixed term contract - renewable

Salary: according to profile and CARE International salary scale

Deadline of candidacy: 30th of June 2018

How to apply?

The interested candidates have to send their cv and cover letter to the following email address:
dnpsscruitment.carefrance@gmail.com

CARE encourages diversity in its recruitments.

Due to the significant number of applications, we are unable to answer every candidate individually. Only the selected candidates will be contacted directly. If you did not receive answer from us 3 weeks following your application, please consider your application as not selected.