

## Job Description: Administrative Officer

Date: 16 October 2019

Closing Date: 15 November 2019

Preferable Starting Date: November 2019

Located in: Limassol, Cyprus

Contract type: Full-time, fixed-term staff position

Duration: 12 Months, extendable subject to available funding

Reporting to: COAR Deputy Director and Finance Manager

Supervision of staff: N/A

COAR is an independent social enterprise that directly supports practitioners, policy-makers, and donors by facilitating humanitarian and development interventions in complex, fragile, and high-risk environments. COAR delivers neutral and objective research and analysis, which identifies - but does not influence - local stakeholders, relationships, interests, and analyses broader political, economic, social, and security dynamics and trends. COAR research leverages social media, personal networks, research teams, and local experts in order to map and translate the local human context; COAR analysis synthesizes and studies this data in order to inform both programmatic and strategic decision-making, reduce security and conflict sensitivity risks, and increase the impact of humanitarian, development, stabilization, peace-building, and peacekeeping initiatives.

### Objective:

The Administrative Officer will be expected to manage administrative procedures, processes, and systems; provide support for logistics, travel, and procurement; input expense report data; ensure that COAR personnel timesheets and invoices are submitted accurately and on time; and to assist in the update and improvement of these systems, based on experience and best practices. The Administrative Officer will be integral to any internal and external audits and will be expected to support multiple tasks and projects from different clients, as well as tasks related to proper documentation and the roles, responsibilities, and requirements of donor grants.

### Main Activities and Responsibilities:

- Under delegated authority of COAR's Deputy Director and Finance Manager, ensure all necessary administrative documentation and financial reporting is accurate, complete, in compliance with donor stipulations and contractual obligations.
- Collect, review, and organize all documentation related to COAR administration, to include (but not limited to): client/donor contracts, consultant contracts, human resources and recruitment, finance and accounting, procurement, travel, and all associated invoices and payments.
- Maintain an accurate, organized, and updated record of all COAR expenditures while ensuring proper cost allocations.
- In support of the COAR Finance Manager, assist in the process of the month-end closing of accounts payable and accounts receivable.
- Assist in the monthly reconciliation of financial transactions.
- Ensure all COAR financial transactions are accurately entered into a transaction log, and posted on the accounting system with review for any necessary corrections.
- Assist with routine money transfers as required.

- Ensure consultant contracts and required documentation is organized, accurate, complete and filed.
- Maintain COAR staff and consultant human resource database, ensuring required supporting documentation is complete, accurate and updated.
- Ensure monthly consultant invoices are completed as required with any necessary expense reports, supporting expense documentation, and consultant monthly timesheets, and are submitted to finance for payment processing.
- Collect, review and file consultants time allocations (monthly consultant time sheet) as supporting document to consultants' monthly invoice.
- Process the monthly payroll and request of payment for all COAR staff and consultants.
- Support recruitment processes in line with organizational guidelines and policies, leading to the timely sourcing, selection, and placement of personnel. This includes initiating transparent and competitive recruitment and selection processes (from the review of job descriptions, job advertisement to the screening of candidates) as well as ensuring the timely management of the process.
- Process Travel Requests; purchase airline tickets and hotel reservations as per travel request and COAR Travel Policy, including the review and processing of per diem requests.
- Ensure travel documentation is submitted; organize and archive travel documentation and supporting documentation, ensure COAR's travel log is complete, accurate, and updated.
- Manage petty cash.
- Oversee process and documentation related to procurement of goods and services as per COAR's procurement policy; ensure proper vendor selection, billing and receipt of income from various services, monitoring and evaluation of contracts/payment to vendors and individual contractors for services.
- Ensure the inventory of movable assets is complete, accurate, and updated.

#### Requirements

- Advanced university degree (Master's degree or equivalent) in business administration, finance, human resource management or related field is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.
- Minimum of 3 years' experience in business, organizational administration, human resource management, finance management, accounting or related/similar relevant professions.
- Preferable professional experience in international NGO grant, finance, human resource and/or administration.

#### Skills and Competencies

- Proficiency in MS Office and Gsuite (Google documents/sheets).
- Knowledge of program management software (such as Podio) and/or finance/accounting software is an advantage.
- Strong organizational skills.
- Ability to deliver results independently under minimal supervision, high degree of ownership over results and accountability for work outcomes and deliverables.
- Fluency in written and oral English is required.

#### Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.