



**Supply, Logistics, Finance and Administration Manager (SLAF)
Rehabilitation center for victims of torture and cruel, inhuman and degrading (VOT)**

Position: Administration, Logistics and Supply-Finance Manager (SLAF)

Country: Italy

Location: Roma

Start of Mission: April 15, 2017

Mission duration: 12 months, renewable

Reference supervisors: Project Coordinator

Referrals functional: Human Resources and Administration Coordinator, Financial Coordinator, Logistics Coordinator and Deputy Coordinator Logistics Supply Mission of Italy.

Italian mission began its activities in 1999 when MSF was aware that the same people treated and cared for at thousands of kilometers away were often in precarious conditions and need just in Italy. The activities carried out during these years have been aimed primarily at providing medical and psychological assistance to immigrants in the area without a valid residence permit. More recently, in Italy as in other countries in the Mediterranean (Libya, Egypt, Greece) interventions are articulated on the basis of specific emergency needs, and in particular those with previous experience of violence and torture have been defined target population for specific projects to take charge and medical-psychological-social rehabilitation.

In Rome, the rehabilitation center for survivors of torture and inhuman and degrading treatment (SoT) was inaugurated in October 2015, and offers medical management, physiotherapist, psychotherapeutic, social and legal, in partnership with "Doctors Against Torture" and ASGI (Association for Legal Studies on Immigration).

Overall objective

Ensure proper operation and consistency of medical-psycho-physio-social activities carried out in the rehabilitation center for survivors of torture and inhuman and degrading treatment (SoT) through the coordination, implementation and control of the logistics, administration and Finance of MSF VOT project based on standard criteria, in order to optimize the response to the needs of the project beneficiaries.

Activity

Logistics and Supply

- Responsible for local purchases in accordance with procedures MSF;
- Processes, supervises and follows, in collaboration with the referent of Finance and Logistics Coordinator, the logistics of the project budget based on the available resources, so as to meet the needs present and future of the project and to detect in advance the possible budget deviations.
- Responsible for sending local orders / national / international supply to the Logistics Coordinator of Mission Italy, according to established procedures;
- Coordinate, in close cooperation with the Medical Coordinator of the Project and the Logistic Coordinator, the processes and the systems of supply of materials to ensure the stocks necessary to the needs of the mission
- Performs inventories and manages the durable goods of the project;
- Verify the accuracy of the local purchasing procedures;
- Supervises packing and proper management of stocks in the warehouse (logistic materials, stationery, products for the maintenance of the house), check the consumption habits, and provides the medical team a proper technical assistance in order to ensure the availability 'of materials and the rational use of inventory in stock.
- Coordinates, if necessary, interventions of ordinary and extraordinary maintenance of the structure through the recruitment of external professionals (electrician, plumber etc ...);
- Drawing up the standard MSF procedures for purchases, in close collaboration with Finance Manager-Admin, it anticipates the needs 'of the project ensuring financial liquidity and preparing the month of the mission;
- With the support of the logistics coordinator manages the logistics management software Logistix7

Administration and Human Resources (HR)

- Collaborate with the Project Coordinator from the set up (organization) staff involved on the project and together with the Human Resources Coordinator updates the organizational chart and the different job description of the project;
- In coordination with the Project Coordinator and the Coordinator RU, calculates the operational needs of Human Resources and the resulting impact on the budget to be drawn up to ensure the efficiency of the structure in the different professional skills of the project, monitoring the budget estimated;
- In close coordination with the Project Coordinator, coordinates and oversees the administrative and logistical HR procedures (order contracts, extensions, modifications, etc.) of the project staff to ensure adequate staff

- Ensures the implementation of the correct administrative procedures in the project, in line with Italian law and in accordance with the MSF standards and procedures established by the Mission Italy;
- Responsible for local contract management (rental housing, utilities, car rental, etc ...) and regular contacts with local suppliers;
- Manages the administration of RU (follow-up contracts, Per Diem, refunds, holidays);
- Supports, in close collaboration with the RU Coordinator and Project Manager of the personal identification, evaluation of the performance and potential, in order to improve skills and their contribution to the objectives of the mission;
- Organizes and coordinates the staff recruitment processes and ensure compliance with the rules of transparency and objectivity of recruitment;
- It carries out, in close coordination with the Finance and Administration Coordinator and with the administrative guidelines, finance and accounting ', the activities' management of accounting books and reporting, executes the payments, in compliance with the MSF validation procedures, suppliers , internal and external, and staff, in order to ensure compliance with tax and social security, on accounting transparency 'as well as' a consistent and clear information on the procurement processes of the materials;
- Provides organization of reception of users in the center and to the movements of the team and outside visitors (travel bookings, hotel etc ...);
- Supports the Project Coordinator in the management of any extraordinary institutional and administrative activities protocols; and it manages the necessary administrative practices linked to the project;
- In close collaboration with the Project Coordinator and HR coordinator, points out the best options and proposes solutions to avoid problems and possible conflicts working in the project;

Finances

- Manages the local project accounts to ensure compliance with internal procedures MSF;
- With the support of the Finance Manager manages the SAGA accounting software;
- Ensures the timing for the transmission of accounting and financial documents to the Head of Finance and Administration.
- Prepare the cash reports and monthly bank reconciliations and related, it manages and controls the cash flows and sends the monthly monetary demand.
- Ensures compliance with the validation procedures MSF for all payments and commitments of the project expertise expenses (validation and signatures);
- Participate actively and coordinates the project at the level of the budget process and follow up (forecast) of the project budget.
- Provides all the relevant information on the budget and monitoring the Project Coordinator and the Head of Finance and Administration;

Communication

- Ensures a constant update to the Project Coordinator and the Finance Manager and Country Directors on administrative, financial, project logistics, by sending monthly reports or dedicated communications;
- Together with the Project Coordinator, supports line managers in implementing the internal communication policy MSF in order to increase the participation and motivation of staff in the activities' MSF;

At SLAF you may be required to perform additional tasks not listed in this description, always respecting the limits imposed by law and internal rules to MSF. Given the context of his work, the SLAF is bound by professional secrecy and confidentiality.

Requirements

(N = necessary

P = preferable)

Formation	Commercial Technical Institute or similar	N
	Degree Administration / Economics / Human Resource Management	P
Professional experience	previous experience in logistics (IT / Maintenance / Appro) and administrative (minimum 1 year) in Italy	N
	Experience in humanitarian or social sectors	N
	Minimum work experience of three years	P
	MSF experience or similar organization	P
Languages	Italian and English	N
	French	P
Specific qualities		
	Ability to work in a multicultural environment	N
	Logistic knowledge (basis)	P
	Knowledge of MS Office	N

Knowledge of Saga **P**
Knowledge of Italian National Health System **P**
Knowledge of Homere **P**
Computer skills **P**

Transversal Skills

Planning, Flexibility and Results Orientation

Team Spirit, Team Management and Development,

Commitment, sharing and respect for the principles of the organization MSF