

FINANCE AND HUMAN RESSOURCES MANAGER

for over 10 years of experiences with 3 years in expatriation

Nationality: TCHADIENNE,
Statut, MARIED
Phone: +235 66488857
Whatsapp: +231 881091565
E-mail : mendjima@gmail.com
Skype: Djima Menelic
CATEGORY B DRIVING LICENSE
TRAINING IN RRHF BIOFORCE CENTER,
EXPERIENCED PROFILE IN DAKAR,
SENEGAL

Summary: Financial accountant and Coordinator with over 14 years of experience in administration, operations, finance, human resources and grants management; my primary objective is to put my skills at the service of an institution and acquire new ones. In particular, by occupying a managerial position, which will allow me to share my experience with a team. I would like to join a large innovative group in order to meet new challenges in administrative, accounting and financial management. I have gained expertise in planning and implementing systems to achieve financial discipline and improve the overall efficiency of the organization. Also, I have advanced knowledge in relationship management and negotiation in liaising with partners, government departments and agencies, other financial institutions and various regulatory authorities. Also, I have an excellent understanding of NGO operations, working with donor-related funding (USAID, ECHO, IDA, EU, Global Fund, AFD, OFDA, WFP, UNICEF, UNHCR, SWISS Cooperation, DDC, Europaid).

SKILLS

Professionalism:

Knowledge of financial and budgetary principles and practices, budget development and financial administration of resources. Shows pride in his work and achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, meeting deadlines and achieving results. Is motivated by professional rather than personal concerns. Demonstrates perseverance when faced with difficult problems or challenges. Remain calm in stressful situations. Take responsibility for integrating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Plan and organize:

Develops clear objectives consistent with agreed strategies. Identifies priority activities and missions; adjusts priorities as needed. Allocates appropriate time and resources to complete work. Anticipates risks and takes into account unforeseen circumstances when planning. Monitors and adjusts plans and actions as necessary. Use time efficiently.

Communication :

Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify and demonstrates interest in two-way communication; Adapts language, tone, style and format to the audience; Demonstrates openness in sharing information and keeping people informed.

Performance Management:

Delegates appropriate responsibility, accountability and decision-making authority. Ensures roles, responsibilities and reporting relationships are clear to each staff member. Accurately assesses the amount of time and resources needed to complete a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively support the development and professional aspirations of staff. Evaluates performance fairly. Send feedback.

PROFESSIONAL EXPERIENCES

Year	NGO	Position	Main achievements
[2020-2023] (3 years)	Fish-Lib Project, Ganta Highway , Gbarnga, Liberia	Administrative and Finance Coordinator • Expatriation	<p>The main objectives are to</p> <ul style="list-style-type: none"> • Implement and oversee effective financial management systems, • Compliance with internal controls, • Management of the mission's Human Resources • Guarantee the efficiency and quality of the administration of salaries (nationals and expatriates) • Conduct/coordinate financial reviews of project sites with frequent field visits, • Cash management for national programme operations. <p>Strategic leadership</p> <ul style="list-style-type: none"> • Provide overall leadership to the mission's strategic developments, in line with the project's strategic plan and Catalyst's strategic plan, and lead the office's resource mobilisation function, ensuring compliance with project rules and procedures, focused on the delivery of high quality services to project beneficiaries and partners. • Coordinate closely with the Regional Director (Operations) on all matters related to the implementation of the mission's strategic objectives and jointly advise the Managing Director on relevant developments. Budgeting, projections, and cash flow management • Prepare annual Country Program budget for submission to HQ office. Maintain Country Program budget and forecasts throughout the fiscal year to adjust for new funding and other budget adjustments • Prepare donor proposal budgets (IECD, EU) in coordination with field teams for review by HQ • Ensure program cash flow management to ensure enough funds are available for project operations. • Maintain an accurate database of project funding, including contracts, project budgets and donor-specific procedures and regulations. <p>Monitoring and managing expenditures.</p> <ul style="list-style-type: none"> • Ensure that all expenditures are made per established procedures, including verification of supporting documents and budget availability. • Monitor and review expenditures against budgets on a monthly, quarterly, and annual basis by project and for the country office. • Prepare monthly reports of expenditure against budgets for internal use, including monitoring of expenditure against project activity budgets, FISHLIB project, grant/fund, and account code. • Where expenditures on projects are not in line with budgets, bring this to the attention of the project director, Finance director in HQ, and make recommendations to adjust spending accordingly. • Where funds are received in-country, ensure that these are correctly reported to CATALYST/APDRA and posted to the appropriate project, grant/fund and account code. • Oversee cross-charging to other county programs as per established procedures. • Ensure proper tracking of project advances to staff, ensuring that advances are accounted for promptly according to FISHLIB procedures and that an accurate balance sheet of each staff member's outstanding advances is kept. Prepare a monthly report of outstanding advances at the end of each month. <p>Reporting</p> <ul style="list-style-type: none"> • Prepare and submit analysis on all country project expenditures to CATALYST Regional Programmer according to CATALYST established procedures and deadlines.

- Oversee monthly and year-end reconciliation of accounts, reports and bank statements.
- In consultation with the Country Project Manager, and the Technical Managers, ensure communication, reporting and administrative requirements of donors are met.

Audit and quality control

- Ensure that all transactions entering the system in the central office are correctly and consistently recorded, including grant, fund, project and other information where needed. Perform a monthly check of all financial data by the 10th day of the following month.
- Ensure that revenue and expenditure posted by the HQ are correct and are assigned to the right project, grant/fund and account codes, and where problems are found, ensure that these are resolved with the appropriate staff in Liberia along with project staff as required.
- Supervise regular petty cash counts in accordance with FishLib policy.
- Assess and mitigate the financial risks of the mission, ensure that reliable internal control systems are in place, and financial ethics are respected within the mission.
- Coordinate and supervise local audits relating to accounting including donors and institutional audits, tax, and labor matters

Contracts and sub-awards

- Review budgets for contracts and sub-awards to other organizations to verify that costs are reasonable and sufficient for proposed activities and meet donor requirements for budget presentation.
- Ensure that contractors and sub-awardees meet financial reporting requirements.
- Where necessary, perform audits of sub-awardee financial systems and reports.

People Leadership and HR

- Effectively manage performance; developing team members to maximize their contribution to the team and organization
- Communicate regularly with the HRCo and/or HR Manager and formalize any decision by writing,
- Ensure the regular assessment of the HR situation of the missions by using the monthly HR reporting and the template of HR fundamentals,
- Contribute and participate to the development of standards and HR management framework,
- Advise and ensure the implementation of appraisal performance process,
- In collaboration with pool managers, HRCOs and according to the mobility framework, support the identification and monitoring of key within emergency projects and/or missions
- Together with the HRCOs and the recruitment & pool management team proceed proactively to the identification of national/ regional mobility pool available for emergency response,
- Propose and implement an emergency HR & Admin tool kit,
- Participate in the identification of trainings HR needs and the measures to respond,
- Participate in the prevention of the stress management, conflict management, inappropriate behavior, advise and accompany the HRCo and/or HR Managers in the management of complicated cases taking in consideration the context, security (upon directions of the FieldCo/EmCo) and cultural awareness,
- Ensure the living and working conditions are adequate and validate leave policy, accommodation and the Welcome file for each mission and ensure the follow up and the implementation,
- Brief and debrief the staff deployed to projects/missions managed by the E.Cell,
- Is in charge of the matching of international staff for emergency projects and/or missions in the HR Information system,
- Produce and participate to the analysis of statistics of his missions,
- Share and capitalize field HR experiences with the HR Ops Unit,
- Participate to the relevant meetings for the HR department

			<ul style="list-style-type: none"> • Responsible for recruiting, training, and managing finance staff for the Program. • Support staff engagement through maintaining a positive team environment. • organizations. <p>Procurement:</p> <ul style="list-style-type: none"> • Ensure fair and transparent bidding processes. • Carry out purchases of office items. • Ensure the purchase of plane tickets; • Contribute to infrastructure management (office rent, maintenance, telephone, internet); • Participate in the management of suppliers and insurance contracts. • Review, compare, analyse, and approve products and services to be purchased. • Facilitate the preparation and execution of annual procurement plans. • Ensure timely verification and submission of invoices with supporting documents. • Establish, recording and reporting systems of all procurement activities, including inventory and monthly status reports. • Research and evaluate prospective suppliers and vendors, including facilitating pre-qualification processes. • Receive and inspect all supplies from vendors based on purchase order specifications. <p>Logistics & Administration:</p> <ul style="list-style-type: none"> • Ensure timely and cost-effective delivery of materials and equipment for field activities in the three counties. • Arrange logistics for conferences, workshops, and meetings. • Manage service and maintenance contracts. • Supervision of administrative files and guarantee that the status and operation of the mission are in legal compliance with the requirements of the country of intervention. • Represent CATALYST with partners, authorities, and various local actors involved in the financial, administrative, legal, and human resources of the mission • Making sure that all fixed assets acquired by the project funds are kept safe and are provided with identification number and recorded in a fixed asset register. • Prepare monthly and quarterly reports for visits and travel. • Develop and implement vehicle movement plans for efficient transport of farm products. • Prepare monthly and quarterly reports on fuel purchase and consumption. • Ensure timely repair and maintenance of vehicles and motorcycles. <p>Safety and security:</p> <ul style="list-style-type: none"> • Ensure the safety of team members (technicians, office staff, expatriates) from any harm, abuse, neglect, harassment and exploitation to achieve the FishLib's project goals on safeguarding. • Collaborate with the Designated Official for Security and with the poice Chief Security Commandant on all security related issues. • Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment in the three counties. • Manage a budget of 5,5 million euros for the EU funds and AFD
<p>2018-2020 (1 year and 9 months)</p>	<p>DEUTSCHE GESELLSCHAFT FÜR INTERNATIONALE ZUSAMMENARBEIT (GIZ)</p> <p>Project: "Runoff Water Management in the</p>	<p>Administrative and Finance Manager Local</p>	<p>Financial Management and Compliance</p> <ul style="list-style-type: none"> • Oversee and lead annual budgeting and planning process in conjunction with the project Manager and the technical staff • Manage organizational cash flow and forecasting. • Coordinate the work and tasks of the various members of the Finance team in order to guarantee an optimal working environment according to the means and priorities of the Examples of tasks: • Ensure that administrative procedures are respected by team members

Sahelian Chad (GERTS)". The project is financed by the Swiss Cooperation and the AFD in Abéché - Chad.

- Identify human resources needs, supervise recruitment, create/revise task descriptions and facilitate the introduction of new team members
- Supervise the members of their team and ensure that the security plan is included and that the safety rules are respected
- Train the staff concerned to the financial tools and procedures in place
- Develop and lead training in financial management and/or on specific subjects in order to increase the capacities and knowledge of the GIZ team members;
- Contribute to the Country Program strategies and policies through advisory services to the CTP.
- Provide technical advice and operational guidance on innovative approaches to project financing, risk assessment and use of financing structures, mechanisms, instruments and guarantees.
- Collaborate with colleagues to identify the need, determine cost and plan the program support services, including procurement, logistics finance, human resources, and administrative services.
- Provide assistance and support to the program on project budget preparation.
- Monitor the office financial projections.
- Provide advice on program and project cost sharing, deployment of funds and closure.
- Support and ensure close liaison with the Field Offices is maintained, in order to troubleshoot any issues that might cause interruption in the support services management.
- Oversee the program Finance department and ensure compliance with the organization's Financial Rules & Regulations and Finance procedures.
- Oversee all financial services (accounting, cash management, payments etc.).
- Review financial plans and oversee the budget process to ensure timely revisions and reallocation of funds.
- Ensure the submission of required financial reports, both internal and external.
- Manage and monitor the cash flow.
- Analyzes all report results, takes appropriate action and takes care of resolution.
- Regularly reports to the FAD at headquarters on the conclusions and the resolution strategy
- Establish and maintain solid professional relationships with vendors, ensuring that all payments are made timely, and that products and services are delivered in accordance with established standards; ensure that GIZ meets donor financial and administrative requirements, and apply fiscal controls and compliance procedures.
- Conduct periodic financial and administrative analyses, audits of actual expenses and budget comparisons; present relevant reports to internal and external audiences to facilitate financial and programmatic planning and monitoring.
- Perform periodic training for staff and partners in financial systems and policies
- Ensure that Advances are reconciled in accordance with procedures and required deadlines
- Provide overall financial oversight and monitoring, including the development and implementation of sound fiscal management practices and internal controls.
- Manage and oversee monthly accounting processes, including bookkeeping, payroll management, invoicing, and financial tracking of restricted grants. In this capacity, manage relationships with key external vendors, partners, and donors.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Coordinate, lead, and timely complete the annual external audit process and report; liaise with external auditors and the finance committee of the board of directors.

Human Resources

- Manage and oversee the organization's human resources functions, including recruitment and hiring, benefits administration and oversight, new employee orientation, timely completion of annual staff performance assessment process, and employee retention strategies.

- Develop the organization's human resources capacity as the organization scales, enhancing professional development, compensation and benefits, performance evaluation, workforce development, succession planning, training, and recruiting.
- In consultation with relevant colleagues, plan and implement staff annual performance reviews.
- Promote and support a learning culture by empowering individuals and teams to identify critical learning needs and plan .
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff policies and procedures.
- Work closely and transparently with all external partners, including third-party vendors, consultants, partners, and donors. Government and auditors.

Information Technology

- Oversee the organization's outsourced, cloud-based IT partner to ensure ongoing maintenance and quality of IT systems and infrastructure and to monitor performance against contract.
- Manage and track organizational needs for computer hardware and software, procuring new equipment as needed.
- In close collaboration with Headquarters, support the compilation of yearly budget forecasting, annual reports and contribute to donor reporting guidelines.
- Oversee the acquisition, maintenance, inventory, recording, verification and protection of project and administrative facilities/assets, including IT infrastructure, equipment, and servers.
- Identify innovative opportunities for use of IT platforms/systems to enhance efficiency and to facilitate knowledge management, and information sharing.
- At the request of the Country Director and in collaboration with the team, plan, implement and organise strategic capacity building of personnel.
- Collaborate with the project Manager to ensure successful implementation and ongoing management of the system and platform for overall organization's end-to-end business workflow management, including logistics, fundraising, program, and finance.

Grants management & proposal development

- Lead in coordinating, scheduling, facilitating, and follow up of monthly grant meetings.
- Draft, finalize, and share agenda and relevant documents, ensuring action points from meetings are monitored.
- In coordination with Programme, Finance, HR, and Area Offices, organize and facilitate grant opening, review, and close-out meetings, providing presentations on important contractual stipulations, donor compliance, and deadlines.
- Develop and maintain up-to-date and in-depth knowledge of donor and government policies and support implementing teams to ensure full compliance
- End monthly grant reminders to teams detailing upcoming deadlines, reporting requirements including templates, and internal review timelines.
- Lead donor-reporting processes by coordinating, compiling, editing and providing feedback to ensure the development of high-quality narratives and timely submissions, complying with donor reporting requirements.
- Review and edit reports for quality and consistency, ensuring compliance with donor reporting requirements. Ensure all donor submissions are documented.
- Design and facilitate the implementation of programme quality tools, including reporting processes and responsibilities.
- In close collaboration with Programme and MEAL teams, support documentation of lessons learnt, best practices and proven innovations in programme design, implementation, monitoring and reporting to improve programme design and implementation strategy.

Strategy and Business Development

			<ul style="list-style-type: none"> • Work in partnership with the project Manager and the technical staff to implement new strategic initiatives in response to an increasing demand for the organization's services. • Work in partnership with the project Manager and the technical staff to develop a strategic plan for the organization, including developing multiyear corporate strategy, country strategic plans, and annual business plan; Provide financial and operational input for all strategic planning processes. • Partner with the project Manager and the technical staff to represent the organization with key stakeholders, including funders, the media, government, academic institutions, community organizations, and volunteers. <p>Systems and Processes</p> <ul style="list-style-type: none"> • Contribute to the improvement of the system, tools, templates, and off-system applications. • Lead on the business support training for country teams - this includes providing training and capacity. • Take the lead in building country teams, policies, procedures, and support systems, for instance. <p>Security and safety</p> <ul style="list-style-type: none"> • Ensure timely and cost-effective delivery of materials and equipment for field activities in the three countries. • Arrange logistics for conferences, workshops, and meetings. • Manage service and maintenance contracts. • Supervision of administrative files and guarantee that the status and operation of the mission are in legal compliance with the requirements of the country of intervention. • Represent GIZ with partners, authorities, and various local actors involved in the financial, administrative, legal, and human resources of the mission • Oversee risk management and legal activities, including business insurance, memorandums of agreements, contracts, leases, and other legal documents and agreements. • Ensure compliance with all applicable laws and regulations, including respective Government. • Making sure that all fixed assets acquired by the project funds are kept safe and are provided with identification number and recorded in a fixed asset register. • Develop and implement standard security protocols to ensure the security of assets and staff. • Prepare monthly and quarterly reports for visits and travel. • Develop and implement vehicle movement plans for efficient transport of farm products. • Prepare monthly and quarterly reports on fuel purchase and consumption. • Ensure timely repair and maintenance of vehicles and motorcycles. • Realization of activities with a budget management of 10 million euros for 5 years with a planning activity with the technical team. • Carry out a financial plan of 2 million euros for the activities carried out per year. • Management of grants awarded to partners by the project. With a financial report submitted to the donor, Swiss Cooperation and AFD.
<p>[2016-2018] (2 years 2 months)</p>	<p>SEARCH FOR COMMON GROUND AND ASSOCIATION DES RÉDACTEURS DE LA PRESSE PRIVÉE DU TCHAD (SFCG-AEPT)</p>	<p>Administrative and Finance Coordinator</p>	<p><i>As an administrative & finance Coordinator, I am responsible for the good financial, accounting, and budgetary management of the mission as well as the management of human resources and administrative and legal files. I was the referent in this area both internally and externally (donors, authorities, NGOs, etc.).</i></p> <ul style="list-style-type: none"> • Financial, budgetary, and accounting management: • Responsible for all aspects relating to finance, including budgetary and accounting elements, as well as mission cash.

			<ul style="list-style-type: none"> • Ensure good administrative/financial management and the sustainability of coordination; • Prepare the overall budget of the field and supervise the preparation of project budgets; • Supervise and control the final assessment of the latter and closely monitors the preparation of financial reports in accordance with the procedures of donors and the organization; • Develop and oversee all financial and accounting systems, policies, procedures, and internal controls, adapting them as necessary to meet changing regulations and best practices • Establish efficient financial and operational systems including internal audits, compliance, and risk management • Lead the annual budgeting process and review all financial plans and budgets, monitoring progress and changes • Oversee annual financial audits of the program and ensure that sub grantees comply with all audit and financial review requirements • Prepare and execute action plans to improve the efficiency and effectiveness of finance and administrative operations and to mitigate operational and compliance risks • Periodically assess the efficiency and effectiveness of finance and administration procedures in relation to the delivery of technical activities on time and at optimum cost • Ensure that program funds are utilized appropriately by the close of the fiscal year • Ensure and ensure that the information is correct and complete; <p>Human Resource Management :</p> <ul style="list-style-type: none"> • You will be responsible for the administrative management of national and international teams, the definition/updating of HR management procedures and tools in accordance with the labor regulations of the country of intervention and the HR policy of SFCG, and monitoring Risks related to HR issues. <p>Administrative and legal management :</p> <ul style="list-style-type: none"> • Supervision of administrative files and guarantee that the status and operation of the mission are in legal compliance with the requirements of the country of intervention. <p>Representation:</p> <ul style="list-style-type: none"> • Represent the association with partners, authorities, and various local actors involved in the financial, administrative, legal, and human resources of the mission. • Be pro-active/VE in the development of the SFCG/AEPT inter-NG financial network (administrative, financial, legal, HR, etc.). <p>Coordination:</p> <ul style="list-style-type: none"> • centralize and disseminate information within the mission and to the headquarters for everything related to the financial, administrative, legal, and human resources of the mission and will consolidate internal and external reporting in these same fields. <p>The Expected challenges :</p> <ol style="list-style-type: none"> 1) Continue the work of implementing procedures and practices of good financial management on the mission. 2) Support the basics in the right budget management, in order to bring them in autonomy and always refine the financial management of the mission. 3) contribute to nourishing the mission strategy, including Fund Raison's strategy, supporting the program department. <ul style="list-style-type: none"> • Carrying out activities with a budget management of 5 million euros for 4 years with a planning activity with the technical team; <ul style="list-style-type: none"> • Each year a financial schedule of 1.5 million euros for activities; • A financial report subject to the donor USAID and UNICEF.
<p>[2014–2016] (3 Years et 6 months)</p>	<p>INTERNATIONAL MEDICAL CORPS (IMC)</p>	<p>Administrative and Finance Manager</p>	<p>Under the supervision of the general coordinator, I understand, put in work, and pilot the financial, administrative, and HR management of the mission. As such, I am notably the guarantor of mastering financial flows and must:</p> <ul style="list-style-type: none"> • I provide consistency, appropriation, and compliance with administrative procedures and donor rules • Supervise and coordinate all the administrative, HR, and financier aspects of the mission • Guarantee compliance with contractual commitments My main responsibilities are as follows: <p>Accounting</p> <ul style="list-style-type: none"> • Ensure supervision, control, and accounting consolidation

			<ul style="list-style-type: none"> • Make the cash inventories and bank rapprochements • Do lettering and scores in accounting software • Integrate and check the headquarters accounting charged in the field • Transmit the accounting closing files to referents • Supervise the archiving of accounting documents <p>Budget and cash-flow</p> <ul style="list-style-type: none"> • Ensure the development of budgets, supervise their monitoring and monthly validation, as well as punctual revisions • Update assignment tables and monitoring of donors' budgets • Communicate budgetary movements to the mission and the headquarters • Develop the annual cash plan with the mission technical team and follow its implementation <p>Audits, donors and support</p> <ul style="list-style-type: none"> • Ensure the implementation of internal and external audits • Ensure financial control of logistics and medical services through audits • provide technical financial support to other departments • Assist the CDP in fundraising and in relations with donors • Analyze financial operations, guarantee compliance with funding plans, donor contracts and anticipate possible risks • Ensure compliance with tax rules and establish tax declarations, make payments • Write, update and implement procedures <p>HR management</p> <ul style="list-style-type: none"> • Adapt HR policy to the mission strategy • Revise HR procedures as needed and guarantee compliance by teams • Guarantee the dissemination of mission policy. <p>Recruitment and training</p> <ul style="list-style-type: none"> • Guarantee the transparency of recruitment processes • Ensure the quality and conformity of post descriptions and validate their openings • Ensure that the recruitment policy is disseminated and known by all • Ensure that the principle of occasional evaluation is respected by managers and ensure that all employees benefit from them • Ensure relations with external providers (at the national level) within the framework of the training policy <p>Supervision and administrative management</p> <ul style="list-style-type: none"> • Supervise the management of employment contracts for national employees. • Check the conformity of staff files and the archiving of documents • Ensure compliance with labor legislation and internal rules • Supervise HR documents audit processes • Ensure a tax and legal watch of the mission • Participate in the negotiation and the establishment of agreements and contracts • Ensure the registration of the mission to the authorities • Ensure the implementation of wage policy • ensure the follow -up of disciplinary procedures <p>Representation</p> <ul style="list-style-type: none"> • Participate in inter-admin meetings with other NGOs • Ponestly represent BMI with the competent authorities <p>Reporting</p> <ul style="list-style-type: none"> • Participate in the reflection on the evolution of the mission • Participate in the drafting of funding requests and donor reports • Write monthly and annual reports. • Carrying out activities with a budget management of \$ 7 million for 5 years a planning activity with the technical team. • Each year a financial planning of \$ 1.5 million for activities • Make the financial reports subject to the donor ECHO.
2013-2014	MSF HOLLAND	Administrative & Finance Manager BIRNAHAL- TCHAD	<p>As Administrative & Finance Manager, I am responsible for:</p> <p>1. Budget management</p> <ol style="list-style-type: none"> 1. Contribute to the definition of the mission's strategy by developing the mission's budgets and budgetary amendments 2. Consolidate and produce budgets, in collaboration with the Coordinators (general and specific monthly)

			<ol style="list-style-type: none"> 3. Contribute to establishing and monitoring the operational and budgetary financial requirements of the mission for emergency activities. 4. Ensure implementation and compliance with MSF-H policies and guidelines, ensure their compliance with local requirements and the country's legal framework, 5. Coordinate and efficiently ensure cash management, including all mission accounting 6. Regularly provide relevant cost indicators and analyzes to monitor the financial health of the mission, track expenditures against budget, analyze variances and suggest corrective actions if necessary. 7. Develop budget monitoring for headquarters and members of the country and project coordination, in order to draw their attention to possible budget under-consumption and over-consumption 8. Produce financial reports for donors so that they can be validated by headquarters within the deadlines set out in the financing agreements. 9. Be the focal point for audits of our donors at mission level in conjunction with Alima's internal audit department. Prepare documentation, control its content and alert if necessary. <p>2. Accounting</p> <ol style="list-style-type: none"> 1. Guarantee the existence and compliance with the rules for managing financial and accounting resources in the bases 2 Supervise and supervise the accounting system ensuring transparency, completeness of financial information, compliance with procedures and readability of expenses. <p>3. Cash management</p> <ol style="list-style-type: none"> 1. Permanently ensure a level of cash flow necessary and sufficient for the smooth running of operations with maximum control of security and operational risks 2. Ensure compliance with cash management procedures on its mission 3. Ensure the archiving of the mission's accounting documents <p>4. General management of resources</p> <ol style="list-style-type: none"> 1. Put in place the necessary elements to monitor the use of material resources 2. Participate in the development of the mission's procurement framework (procurement plan) 3. Take responsibility for the management, supervision and development of the finance team, which involves leading, training, motivating and monitoring their capabilities as well as detecting potential conflicts and to find a solution if necessary. Raise awareness among key executives of the team of coordinators, budget holders and relevant managers of financial risks and the scope of their financial responsibilities. 4. Coordinate and supervise the closing of monthly and annual accounts with the objective of faithfully reflecting the financial reality of the mission.
<p>[2011-2012] (2 Years)</p>	<p>FRENCH RED CROSS TO ATI AND OUM-HADJER-CHAD ECHO and Europaid project on the strengthening of health structures and the management of global acute malnutrition and food security in the Batha region.</p>	<p>Administrative , Logistics and Finance Officer</p>	<p>Under the authority of the Project Manager. The administrative and finance manager of its basis:</p> <p>Finance management:</p> <ul style="list-style-type: none"> • In compliance with local legislation, implementation of procedures, and management of financial resources (accounting, cash, budgets, financial reports, etc.) • Supervise accounting operations and cash management, and carries out budget follow up in conjunction with the program team: Budgetary / financial monitoring, Cash-flow/bookkeeping, Administrative management of personnel, Training of admin <p>Supervise the correct management of project cash flow (cash and bank) and in particular monthly (physics) reconciliation in collaboration with project managers and country administrator;</p> <ul style="list-style-type: none"> • Check with project managers and send the country's forecast expenses to the country administrator aimed at fundraising; • Transmit all accounting documentation monthly; • Ensure the correct archiving of project administrative documents; • Organize and participate in meetings with local partners in Ati <p>Human resources.</p> <p>management and monitoring on its basis and training of its administrative team Organize and participate in planning the programs of is base and their resources on the fiscal year Being the guarantor of administrative, financial and HR management on its basis</p> <ul style="list-style-type: none"> • Participation in the analysis of the political, social, economic and cultural environment • Administrative management of resources, Administrative management of the base, Base financial management , Capacity Building , Participation in the implementation of security , Capitalization, Analyse and quantify logistics personnel needs, Recruit, train and supervise the

			<p>logistics team,Conduct performance reviews for members of the logistics team,Organize formal team meetings at regular intervals</p> <ul style="list-style-type: none"> • Save the Departure/Arrival mail, transmission to recipients, management of the address book; • Guarantee the correct administrative management of projects in ATI and Humhadjer in compliance with the procedures of the mission; • Support the project manager in the organization of missions in the field <p>Logistics:</p> <ul style="list-style-type: none"> • Implement and supervise all logistics operations at assigned base and organize logistics support for proper and timely programs implementation. • Supply Management,vehicle Fleet Management,Equipment/Telecommunications Management,Management and Monitoring of IT Equipment,Stock Management,Security Management,Verify and validate all contracts drafted at the base., • Assist in selecting the NGO premises,Ensure administrative monitoring of insurance locations, claims and contracts. • Manage the premises and their functionality, responsible for furnishings, the arrangement of the workspace and the search for possible new offices; <ul style="list-style-type: none"> • Manage relations with guardians or security and supervisor for household women;
<p>[2009-2011] (2 years and 8 months)</p>	<p>INTERSOS Project for Sudanese refugees in Dar-sila (Gozbeida and Koukou) Donors: UNHCR, WFP and UNICEF.</p>	<p>Administrative and Finance Officer</p>	<p>Main responsibilities Administrative management :</p> <ul style="list-style-type: none"> • keep up to date the files of the staff members of projects and administrative files and ensure its archiving; • Communicate to the admin/end and HR coordinator of the mission All administrative data for the management of services and declarations to the social organizations of project staff; • Ensure the application of the internal regulations, manage the leave, and absences of the staff; • Implement HR policies and tools at the level of project teams and support the admin/end and HR coordinators in the possible UR update; • Establish work staff work contracts for signature as well as renewals of contractual contracts and/or endorsements; • Produce and keep the organizations of projects up to date by ensuring their consistency with operational needs; • Organize and participate in recruitments, integration (i.e briefings), and debriefing of project staff. <p>Financial management :</p> <ul style="list-style-type: none"> • Guarantee and ensure the control of accounting and analytical imputations in accordance with approved budgets, verification of accounting documents, control of cash inventories and bank rapprochements in the PN; • Supervise basic administrators in carrying out their tasks and ensure the monitoring and regularization of advance accounts; • Ensure the sending of monthly accounting fences to the admin/end and HR coordinator of the mission in accordance with the procedures for closing and archiving supporting documents; • Actively participate in the development of project budgets and ensure the budgetary follow-ups of monthly projects; • Prepare the financial reports of donors (intermediate and final reports) and monthly cash requests; • Organize fund movements between coordination/bases - bases/projects in accordance with internal procedures (fund safety manual). Keep the fund safety checklist on the different project bases. <p>Team leader :</p> <ul style="list-style-type: none"> • Identify human resources requirements, supervise recruitment, create/revise the descriptions of tasks and facilitate the introduction of new team members;

			<ul style="list-style-type: none"> Supervise the members of his team; Develop the annual action plans, set individual objectives, carry out evaluations, organize back-ups in the event of leave, absence, take disciplinary measures. <p>MEMBER OF THE PROJECT team:</p> <ul style="list-style-type: none"> Represent the organization with external organizations; Participate with the Project and Country Coordination team in reflection on the evolution/programming of projects; Write regular reports on its activities; Performing AD-HOC internal checks on projects
--	--	--	--

TRAININGS

BIOFORCE	Level 6 Professional qualification in Human Resources and Finance for International Solidarity at the Institut Bioforce in Dakar, Senegal. Design and manage the human resources and finance of a humanitarian organisation.
APDRA 2021	Training of administrative and financial managers on financial, administrative, human resources and logistics management for USAID, EU and AFD donors.
GIZ, 2019	Training of administrative and financial managers on the financial, administrative, human resources and logistics management of donors (EU, USAID, Swiss Cooperation)
Search for Common Ground et ETS MIGNIGUE de Douala-Cameroun (2015)	Certificate of training in techniques, project setup, results monitoring, project management and evaluation tools and methods,
Search for Common Ground (2017)	Training certificate on managing the use of donor funds (ECHO, EU, FED, EUROPAID, USAID)
Cabinet Florent Conseil (2013)	Audit training certificate and mastery of accounting and Human Resources software (Tompro, SAGA and SAGE 100)
Croix Rouge Française (2012)	Training on Accounting Procedures and Human Resources for NGOs
Croix Rouge Française(2011)	Training on Accounting Procedures and Human Resources CRF
UNHCR (2010)	Training of accounting and financial staff of UNHCR partners in Chad on the new budget structure – FOCUS

SCHOOL AND UNIVERSITY

YEARS	SCHOOLS	LEVEL	COUNTRY
2006	Royal Society Academic (RSA), University of Ibadan	Diplôme supérieur en Gestion Marketing	Nigeria
2002	Commercial Technical High School	Baccalaureat Series G2	Moundou, TCHAD

LANGUAGES

- French : C2
- Anglais : C2
- Sango: Mother tongue
- Arabic: B1

COMPUTERS LITRACY

- Logiciels comptables (SAARI100, SAGA, TOMPRO, Boox, Homer.Costpoint, PN)
- Word : excellent level
- Excel : excellent level
- Powerpoint : excellent level
- Publisher

OTHER SKILLS

- Good problem-solving skills
- Financial management and planning
- Organization and international rules
- Business plan and micro-enterprise management
- Experience in supervising and leading teams
- Ability to communicate effectively, persuasively and use tact and diplomacy.
- Ability to solve routine and non-routine issues in the field of Human Resources, finance and budget.
- Ability to provide quality and timely support and services.
- Ability to work in a multicultural environment and to establish good working relationships with external and internal partners.
- Ability to take initiative and seek innovative ways to improve results.
- Good IT skills,
- Knowledge of accounting software and financial, human resources or administrative management tools.
- Good communication
- Knowledge and experience with USAID rules and regulations
- Knowledge and experience with EU rules and regulations
- Knowledge and experience with DDC rules and regulations
- Knowledge and experience with ECHO rules and regulations
- Knowledge of experience with UN agencies' rules and regulations, procedures, planning and program management.
- **Measurement:** I use hard evidence to make decisions and guide my work. I set clear goalposts in advance and explain clearly if I need to move them.
- **Pragmatism:** I'll strive to deliver the best possible result with the resources available. I won't be paralyzed by a need to make things perfect.
- **Honesty:** I own my mistakes and am open about my shortcomings - it's the only way I'll learn and improve.
- **Collaboration:** I'll quickly establish a mental map of whom I can rely on for what, on my team, at headquarters, and in the country offices - if I try to do it all myself, I won't succeed.
- **Trust:** I accept limits to my sphere of control and give colleagues the benefit of the doubt.
- **Commitment:** I am in it for the long-haul and want to grow with the organizations I am in.

Technical Skills

Budget planning, Budget Monitoring, Budgeting, Finance, Financial Reporting et Managerial Finance Accounting and budget management, Human resources management, audit, reporting of administrative activities, monthly, half-yearly and annual financial reports from donors, Rigor, capacity for analysis, synthesis and strategic interpretation of results; Excellent sense of planning and organization and ability to manage several files simultaneously, while respecting deadlines; Ease of communication and popularization of financial information; Autonomy, integrity, great sense of responsibility, detail and thoroughness; Proactive and comfortable in a changing environment;

Soft skills:

Multidisciplinary team management, Good communication and negotiation skills, Versatile, organized, Enthusiastic, Curious, committed, Autonomous, Innovative, Sense of sharing and honest, demonstrated skills in team building and participatory approaches. Flexibility and adaptability in a changing environment. Emotional intelligence, Team spirit, Adaptability, Critical thinking, Autonomy, Leadership, Negotiation, Conflict resolution, Empathy protocols, Adaptation in a multicultural environment

• REFERENCES

SHEICK KAMARA, HR Coordinator Catalyst Inc,

Tel: +231 88 660 3558, Monrovia. Liberia

E-mail : darkforest34@gmail.com

DEGBOEVI.F.Y. Cletus, CTP GIZ -GERTS Tel. + 235 65 38 14 44/ 91 06 02 92. ABEICHE-Chad

E-mail : cletus.degboevi@giz.de

BEGOTO MBAIBE RODRIGUE, Finance coordinator, French Red cross

Tel: +23566354475 Email: mbegrod@gmail.com

YANN DUTERTRE

Regional Director, Bioforce Africa Center Training

Tél. : +221 77 626 06 69

Email: Ydutertre@bioforce.org