

ADMINISTRATIVE & FINANCIAL SUPPORT OFFICER

Context

USAID's Tunisia Accountability, Decentralization and Effective Municipalities (TADAEEEM) is a project that aims to support the process of decentralization through improving political legitimacy of local authorities in Tunisia. TADAEEEM works to foster citizens participation in improving delivery of public services. TADAEEEM supports 33 municipalities in 12 governorates through 5 regional hubs located in Kairouan, Kef, Gabes, Tozeur and Ariana supported from the headquarters in Tunis.

Objectives

The Administrative & Financial Support unit covers the Back-Office Component (Municipal Support Activities) within the Service Delivery Improvement Plan (SDIP) stream.

The Administrative & Financial Support Officer will be based at the TADAEEEM Tunis office as part of the Technical Support Unit of the Technical Department. He or she will work closely and coordinate with the Administrative & Financial Support Coordinator and the Technical Support Senior Manager as well as other members of the unit.

Scope of work

The Administrative & Financial Support Officer shall perform the following scope of work:

- Data management (Decision Support Instrument)
- Strategic planning and operational planning
- Calculation and analysis of analytical costs
- Budget management/ Objective-based budget management (GBO)
- Procurement / E-procurement (Online platform for public procurement - TUNEPS)
- Finances
- Performance management
- Reporting

Within the framework of this component, the required profile would accompany the Administrative & Financial Support Coordinator in fulfilling the following activities :

- Coordination between the various stakeholders involved in the stream (central office, regional hubs, experts, municipalities, other public institutions, etc.)
- Allocation of budget, equipment and human resources
- Mobilization of experts (identification and allocation, development of scope of work, review and validation of deliverables (Quality-check, ...)
- Develop, standardize, streamline, and monitor methodologies
- Organization and moderation of workshops, meetings, committees, etc.
- Project Management (PM): Planning, budgeting, and execution monitoring and follow-up
- Decision-making, risk-planning and reporting

REPORTING

The Administrative & Financial Support Officer shall report directly to the Administrative & Financial Support Coordinator and the Senior Manager of the Technical Support Unit. S/he shall work closely with other program coordinators within the Technical Support Unit as well as the National Interface and Technical Operations unit.

PLACE OF PERFORMANCE

The Administrative & Financial Support Officer shall be based at the Tunis Office with travels to the regional offices and TADAEEEM municipalities as and when needed.