



## Finance & Administration Delegate

100 % – Place of work Damascus

The Swiss Red Cross (SRC) is supporting the Syrian Arab Red Crescent (SARC) in its humanitarian operations in Syria in different thematic areas, including health, specifically First Aid and Emergency Medical Services, Cash Voucher Assistance and Livelihoods, WASH / hygiene promotion and Organizational Development. In support of planning and implementing the country program, SRC is looking for a **Finance / Admin Delegate, with knowledge in Project Cycle Management** to be based in **Damascus, Syria** and with occasional travel to other regions in Syria as per requirement, to support the SRC Country Coordinator (CC) for Syria.

### What you will be doing

- Develop, in close coordination with the main partner SARC and the SRC HQ, adequate Financial and Administrative Processes in line with policies.
- Provide Capacity Building to SARC Finance and Admin Staff as per request and in coordination with the respective departments and staff.
- Ensure an adequate SRC accounting system is maintained, synchronized with the SARC system and process cash flow in the Syria Delegation Office.
- In close cooperation with SARC and SRC HQ, assure fund flow/financial planning and the quality and accuracy of the financial reporting from SARC to SRC, and act as counterpart for the SRC HQ related to financial monitoring and reporting.

- Support SARC in the overall financial management related to SRC-funded activities, including development of project budgets, fund requests and reporting, and build capacities of SARC staff where required.
- Contribute to the development of project proposals (narrative and financial) and other programme documentation in close cooperation with the CC.
- Closely coordinate with the SARC, RC/RC Movement actors and relevant external stakeholders in close cooperation with the CC and support in the development of long-term strategies and other relevant documents.
- Oversee the capacity enhancement of finance, administration and program activities through training, on-the-job coaching and mentoring, the latter especially in Project Cycle Management.
- Provide general support in finance/administration and programme management to the SRC CC and act as deputy as needed.

## **Your profile**

- Degree in Finance/Admin with experience in Project Cycle Management/International Cooperation-related field or sufficient proven experience in both fields
- At least 5 years of progressive working experience within humanitarian aid/international cooperation, preferably in response and/or recovery settings and a minimum of 2 years of international working experience
- Analytical and strategic planning skills (Project Cycle Management), as well as good negotiation and communication skills
- Experience in developing financial and programme management documentation
- Very good written and spoken English is essential (working language), knowledge of Arabic is an asset
- Experience in working with the Red Cross/Red Crescent Movement is an asset

## **What you can expect**

- 12-month contract starting **1 July 2024** or as per agreement, with the option of extension
- Competitive salary, contribution to social insurances, R&R, travel expenses and contribution to accommodation
- **Non family posting**

## **Apply now**

We look forward to receiving your complete application (motivation letter, CV) to the attention of Ms **Liz Mc Mahon** [lmcmahon@redcross.ie](mailto:lmcmahon@redcross.ie)