

Job announcement: OMCT MENA – Libya program | Finance and grants officer

OMCT MENA is seeking to recruit a Finance and grants officer for its Libya program “RESILIENT – Reinforcing Stakeholders In Libya to Engage against Torture”.

Location: OMCT MENA office in Tunis

Conditions: Full-time position. 1-year contract (renewable).

About OMCT

The World Organisation Against Torture (OMCT) is an international, independent, non-governmental organization, founded in Geneva in 1985. Its international secretariat is based in Geneva, with offices in Brussels and Tunisia. The OMCT works with around 200 member organizations, which constitute its SOS-Torture Network, and together we make up the largest global movement actively standing up against torture in more than 90 countries, including in the MENA region. Helping local voices to be heard, we support our vital partners in the field and provide direct assistance to victims. The OMCT is a member of the European Human Rights Defenders Protection mechanism (ProtectDefenders.EU) and has consultative status before the United Nations Economic and Social Council (ECOSOC).

The Mission of the OMCT is to contribute to the eradication of torture, summary executions, disappearances, arbitrary detention and other cruel, inhuman or degrading treatment or punishment and to provide protection to victims and potential victims through a global network of civil society organizations working in partnership and solidarity.

About OMCT’s program in Libya

The OMCT is launching a new project in Libya that aims at tackling torture and institutionalized violence by state and non-state actors through capacity-building, empowerment and advocacy.

Responsibilities of the Finance and grants officer

The OMCT Libya Finance and grants officer will work under the supervision of the OMCT Libya Program Coordinator and in close cooperation with the administration teams of the OMCT Tunisia office and the OMCT international secretariat. The Finance and grants officer will collaborate closely with all members of the OMCT Libya team and project partners.

He/she will oversee project-related financial and administrative management operations in the field, with the following main responsibilities:

Finance

- Review incoming invoices, process payments (cash and bank) and prepare all accounting records, including invoices, bank account reconciliation, cash management;
- Maintain an electronic and physical filing system for administrative and financial records;
- Monitor program accounting and documentation to ensure compliance with donor requirements and WOAT’s policies and procedures;
- Maintain and reconcile petty cash in a secure location for small financial transactions;

- Support the Program coordinator to ensure the project complies with all administrative requirements, donors' regulations, and local laws;
- Communicate and coordinate with the Program coordinator and the team, responding to financial questions and providing assistance as needed;
- Assist in ensuring contracts with vendors, consultants and service providers are in line with the OMCT's accounting and operational procedures, as well as local Tunisian laws and regulations;
- Support the preparation of documents for donors and external audit missions;
- Liaise regularly with the OMCT Tunisia office and Headquarters on all financial and operational matters.

Grants

- Support the Program coordinator in developing grants SOWs as applicable and organizing the evaluation of the applications;
- Track all subgrant agreements regarding deadlines and further requirements;
- Support with assessment, training and financial guidance to Libyan project partners;
- Organize and maintain all project documents and files related to the grant process;
- Communicate with Libyan partners; ensure receipt of timely financial and progress reports and ensures donor compliance and eligibility of expenses. Take pro-active measures to ensure this;
- Check and appraise the financial and audit reports of partners; communicate on the findings with the Project coordinator and partners. If necessary, make proposals to partners to improve and reinforce their action;
- Provide support and capacity-building to partner's financial staff where required;
- Manage the grants financial close out.

Qualifications and competencies

- Minimum Degree Required: Bachelor's degree in accounting or finance;
- At least 3 years of professional work experience at the national and/or international level in finance and grants management; experience working in/on Libya is an asset;
- Fluency in English and Arabic; French is an asset;
- Ability to advise and implement solutions to the project field financial management;
- Strong time management skills; highly organized and detail oriented;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Confidence to work alone but to judge when help is needed or there is an opportunity to share learning (with colleagues or partners).
- High level of integrity and accountability

Application

The OMCT is an equal opportunities employer.

Applications for this position should be sent (by email only) to OMCT at rs@omct.org by 31/12/2020. For consideration, please send a cover letter, a CV and the contact details of two professional references, indicating "OMCT MENA – Finance and grants officer" as your message subject. Only shortlisted candidates will be notified.