



Diversified Integrated Vocational Educational (DIVE) – Foundation

Call for Applicants!

Position: Finance Administration HR Officer, Monrovia, Liberia

DEADLINE FOR SUBMISSION: JUNE 30, 2023

Overall, Job Purpose: Carry out finance, administrative, and HR Tasks supporting the DIVEF (www.divef.org) Program in Monrovia and the field of Liberia.

Work Base: Monrovia with travel to Field bases in Liberia as per program requirements

Reporting to: Country Director (CD) and Operational Manager (OM) Liberia

Annual gross income: 10,800 USD

Working hours: 40 hours/week in total (Monday to Friday 08:00 to 13:00 and 14:00 to 17:00) Saturdays and Sundays on request

Administrative & HR Tasks:

- Respect and comply with the labor laws and regulations in Liberia
- Follow up & renew international staff Visas, work permits, and registrations.
- Follow up and filling of staff contracts, renewals, leaves, overtime...etc.
- Support the finance coordinator in the follow-up of contracts and MoU renewals.
- Ensure contractual framework for relations with the various stakeholders of the base (suppliers, craftsmen
- Supervise the work of the finance assistant and office cleaner to ensure their tasks are completed correctly.
- Manage the periodic filing (soft and Hardcopies) for all Admin/HR-related activities and correspondence.

Financial Tasks:

- Ensure communication with Operations Manager and the Country Director regarding accounting documents and weekly and monthly reports (cash counts, accountability).
- Field visits to support and replace finance staff in the field when needed
- Maintain daily management of the cash accounts in the Monrovia office when required.
- Cheque withdrawals, deposits to suppliers, and liaises with the bank when required.
- Ensure all cash and other payments follow procedures and protocols (procurement and authorization requests, Advances requests, etc.
- Follow all procedures regarding finance and be consistent with the logistics department.
- Arrange for monthly shipment of the accounting documents to headquarters on time (DHL)
- Maintain/ keep updated a budget database (monthly budget, calculation of the balances by budget lines)
- Plan for future expenditures of the current month and project costs for the coming months
- The Operations Manager and Country Director will determine other activities.

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- Ensure all payments are justified with sufficient supporting documents according to the DIVEF SOP on invoice Submission
- Manage the periodic filing (soft and Hardcopies) for all official finance vouchers based on the system in place. This also includes all finance-related activities and correspondence.

Others:

- Work as part of an established team with excellent communication skills, team builder, flexible, adaptable, and willing to travel to other field locations when required.
- All other tasks asked by the Operations Manager, if needed.
- Adhere to the DIVEF Code of Conduct on Ethics and Integrity.

Requirement:

- Bachelor's Degree or equivalent in Business Management, Accounting, or Human Resource Management
- 3 to 6 years of related experience
- Able to work as part of an established team with excellent communication skills, team builder, flexible, adaptable
- Good and robust command of computer skills and especially in Microsoft Excel
- Conduct all activities in an honest and trustworthy manner
- Only Liberian National

Submit all applications **before** the 30th of June 2023 by e-mail to: recruitment@divef.org; no hardcopy is allowed.

Note: due to the urgent need to fill this vacancy, the position may be filled before the deadline.

With Subject Line 'Finance –Admin HR Support Officer – Monrovia'. Female Candidates are strongly encouraged to apply.

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