



## Business Support Manager (BSM) Oxfam in North Africa (NAF)

Based in Morocco

### Job Description

**Oxfam's vision** is a just world without poverty: a world in which people can influence decisions that affect their lives, enjoy their rights, and assume their responsibilities as full citizens of a world in which all human beings are valued and treated equally.

Oxfam's programs in the North Africa sub-region have a one-program approach, working in humanitarian response, development and influencing, with the ambition of increasing the role of civil society in influencing & advocacy and knowledge-for-impact both within and beyond the countries where Oxfam works.

*Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.*

<b>Type of Contract:</b>	Full time per National <i>Règlement Intérieur</i>
<b>Annual Salary &amp; Benefits:</b>	According to Oxfam salary scale and <i>Règlement Intérieur</i> in Morocco
<b>Starting Date:</b>	Soonest possible
<b>Reporting to:</b>	Finance Operations Manager
<b>Staff reporting to this position:</b>	<b>Direct line management:</b> Logistics officer and logistics assistant (Morocco) Accountant (Morocco) <b>Matrix management</b> Finance Officers and Grants Compliance (Morocco)

#### Job purpose

The BSM leads Oxfam's financial planning, budgeting, forecasting and reporting process in addition to operational performance in Morocco. She/he works closely with the Senior Management Team (SMT), the finance and operations team in Morocco, the executive affiliate for Morocco and partner affiliates. Additionally, the job purpose is to support security management for Oxfam in Morocco and be a legal representative for Oxfam in the Moroccan national context.

## Key Responsibilities and Accountabilities

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### 1. Legal representation for Oxfam in Morocco (the exact tasks to be confirmed)

Representing Oxfam in Morocco towards partners and service providers.

### 2. Security focal point

Responsible for day-to-day security management including updating security management plans, Standard Operating Procedures (SOPs), incident reporting, training for staff, and overseeing staff compliance.

### 3. Financial and budget management

#### ➤ **Procedures and Tools**

*The BSM is responsible for updating, disseminating and enforcing Oxfam's financial and accounting policies and procedures and any other procedures that have an impact on financial management.*

- Monitor and update Oxfam's Financial Management Procedures in Morocco.
- Follow and update the cash security policy.
- Ensure that the management and the teams know the financial procedures and policies and apply them correctly.
- Establish internal communication procedures that ensure the effective flow of financial information between the various field teams, the program team and to the SMT as well as by delegation, with the Executive Affiliate.
- Ensures the correct training and information of his team on the tools, procedures, methodologies.

#### ➤ **Accounting and treasury**

*The BSM is responsible for the reliability of financial information through accounting that meets the standards established by the institution as well as adjusted and optimal cash management.*

- Ensure that the system is properly updated, configured and planned to facilitate the recording of accounting and guarantees the periodic recording of entries and updates of the tool.
- Ensures that the register of entries is done according to Oxfam's financial and accounting manuals.
- Guarantees and controls the monthly accounting closings
- Responsible for the digital and physical archiving of the supporting documents of the entire mission is carried out according to the procedures in application and guarantees the quality of the documents.
- Responsible for validating all payments made in the country.
- Coordinates the development of monthly cash flow forecasts/requirements for the entire country office; the Finance and Operations manager validation and makes the cash request to headquarters via the SAP portal.
- Coordinates and validates planning and management of fund transfers to implementing partners.

### 4. Logistics and IT

- Lead and coordinate all logistics and supply activities, including purchasing management, and ensure compliance with procedures.
- Guarantee the update of the Logistic Management Procedures of the Oxfam office in Morocco.
- Support the program teams in the collection and analysis of logistical information for the implementation of activities and the proper management of projects.

- Ensure that the logistics team produces all the necessary information and analysis (reports) for the proper management of projects and information within the country and by delegation of the Finance and Operations Manager, in relation to the Executing Affiliate headquarters.
- Oversee logistics and supply activities for the office in accordance with Oxfam principles and policies.
- Ensure with the logistics officer a well-planned and organized supply, storage and distribution of the necessary goods and according to the needs of the programs.
- Ensure proper use and management, ensure maintenance and repairs of equipment and infrastructure.
- Power of Attorney (PoA) to sign contracts with service providers.

## 5. General

- Responsible overall risk management and decision making for Oxfam office in Morocco.
- Perform all other functions delegated by his line supervisor.
- Alert the Country Representative and the Finance & Operational Manager of any risks (administrative, financial, logistical, human resources and systems) in the country.
- Coordinate, direct and plan with his team the work to be carried out according to the different deadlines, priorities and context.
- Contribute to the development of the mission's operational strategy.
- Participate in the analysis and proposal of solutions for all decisions impacting the mission in general.
- Prevent and manage the risk of fraud and conflicts of interest.
- Keep all tax payments up to date based on Oxfam's obligations in the country.
- Manage and train the team in his charge (hierarchically and functionally).
- Plan and carry out the performance evaluation of the team under his supervision.
- Periodically report to the Finance & Operational manager and, by delegation, to the Executing Affiliate referents on the incidences, needs and progress on the themes under his responsibility.
- Participate and contribute to other transversal projects or in institutions considered relevant by the North of Africa sub-region Director.
- Represent Oxfam in administrative activities with partners and national authorities.
- Participate in conferences, coordination meetings, team meetings, working groups and donor meetings.

## **Technical Skills, Experience & Knowledge**

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- A university degree - or equivalent - in Business Administration, Law, Economics or International Development or other relevant experience.
- Ability to work within a multicultural, multilingual, and multidisciplinary environment.
- Work effectively with others in a team across institutional boundaries and business units. Proven ability to utilise talent and expertise of team members to achieve objectives.
- Solid understanding and convictions of a rights-based approach, gender sensitive, and experience with NGO.
- Good familiarity with government decision-making processes, both political and technical, including budget processes, appropriation, protocols, and communications.
- Strong verbal and written communication, networking, representational, and negotiation skills. Excellent command of French and English; at least good knowledge of Arabic is desirable.
- Strong writing skills and strong ability to identify and articulate strategic and policy issues through effective oral and written briefs.
- Ability to make effective, timely decisions and take prudent risks.
- Experience of skills capacity building in relation to program funding or related field.
- Excellent computer skills, including various office applications and internet navigation.
- Good knowledge and awareness of issues related to Oxfam's strategic objectives and theories of change (desirable)

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- Experience with EU guidelines and procedures (desirable)

### **Application Procedure**

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Interested individuals must send their application (motivation letter & curriculum vitae) no later than **May 22nd, 2022** to [recrutement.maroc@oxfam.org](mailto:recrutement.maroc@oxfam.org), mentioning the *reference's number: BSM II-05/22 Oxfam Maroc*

In case further clarifications are need before the applications submission date, please do not hesitate to contact us via email [Recruitment.Naf@oxfam.org](mailto:Recruitment.Naf@oxfam.org)

**Applicants from diverse backgrounds and nationalities, based in North Africa or elsewhere in the MENA, able to have the work permit to work in Morocco, and/or have proven experience in this region, are encouraged to apply.**

Only shortlisted candidates will have their application acknowledged.

***Oxfam is an equal opportunity organization***