JRS Assistantship Job Description

Identification of Position

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Finance assistant</th>
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<tbody>
<tr>
<td>Location:</td>
<td>Rome, Italy</td>
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<td>Reports to:</td>
<td>Finance Director</td>
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<td>Starting date:</td>
<td>01/09/2017</td>
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<td>Contract duration:</td>
<td>11 months (Sep-July), renewable for a second term</td>
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<tr>
<td>Compensation:</td>
<td>€700.00/month</td>
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Position Requirements

Organisational Context

The Jesuit Refugee Service (JRS) offers an assistantship for recent graduates from Loyola University Chicago and/or the John Felice Rome Center (JFRC). The opportunity is open for eleven months (September to July), with the possibility of being extended for a second year.

The assistantship would be fulfilled in the Finance Department of the JRS. The assistantship includes a round-trip airfare to Rome, insurance, and a 700 Euro stipend per month, all provided by the JRS. Room and board are provided by Loyola University Chicago’s JFRC, and includes opportunities to engage in various activities within its community of students, faculty and staff. All applications must be completed by 10 May 2017.

The Jesuit Refugee Service (JRS) is an international non-governmental organisation (NGO) with a mission to accompany, serve, and advocate for the rights of refugees and forcibly displaced people. The organisation was founded in November 1980, and currently has ten regional offices and a presence in over 45 countries. JRS undertakes services at local, national and regional levels with the support and guidance of an international office (IO) in Rome. The style of JRS service is human and spiritual, working in situations of greatest need, seeking the long-term well-being of refugees and displaced people, while not neglecting their immediate or urgent needs.

The main services provided are in the field of education, emergency assistance, and psychosocial support and livelihood activities. Currently, more than 724,000 individuals are direct beneficiaries of JRS projects.

Operational Context/Role

Approximately 25 staff members work in the JRS International Office in Rome, in the following areas: communication, fundraising, finance, advocacy and programmes. The Finance assistant will work under the direct supervision of the International Finance Director and with international and regional finance staff. The work of the department ensures good planning and the high quality of JRS projects implemented around the world. The working language is English, but French and Spanish are helpful in dealing with staff members, regions, and countries across the world.

Key Responsibilities

The Finance assistant will be responsible for providing administrative and programmatic assistance in general project implementation and management and also day-to-day liaison with counterparts. He/she
will provide comprehensive support to assure the respect of JRS IO financial policy and procedure for purchases, procurements, and travel. He/she will provide support in reviewing regional monthly income and expenses reports, regional budgets and proposals in collaboration with the programmes department, drafting correspondence, the taking of minutes. He/she will be asked to provide adequate administrative and logistical support and participate in meetings and workshops organized by JRS in Rome.

Under the supervision of the Finance Director, the Finance Assistant’s main responsibilities will be to assist the Finance Coordinator, more specifically:

- Provide administrative and programmatic assistance in general project implementation and management;
- Liaise on a daily basis with counterparts;
- Provide comprehensive support to assure the respect of JRS IO financial policy and procedure for procurement and travel;
- Provide support in the review of regional monthly income and expenses reports, regional budgets and proposals in collaboration with the programmes department;
- Collaborate with Philanthropy and Development and Programmes Departments in relation to private and institutional donations and incomes.
- Provide adequate administrative and logistical support and participate in meetings and workshops organized by JRS in Rome;
- Engage with faculty and students at Loyola’s JFRC in various ways and throughout the academic year, to raise awareness of the work and mission of the JRS, to share experiences, and to involve them in events and projects in Rome;
- Perform any other duties as requested by the supervisor.

Required Competencies

- Professionalism and willingness to learn;
- Knowledge of Accounting policies and Finance related topics is an asset;
- Knowledge and understanding of issues and challenges related to forcibly displaced persons is an asset;
- Demonstrated ability to manage processes and maintain accurate records;
- Ability to work independently and to deliver products under time pressure;
- Very good analytical and writing skills;
- Good interpersonal skills, including a respectful and tolerant attitude vis-a-vis people from different backgrounds.

Qualifications and Experience

Education and Experience

- A University degree (at least a BA) in in economics, public or business administration, accounting or related areas, mandatory;
- Experience working in a refugee setting, desirable;
- Experience working, studying or volunteering abroad, desirable;
- Excellent organisational skills, experience of managing many tasks at one time mandatory.

Language

- Fluency in English is required. Knowledge of French or Spanish is helpful but not essential. Knowledge of Italian will be considered an asset.

Technical Skills
- Strong computer skills (especially MS Excel) and comfortable with computer-based communication.

Core values and ethics
- Good understanding of and compatibility with the values of JRS;
- Very good pastoral sense and listening abilities and communication/inter-personal skills;
- Demonstrated ability and experience of working in a multi-cultural setting with good multicultural sensitivities and in a flexible environment.

Terms and Conditions
The contract is for 11 months, full-time (100%), with an initial probationary period of three months. After a positive review, the contract is renewable for a second term.

Application Procedure
All applications should include:
1. A completed resume, indicating your name, age, degree, year of graduation, name of university, previous work experience, including previous service work or study abroad and any professional expertise you might offer. All applicants must be recent graduates of Loyola University Chicago and/or the John Felice Rome Center;
2. A cover letter outlining how you meet the above requirements and how this opportunity will build upon your previous studies and prepare for a future career in refugee or other related areas;
3. GPA at graduation: please note that a 3.5 GPA is required for consideration;
4. Two letters of recommendation by former faculty, academic administrators, or supervisors.

All applicants are requested to send their completed application to the Senior Academic Services Advisor at the JFRC, Ms Carla Mollica, at cmollic@luc.edu.

For further information, visit the JRS website, http://www.jrs.net, or email the Associate Dean for Academic Affairs at the JFRC, Dr Alexander Evers, at aevers@luc.edu, and/or Melly Preira, Director of Human Resources at melly.preira@jrs.net.

All applications and recommendation letters must be in by 10 May 2017. The intern will be selected in early June.

The Jesuit Refugee Service is an international humanitarian organisation, with a mission to accompany, serve and advocate for the rights of refugees and other forcibly displaced persons. JRS has a priority to work wherever the needs of displaced individuals are urgent and unattended by others, and offers a human service to refugees and the communities through a wide range of rehabilitation and relief activities, most of which centre around formal and informal education needs.

Established by the Society of Jesus (Jesuits) in 1980, JRS is an officially registered foundation of the Vatican State since 2000. JRS works primarily in the field of education, emergency assistance, healthcare, and social services. It promotes international human rights legislation, either through participation in international campaigns and coalitions or through membership in international fora, such as the UN Economic and Social Committee (ECOSOC).

Due to the unique nature of relief activities, the exact duties of the employee and the working
schedule may have temporary variations.

All employees are requested to demonstrate flexibility.

The Jesuit Refugee Service is committed to constant review and evaluation of project activities. This job description may be subject to modifications based on the review and evaluation of activities. These modifications will be defined and discussed between the employee and JRS.