



## Médicos del Mundo (MdM-Spain)

50. H-3

Approved by

Inspector

11/5/2021

### Position needed:

Administration Coordinator

Location: Juba, South Sudan



### MISSION

As Administration Coordinator, he/she will lead the Administration department to support MdM's operations in finance and HR management in South Sudan.

### GEOGRAPHICAL SCOPE OF INTERVENTION

The successful candidate will be based in Juba with regular field visits to Bor, Twic East, and Duk counties.

### ORGANIZATION CHART

The successful candidate reports directly to the General Coordinator of the mission and will have a technical link with the Finance and HR Referents at HQ.

### FUNCTIONS

The Administration Coordinator's main responsibilities are as following:

#### 1. Accounting-Budget planning & monitoring

- Responsible for the accounting, budget planning & monitoring of programs implemented.
- Develops and implements the administrative procedures and guidelines and ensures it is updated with the evolvement of MDM and donors' regulations.
- Supervises the cash management and carries out (bank) conciliations.
- Responsible for the cash provision between the different programs/bases.
- Organises and supervises all aspects of cash flow including security of cash, ensures enough separation of responsibility and level of control over transactions.
- Supervision of the accounting and invoices & allowance payment
- Responsible for the accountancy of all sites: quality of documents, respect of procedures, accounting & donor allocation. Coordinates the closure of monthly accountancy and links with HQ Financial Controller.
- Supervises the archiving of the accounting documents in the field and its transmission to the HQ.
- Ensures preparation of external and internal audits.
- Budgetary monitoring
- Prepares annual and donor budgets in coordination with the teams.
- Monitors overall budget consumption with respect to donors' constraints creates and updates regularly allocation board.
- Identification and analysis of any discrepancy.
- Identification and mitigation of financial risk.
- Prepares financial reports to donors.

#### 2. Funding & donors

- Ensures when needed and by delegation of the General Coordinator the representation of MdM in front of donors.
- Ensures appropriate follow-up of the current funding plan, as well as MdM commitments to donors.
- In coordination with the General Coordinator, negotiates financial elements and prepares answers to contractual obligations fixed by donors and counterpart in South Sudan.



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### 3. Human resources management

- Administrative management of the mission's staff:
  - Develops the HR policy regarding the context: update the internal regulations, study the local labour and tax law for the mission to be compliant.
  - Coordinate and oversees the recruitment processes of the national staff.
  - Ensures the application of MDM rules for the national staff (administrative formalities, recruitment process, contracts, constitution of individual files, briefing of new employees, confidentiality of HR information ...).
  - Supervises the constitution of individual files.
  - Carries out the monthly payroll payments by keeping an appropriate record of all contracts and deductible components.
  - Ensures that the general HR administration procedures are in place, taking into account Mdm Conflict of Interest, Fraud and Corruption, and Confidentiality policies.
  - Monitors the Mdm wage scale and appraisal policies implementation: carry out in-country analyses and wage scale revisions when necessary.
  - Shares and compares with other NGOs conditions of employment and rules.
  - Ensures the existence of written job profiles validated by the technical coordinator.
  - Organizes induction trainings to new staff about the administrative and contractual aspects.
  - Ensures the application of local legislation concerning the expatriate personnel (visa), work permit, taxes.
  - Supervises the payment of monthly per-diem for expatriate staff and field visit per-diem for national staff.
  - Ensures that performance evaluations are carried out on an annual basis.

### 4. Team management

- Supervise and train the administrative staff of all four bases (potential for expansion).
- Provides regular evaluation to the team under his/her responsibility.
- Takes disciplinary measures when appropriate.

### 5. Legal framework

- Consult legal advice on legal policy related to expatriate, national staffs and regulations for INGOs when necessary.
- Establish all formalities that could be required by the local authorities, within the times allowed (e.g. taxes, visas etc.).
- Supervise the drafting, amendment and/or extension of the various contracts (rental contracts, service providers etc.)
- Checks on the existence, monitoring and the archiving of all documents and contracts.
- Work with the General Coordinator on all issues linked to registrations in country.

### 6. Communication, Reporting, Capitalisation

- Contribute to donor proposals and report writing.
- Contribute to the monthly internal SitRep.
- Participate in coordination meetings.
- Ensures that copy or originals of all legal documents and contracts are timely sent.

### 7. Other tasks

- Represent the organization at relevant meetings involving local authorities, implementing partners and other NGOs when called upon to do so.



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- Participate in any exploratory missions to potential new areas of implementation.
- Follow-up on any other tasks delegated by the General Coordinator.

#### REQUIRED QUALIFICATIONS

**Academic background:** Professional Diploma or University Degree in Finance, Accounting, Business Administration or similar.

**Desirable:** Diploma and training in Human Resource management.

**Language requirements:** High level of spoken and written English. Dinka and Arabic are desirable.

**Computer requirements:** Excellent skills in Microsoft Word, Excel and Outlook.

#### EXPERIENCE

- 5 years of senior work experience in the financial management of humanitarian programs with international NGOs.
- Extensive knowledge of accountancy and budget tracking tools.
- Familiarity with international donor (UN, SSHF, ECHO, USAID, FCDO, AECID etc.) compliance on financial reporting and expenditure guidelines, HR policies, audit exercises and legal frameworks.

#### COMPETENCE PROFILE

- Ability to classify and manage priorities to meet deadlines;
- High level of autonomy;
- Excellent organizational skills;
- Good report writing skills;
- Clear inter-cultural communication skills with sense of diplomacy;
- Strong commitment to the organization and its values;
- Strong leadership, also for managing team remotely;
- Ability to work in a challenging and rapidly changing environment.

#### AVAILABILITY

Incorporation date: **per 7 June 2021.**

Availability for 3 months (extension dependent on funding).

#### HOW TO APPLY

All qualified candidates are invited to send their application consisting of **CV and cover letter latest by 03 Jun 2021** to [hr.ss@medicosdelmundo.org](mailto:hr.ss@medicosdelmundo.org).

#### Please note:

Médicos del Mundo promotes equal opportunities for all people. We establish positive action measures for those who, due to functional diversity or social and / or cultural exclusion, belong to under-represented groups in the positions offered.

As a result, no candidate with a valid profile will be rejected because of a functional diversity or for being culturally or socially excluded for reasons of birth, ethnicity, race, sex, gender or any other personal, social or cultural condition.

Recruitment processes are open to all qualified candidates and MdM does not charge fees to applicants at any stage.

