



Médicos del Mundo (Mdm-Spain)

50.4.3  
Approved  
Labour Hqes

Position needed:

INTERNAL AND EXTERNAL APPLICANTS

Administration Coordinator  
Location: Juba, South Sudan



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**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 and Twic East 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 follows:

**Accounting**

- Responsible for the accounting and budget planning of implemented programs.
- Develops and implements the administrative procedures and guidelines and ensures it is updated with the evolvement of MDM and donors' regulations.
- Supervise the cash management and carries out (bank) reconciliations.
- Responsible for the cash provision between the different programs/bases.
- Organise and supervises all aspects of cash flow including security of cash and 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.
- Supervise the archiving of the accounting documents in the field and its transmission to the HQ.
- Ensures preparation of external and internal audits.



**Budgetary planning and monitoring**

- Prepare annual and donor budgets in coordination with the teams.
- Monitor overall budget consumption with respect to donors' constraints and create and updates expense allocations regularly.
- Identification and analysis of any discrepancy.
- Identification and mitigation of financial risk.
- Prepare financial reports to donors.



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### Funding & donors

- Ensure when needed and by delegation of the General Coordinator the representation of MdM before donors.
- Ensure 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 counterparts in South Sudan.



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### Human resources management

- Administrative management of the mission's staff:
- Develop the HR policy regarding the context: update the internal regulations and study the local labour and tax law to ensure compliance by the mission.
- Coordinate and oversee the recruitment processes of the national staff.
- Ensure 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 ...).
- Supervise the constitution of individual files.
- Carry out monthly payroll payments, while keeping an appropriate record of all contracts and deductible components.
- Ensure that the general HR administration procedures are in place, taking into account MDM Conflict of Interest, PSEAH, Fraud and Corruption, and Confidentiality policies.
- Monitor the MdM wage scale and appraisal policies implementation: carry out in-country analyses and wage scale revisions when necessary.
- Share and compare with other NGOs' conditions of employment and rules.
- Ensure the existence of written job profiles validated by respective technical coordinators.
- Organize induction training for new staff about the administrative and contractual aspects.
- Ensure the application of local legislation concerning expatriate personnel (visas, work permits, taxes).
- Supervise 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.



### Team management

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



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- Takes disciplinary measures when appropriate.

#### Legal framework

- Consult legal advice on legal policy related to expatriates, national staff 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.).
- Oversee the monitoring and archiving of all documents and contracts.
- Work with the General Coordinator on all issues linked to registrations in the country.

#### Communication, Reporting, Capitalisation

- Contribute to donor proposals and report writing.
- Contribute to the monthly internal SitRep.
- Participate in coordination meetings.
- Ensure the timely submission of copies or originals of all legal documents and contracts.



#### Other duties

- Represent the organization at relevant meetings involving local authorities, implementing partners and other NGOs when called upon to do so.
- Participate in any exploratory missions to potential new areas of implementation.
- Follow-up on any other tasks delegated by the General Coordinator related to MdM projects in South Sudan.

#### 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. Arabic is desirable.

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

#### 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 donors (UN, SSHF, ECHO, USAID, FCDO, AECID etc.) compliance on financial reporting and expenditure guidelines, HR policies, audit exercises and legal frameworks.

#### COMPETENCY PROFILE

- Ability to work quickly, under pressure and within short deadlines.





- Ability to manage priorities to meet deadlines.
- High level of autonomy.
- Excellent organizational skills.
- Excellent report writing skills.
- Excellent communication skills, cultural sensitivity, and the ability to work well within a team.
- Strong commitment to the organization and its values.
- Strong leadership skills, with the ability to manage teams remotely.
- Flexibility to work and adapt in challenging and rapidly changing environments.

#### AVAILABILITY

**Start date:** January 2024.

**Contract duration:** 1 year (extension dependent on funding).

#### HOW TO APPLY

All qualified candidates are invited to send their application consisting of a **CV and cover letter by 22<sup>nd</sup> December- 2023** online or physically to:

**Email address:** [hr.ss@medicosdelmundo.org](mailto:hr.ss@medicosdelmundo.org).

Hand delivery to

**MdM-Spain offices:** Plot 27, Block no. 3-K, DDR Avenue, Kololo, Juba – next to the South African Embassy or you can call on this 0928487153.

#### 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 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.

