



JOB VACANCY_PROJECT ADMINISTRATION MANAGER_AWEIL

ALIMA, the international medical NGO with a human face, which places at the heart of its model the co-construction of projects and professional paths

The ALIMA SPIRIT: ALIMA's purpose is to save lives and provide care for the most vulnerable populations, without any discrimination based on identity, religion or politics, through actions based on proximity, innovation, and the alliance of organizations and individuals. We act with humanity and impartiality in accordance with universal medical ethics. To gain access to patients, we undertake to act in a neutral and independent manner.

Our CHARTER defines the VALUES and PRINCIPLES of our action:

1. Patient First – Patient centered medical care
2. Revolutionizing humanitarian medicine through research
3. Responsibility and freedom: encourage decision-making by those closest to patients
4. Commitment to a dynamic of continuous quality improvement
5. Creating a climate of trust among colleagues
6. Collective intelligence
7. Environmental liability

ALIMA promotes and defends the principles of fundamental human rights. ALIMA has a zero-tolerance approach to those guilty of acts of gender-based and sexual violence as well as to inaction in the face of alleged or proven acts of violence. Protecting the people who benefit and are impacted by our intervention is our top priority in everything we do. Anyone working with ALIMA is committed to :

- Respect the charter, the code of conduct, institutional policies including the policy of protection against abuses of power and gender-based and sexual violence, the policy of preventing corruption and fraud ;
- Report any violations to policies, framework documents and proceedings to a superior, referral

CARING - INNOVATING - TOGETHER:

Since its creation in 2009, ALIMA has treated more than 10 million patients. Today ALIMA works in 12 countries in Western and Central Africa. In 2020, we developed 41 humanitarian medical response projects to meet the needs of populations affected by conflict, epidemics and extreme poverty. All of these projects support national health authorities through nearly 357 health structures (including 45 hospitals and 312 health centers). We work in partnership, especially with local NGOs, whenever possible to ensure that our patients benefit from the expertise wherever it is, whether in their country or the rest of the world. In addition, to improve the humanitarian response, we are carrying out operational and clinical research projects, particularly in the field of the fight against malnutrition and hemorrhagic viral fevers. ALIMA is also leading operations in response to the covid-19 pandemic across all of our missions.

ALIMA'S TEAM: More than 2000 people currently work for ALIMA. The field teams, as close as possible to the patients, receive their support from the coordination teams generally based in the capitals of the countries of intervention. These receive support from the 4 desk teams and the emergency and opening service team based at the operational headquarters in Dakar, Senegal. The Paris and New York teams are actively working on fundraising as well as representing ALIMA. The rest of the ALIMA Galaxy includes individuals and partner teams who work on behalf of other organizations such as medical NGOs BEFEN, ALERTE Santé, SOS Médecins / KEOOGO, AMCP, research organizations PACCI, INSERM, Universities of Bordeaux or Copenhagen, the NGO Solidarités International and many others.

COUNTRIES WHERE WE WORK: Mali, Burkina Faso, Central African Republic, Nigeria, Niger, Chad, Democratic Republic of Congo, Cameroon, South Sudan, Mauritania & Sudan, Ethiopia, Haiti

THE WORK WE DO covers: Primary and Secondary Health Care, with a main focus on children and women - including treatment and prevention of acute malnutrition, maternal health, mental health, response to

epidemics (Ebola, Cholera, Measles, Dengue, Lassa Fever), surgery, displaced populations, and gender based violence, Covid 19.

ALIMA in South Sudan

Between 2017 and 2021, ALIMA (The Alliance for International Medical Action) carried out several projects in South Sudan, particularly in Raja and Wau (Western Bahr El Ghazal), Aweil (Northern Bahr El Ghazal), and Juba. In Raja and Wau, with support from AFD, ECHO, GiA, OFDA, and Vitof, ALIMA partnered with Solidarités International to provide inpatient care (IPD/ITFC), support primary healthcare centers (PHCC/PHCU), and operate mobile clinics. In Aweil, through funding from UNICEF, CDS, and the ELMA Foundation, ALIMA offered support to fixed health facilities in Halibol and Maper West and led a malaria response during peak transmission periods. Lastly, in Juba, with backing from ECHO and the CDC—and in collaboration with GOAL and Concern Worldwide—ALIMA focused on Ebola Virus Disease (EVD) preparedness as well as COVID-19 prevention and response efforts.

In March 2025, an assessment mission was conducted in Juba and Aweil, in order to better understand current needs and have an overview of ALIMA's status in the country.. Given ALIMA's mission, we focused on humanitarian needs in terms of health, by identifying the most vulnerable populations and the obstacles restricting access to health services. What emerged from our assessments was an acute need for healthcare workers and therefore a strong desire to intervene as soon as possible to respond to the growing needs. The outcome of the assessment mission resulted to the reopening of the South Sudan mission in June 2025

Mission Location: South Sudan, Aweil

FUNCTIONAL AND HIERARCHICAL LINKS

The Project Administration Manager reports directly to the Emergency Project Coordinator.

He/she refers technically to the SUO of finance and human resources Referents.

PROTECTION OF BENEFICIARIES AND COMMUNITY MEMBERS

Level 3: As part of his/her duties, the incumbent will visit programs and come into contact with children and/or vulnerable adults. Therefore, a criminal record check or a certificate of good character will be required. In situations where a criminal record check or character reference is not possible, a declaration of honor will be requested.

TASKS & RESPONSABILITIES

The main function of the Project Administration Manager is to put in place the component parts of the resource management system.

He/she is responsible for managing the staff administration (contracts, employees' files, work attendance, payroll), controlling spending commitments against the procedures of the association, monitoring the financial means raised for the project (expenditure monitoring, accounting, budget monitoring and review, follow-up of tables of allocations per donor), as well as implementing financial and HR management tools.

Under his/her various areas of responsibility, the Project Administration Manager will be in charge of ensuring:

- Compliance with the ALIMA rules and procedures applicable to the country,
- Smooth functional organization of the project resources,
- Monitoring of the use of the resources (expenditure and spending commitments),
- Adequacy in terms of number, skills and allocation of human and administrative resources.

Main responsibilities:

- Advise the Emergency Project Coordinator on set up (org chart) and together with the SUO FIN and HR Referents update the project's organizational chart and job descriptions
- In close coordination with the Emergency Project Coordinator, SUO HR Referent calculates the HR operational needs and the associated budget in order to efficiently ensure the required sizing and capabilities of the mission and to facilitate budget following-up.
- Ensure hiring, carrying out amendments and contract termination formalities for employees at project level, according to labor local laws, archiving and updating individual employee files, informing them on their rights and preparing all mandatory tax declarations, in order to ensure legal compliance ;

- Assist the Emergency Project Coordinator, and/or team leaders and supervisors to draw up annual holiday planning and staff shifts in order to forecast HR needs and to ensure HR availability for the project activities ;
- Supervise/perform payroll procedures, ensuring that all data related to monthly salary calculation of national employees of the project are correctly entered in Homere (days off, unpaid leaves, sick leaves, overtime, salary advance, etc.) and incentives payments, in order to ensure on time and accurate salary payments ;
- Under supervision of the SUO FIN and HR Referents, ensure indexation process of national staff salary grids in order to ensure internal equity, cost-of-living adjustments and the correct application of employment conditions in the project sites ;
- Support, in close coordination with the project team , the project line managers in detecting training needs, in properly evaluating people performance and in potential identification, in order to improve people capabilities, and their end results contribution to mission goals ;
- Plan and supervise, in close coordination with the SUO FIN and HR Referents, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required ;
- Together with the Emergency Project Coordinator, support the line managers in implementing the internal communication policies in order to boost staff active participation and ALIMA commitment;
- In close collaboration with the coordination and SUO , applies the administrative procedures part of any Memorandum of Understanding (MoU) in force between local partners (eg. Ministry of Health, etc.) and ALIMA ;
- In close collaboration with the coordination team, looks for the best options to avoid and/or solve possible labour conflicts in the project ;
- Follow up all movements and/or accommodation of staff in the mission;
- Implement circuits and workflows (management of cash boxes, transfers, advances, purchase procedures, payment validations, follow up of regular payments, bank conciliation) in order to anticipate expenses at capital and project level and to optimize cash needs and its security ;
- Implement and supervise transactional procedures and systems in order to ensure transparent accounting practices and full documentary traceability (invoices, receipts, bank statements, etc.), following ALIMA guidelines and rules, and using the respective software in place ;
- Ensures that monthly accountancy closure is taking place and controlled, with due quality and on due time ;
- In close collaboration with the coordination team, analyze and follow up the project budget, in order to ensure that funds are used according to funding contracts and to proposing corrective action ;
- Ensures all HR, Administrative and Financial reporting of the Project (Homère and SAGA) monthly closure, sitreps, etc.

Implementation of prevention measures against abuse of power, gender-based and sexual violence

- Participates in training and awareness-raising sessions
- Implements abuse prevention standards
- Ensures that team members follow training and awareness sessions and apply abuse prevention rules
- Contributes to creating and maintaining a nurturing and protective environment

This job description is not exhaustive and may be modified as the assignment evolves.

EXPERIENCE AND SKILLS

Experience

- Minimum 3-year experience in Finance & HR management
- Experience with medical international NGO, an asset
- Perfect knowledge of MS Office package, especially Excel & Word
- Knowledge of Saga (Finance software) & Homere (HR software) is an asset

Qualities of the candidate

- Strong interpersonal skills, team work.
- Strong communication skills
- Ability to work on own initiative and adaptable to changing needs and situations
- Flexible, patient and adaptable to a changing environment.
- Ability to work under pressure with numerous deadlines, etc.

Languages

- Fluency in English (spoken and written) is essential and arabic is an asset

ACADEMIC QUALIFICATIONS

Education

- University degree in finance and HR management or in similar academic

Other

- South Sudanese nationality residing in Aweil

HOW TO APPLY TO THE POSITION OF PROJECT ADMINISTRATION MANAGER

South Sudanese nationals who meet the above criteria are strongly encouraged to apply by completing the application form through the link provided, using a computer, or by scanning the **QR code** with a smartphone. For any inquiries or difficulties applying, you may contact the recruitment team at recruitment@southsudan.alima.ngo or call **+211 0922376947**.



<https://forms.gle/fGRs9KvrEKWUxp3r6>

The deadline for submission is **30th June 2025 at 5:00 PM**.

Applications will be reviewed on a rolling basis, and ALIMA reserves the right to close the recruitment process before the stated deadline if a suitable candidate is identified. Only complete applications that follow the instructions will be considered. Only shortlisted candidates will be contacted.

Candidates are advised to submit their applications early, as screening may begin before the closing date.

The protection of your personal data is important to ALIMA. By submitting your application, you agree that your data will be used exclusively for the recruitment process, to assess your suitability and ensure a fair selection. Your information will be handled confidentially and only accessed by individuals involved in the recruitment. ALIMA will never sell or misuse your data.

Please note that ALIMA does not request any form of payment, favors, or other benefits during the recruitment process. Any such acts will lead to disqualification.

Female candidates are strongly encouraged to apply.

