



EMERGENCY JOB ADVERTISEMENT

Administrative Responsible

Duty station: **Upper Nile State Malakal**

Number of positions: **(1)**

Date Issued 21/7/2023

Date Closure: **9/8/2023**

Category: **C1-1332 USD/Month**
Posting

Category: **Local Staff**

Presentation of organisation:

SOLIDARITÉS INTERNATIONALE (SI) has been operating in South Sudan since 2006, conducting activities in emergency and post emergency context, particularly in rural and semi-urban areas, including IDP camp settings. Its expertise in running emergency WaSH intervention is highly acknowledged by all WaSH actors and donors. Furthermore, SI is implementing longer term WASH and FSL activities in multiple locations globally.

MISSION

Goal/Purpose:

The Administrative Responsible supports the Log-Admin Manager in processing SI's accounting operations and HR management in the State

He/she offers administrative support to administrators and teams on all matters relating to accounting and HR

JOB

List of main activities:

Financial, accounting and budgetary management

- Carry out preliminary budgetary controls to be forwarded to the Log-Admin Manager and regularised

Management of the mission's accounting

- Ensure that lease contract sums due are paid and distribute the burden of costs
- Ensure that the personnel database within the state is complete and up-to-date
- Centralize the accounting for different sub-bases within SAGA
- Verify the accounting for different sub-bases (description, accounting codes, analytical codes, monthly exchange rate)



- Carry out a systematic monthly check of advances from each cash box (matched and unmatched)
- Carry out transaction matching at a State level
- Carry out physical checks of supporting documents received from the sub-bases
- Check cash box inventories and bank reconciliations for each Balzac within the State
- Ensure that the monthly accounting documents are compiled and sent to the coordination: accounting board, DATA salary, cash box inventories, bank reconciliations, HOMERE backup)
- Carry out the required accounting changes in the absence (reallocations etc.)
- Integrate the exchange rates sent by the coordination into SAGA every month
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- Monitor voucher creation at sub-bases and the monthly return of base documents to the coordination
- Verify vouchers and other accounting documents to be sent to the Coordination every two months

Records management of nationals

- Organize the administrative briefing for locally recruited employees
- Keep up-to-date on all documents and developments relating to the right to work, employment in general and personnel training
- Check the dates of employment contracts and inform the Log-Admin Manager of their deadlines
- Keep individual employee records up to date
- Ensure that recruitment and contract termination procedures are respected
- Prepare new employment contracts in Homere
- Inform new employees of internal regulations
- Prepare administrative documents relating to employment contracts
- Record absences in the database
- Monitor annual reviews and remind line managers before the due dates
- Supervise the payment of advances, medical expenses, overtime payments
- Aid the Log-Admin Manager during meetings with personnel representatives
- Compile and make monthly checks of the base information entered in the HOMERE software in the absence of the Log-Admin Manager

Administrative management of the mission

- Ensure physical and IT archiving, as well as securing HR and accounting documents within the State
- Conduct the bi-monthly mailing of accounting and HR archives to coordination after internal inspection

Team management

- Participate in training the administrative teams
- Ensure that mission cashiers, accountants and HR assistants are trained
- Train and supervise the Admin supervisors within the state
- Verify the coordinating base's accounting
- Offer HR support to the sub-bases in the Log-Admin Manager absence
- Assist the Log-Admin Manager to ensure minimum staffing levels for the administrative service within the state during periods of absence (vacation, illness...)



Reporting/communication

- In conjunction with the Log-Admin Manager, monitor whether accounting documents are consistent with interim and final financial reports
- Prepare and assist with audits or possible inspections

ORG CHART POSITION (reporting and functional relationships)

Line manager: Log-Admin Manager

Line report(s): Administrative Supervisors

Functional manager: -

Functional report

Contract: Fixed-term contract of 3 months

Working hours: **From Monday to Friday 7:30 AM-4:30 PM.** As an executive job, some flexibility can be expected from the employee.

Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc.) mentioning the position you are applying to at **Solidarites International Office at Hai Cinema Juba** or Send application by email to: juba.adm.recruitment@solidarites-southsudan.org

Please note that SOLIDARITES INTERNATIONAL keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Deadline for submitting applications is: **9/8/2023** Any application sent after this date will not be considered.

Women with the required skills are highly encouraged to apply.

