



INTERNATIONAL NGO SAFETY ORGANISATION
Analysis & Advice for Humanitarians

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Vacancy Announcement

Job Title	Country Admin Manager
Location	Juba, South Sudan
Department	Operations
Reports to	Country Director
Contract type	Full time
Contract duration	08 Months with possible extension, depending on funding availability
Eligibility	Open to South Sudanese only

Organization Background

Founded in 2018, INSO South Sudan addresses the insecure operating environment all NGOs face in the country. The platform currently supports 150 NGOs including a large number of local partners, enhancing safety preparedness and providing support through reports, alerts, training and more. We cover all ten states and three administrative areas in South Sudan with a country office in Juba. Working with INSO South Sudan offers you the chance to be part of a dynamic and growing program alongside a diverse team

Overall Purpose of Role

The Country Administration Manager (CAM) will support the Country Director/Head of Mission in managing the operational, human resources, and financial functions of a more structured country office which is defined as an operational setup with a limited program scale, typically consisting of:

- A medium sized team of 10-15 staff members, including both national and international personnel.
- A more structured administrative and operational framework, requiring specialized roles in finance, human resources, and logistics to support program implementation effectively.

The CAM will be responsible for overseeing facilities and asset management, procurement, and logistics, as well as implementing safety and security protocols and ensuring adherence to IT policies. The CAM will handle all HR-related activities, including recruitment, onboarding, and performance monitoring, while also ensuring that financial operations, such as budget development, grants management, financial record-keeping, and audit compliance are conducted effectively.

This position requires strong coordination with HQ and other departments to uphold operational efficiency and compliance. The Finance Officer, Operations Officer and HR Officer (where included in Organogram) directly report into this role to support the Country Office Operations. This role is essential for ensuring smooth administrative operations while maintaining compliance with legal, financial, and organizational policies.



Main Duties and Responsibilities:



Human Resources

- Lead the implementation and monitoring of all Staff Regulations (national and international) to ensure country office compliance and regularly monitor national employment law, suggesting modifications where appropriate.
- Manage all in-country recruitment processes, local and international, ensuring compliance with INSO guidance and procedures
- Lead and coordinate national employee on-boarding and coordinate with HQ HR on international employee onboarding, providing in-country employee induction and orientation programmes (national and international)
- Coordinate and monitor national employee performance monitoring, grievance management and discipline, escalating issues where appropriate to the Country Director/ Head of Mission and Director of Operations
- Maintain accurate and up-to-date employee (national & international) records on HRIS Cezanne, ATS
- Prepare the national staff monthly payroll and control timesheets and any tax payments/deductions and maintain national staff insurance enrolments/medical payments for country office staff as required under statute
- Support formation of salary and benefits structure, local labor requirements and mandatory work and legal requirements in scoping or new country context.
- Provide support to internal and external audit requests in the field of HR, coordinating with HQ as appropriate.
- Focal point for all HR reporting and technical matters and safeguarding concerns
- Responsible for overseeing, managing and developing Operations Officer, Finance Manager and HR Officer (where applicable)

Finance

- Responsible for conducting financial record keeping, controlling and reconciling the documentation, performing reconciliation of banks and cash, payroll and tax, revenue, A/R and A/P accounts and uploading the financial information into financial system. Ensure completeness of all accounting and timely closure of monthly accounts, under control of the HQ Finance Operations department.
- Manage a secure filing system for financial, grant and legal documentation.
- Develop, in coordination with other departments, the annual budget for the project, prepare forecasts and monitor actual expenses vs the budget under the supervision of the Regional Controller.
- Maintains adequate project cash forecasts, cash flow, prepares cash requests, and ensures the donor fund disbursements are correct.
- Support Country Director/Head of Mission in the grants management function, including providing information required for proposals and grant modifications, reviewing agreements and participating in negotiations.
- Ensure reporting a clear picture of the financial position of the project and preparing reports on donors' budgets, explaining any variances.
- Review and authorise transactions within his/her threshold; conduct checks of documentation related to financial transactions and prepare the documents for payment.
- Coordinate the set up and operation of cash- and bank facilities, in accordance with SOP1.
- Ensure all financial practices comply with local and INSO standards and enforce "four eyes principle" and other appropriate control systems to prevent errors, fraud, or any other ethical breaches. Ensure completeness of finance working documentation and provide training as needed to ensure Staff adherence to financial practices.



- Focal point for all internal and external audits and enforcer of related recommendations in a timely manner.
- Supervises work of the Team of Officers assigned to them in all areas of their responsibilities.

Legal and Compliance

- Ensure all necessary legal and regulatory documents are completed and filed on time with the relevant national authorities to maintain INSO's formal in-country registration and ensure compliance with local statutory reporting requirements.
- Develop and oversee control systems to prevent or address violations of legal guidelines and internal policies.
- Obtain visas, work permits, and residency as required for INSO staff.
- Lead audit follow-ups and implement recommendations in all areas of operation.
- Facilitate agreements with local lawyers



Facilities and Asset Management

- Manage the facilities requirements of INSO offices and guesthouses, including utilities and internet.
- Oversee the maintenance of all facilities and vehicles to the required legal standard and ensure the smooth functioning of offices in terms of services and supplies.
- Establish and maintain a country asset register and ensure full implementation of and compliance with the asset management policy, including the issue and return of assets to/from staff.

Procurement and Logistics

- Ensure all procurement and logistics regulations applicable for INSO and its donors are applied, and staff are trained accordingly and maintain accurate procurement files in compliance with SOP2, including SharePoint folders and the procurement tracker.
- Ensure adequate controls are in place to prevent and detect fraud and corruption.
- Manage and maintain all INSO contracts with landlords and suppliers.
- Conduct regular local market surveys for goods and services to ensure the Supplier List and other databases are up-to-date.
- Carry out supplier sanctions screening checks in accordance with INSO policy.
- Ensure vehicle and generator logbooks and fuel records are maintained and regularly reviewed (at least monthly)
- Ensure vehicles are maintained and serviced according to vehicle guidelines. Implement all fleet management needs in accordance with INSO's transport guidelines.

Safety and Security

- In conjunction with the country SMT, ensure appropriate steps are taken to safeguard INSO facilities, vehicles, and assets in accordance with INSO's safety and security policies and regulations and report all internal incidents
- Responsible for safety and security tracking and reporting of security audit findings and recommendations.
- Ensure that the Country Security Management Plan (CSMP) and Security Risk Assessment (SRA) of Operational Areas are continually updated.
- Ensure all safety and security documents are uploaded to the respective SharePoint folders.
- Ensure all staff and visitors are briefed on the country's safety and security protocols and situation.

IT

- Ensure that the country SharePoint folders follow the IT Policy.

- Ensure staff are trained and comply with INSO IT policy guidelines.
- Act as the country point of contact for the management of INSO email addresses and HQ IT support.

PERSON SPECIFICATION

Knowledge, Skills and Experience

Essential:

- Minimum 5 years of progressive professional experience in managing supporting services: HR, finance, logistics, facilities, and procurement.
- Proficient use of MS Office suite, financial and HR database management.
- Fluent spoken and written English language skills.
- Experience working in an international NGO or similar environment
- General knowledge of donor procurement regulations.
- Excellent organizational and multitasking abilities.

Nice to Have:

- Experience in SUNSYSTEM and Q&A reporting tool
- Knowledge of INSO and affinity with its mission.
- Strong understanding of legal and regulatory requirements in the country.
- Prior field experience in [country] in a similar position is a plus.
- Another language such as French, Arabic, Spanish, or Portuguese



Competencies

- Financial & risk management: Ensures sound financial planning, budget oversight, and compliance with internal policies and donor regulations while mitigating financial risks.
- Operational efficiency & resource management: Oversees logistics, procurement, finance, HR and administrative functions to ensure smooth and cost-effective operations in complex environments.
- Regulatory compliance & governance: Ensures adherence to local labour laws, donor requirements, and internal policies, maintaining transparency and accountability.
- Strategic planning & problem-solving: Anticipates operational and financial challenges, develops solutions, and supports long-term sustainability and efficiency.
- Leadership & stakeholder coordination: Manages and develops teams, fosters collaboration across departments, and engages with internal management and external partners to support INSO's mission.



- Team spirit and good management of interpersonal relationships.
- Know how to plan and organize your work.
- Be flexible, dynamic, know how to propose initiatives.
- Be able to work under pressure.
- Effective communicator.
- Capacity to work in multicultural environments.



INSO's Safeguarding Policy

INSO is fully committed to safe recruitment, selection and vetting of all potential new staff, trustees and volunteers and we will ensure rigorous compliance with our Code of Conduct and Safeguarding policy throughout the recruitment process.

Terms & Conditions

08 months depending upon funding, full-time contract based in Juba, South Sudan. Eligibility for this position is limited to South Sudanese nationals.

How to apply

Please submit completed applications to jobs@ssd.ngosafety.org and reference "Country Admin Manager" in the subject line or Hard copies in a sealed envelope addressed to the Operations manager and delivered to the office at Afex, off stadium road, Juba. Applications should be in English and include:

- An updated CV (maximum 3 pages).
- A one-page cover letter detailing why you are interested in working for INSO and how your qualifications align specifically with the competencies required for the role.

Please do not send any additional information. Only short-listed candidates will be contacted. **Deadline for applying is 27 March 2026. Please be advised that recruitment for this position will proceed on a rolling basis, and early applications are encouraged.**

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INTERNATIONAL NGO SAFETY ORGANISATION (INSO) DOES NOT CHARGE FEES AT ANY STAGE IN THE RECRUITMENT PROCESS (e.g. APPLICATION, INTERVIEW, ORIENTATION OR TRAINING). INSO NEVER ASK FOR INFORMATION ABOUT APPLICANT'S BANK ACCOUNTS DETAILS.

