



SD-H-3  
 Approved by Asst. Dir. Director,  
 MOL/ISS/II  
 09/05/2025



### JOB VACANCY

**BASE  
POSITION**

**UPPER NILE STATE- RENK  
ADMIN RESPONSIBLE**

**NUMBER OF POSITION : ONE (1)**

**Date issue : 09/05/2025**

**Dateline : 29/05/2025**

**Catergory : National Posting**

### PRESENTATION OF THE ORGANIZATION

**SOLIDARITES INTERNATIONAL (SI)** is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty countries, SI's teams - 2000 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers - work with professionalism and commitment while respecting cultures.

Solidarités International (SI) is determined to prevent and fight all type of abuse – all act of exploitation, abuse and/or sexual harassment (SEAH) against members of beneficiary communities or collaborators, fraud, corruption, violation of persons and/or property, funding of activities harmful to human rights – that could be perpetrated in the frame of its interventions. SI implements a zero-tolerance policy regarding acts of SEAH.

Solidarités International is an equitable employer committed to finding all forms of discrimination. SI will ever ask for any remuneration to take part in a recruitment process.



**Mission Goal / Purpose:**

The Administrative Responsible supports the administrative coordinator and/or the deputy administrative coordinator in processing SI's accounting operations and HR management on a mission.

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

**DESCRIPTION OF THE POSITION****Financial, accounting and budgetary management**

- Carry out preliminary budgetary controls to be forwarded to the administrator and regularised

**Management of the mission's accounting**

- Ensure that lease contract sums due are paid and distribute the burden of costs
- Check with the HR department that the personnel database is complete and up to date
- Allocate invoices for expenses from other missions (inter-mission expenses)
- Centralize the accounting for different bases within SAGA
- Verify the accounting for different 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 mission level
- Carry out physical checks of supporting documents received from the bases
- Check cash box inventories and bank reconciliations for each Balzac
- Ensure that the monthly accounting documents are compiled and sent to the headquarters: accounting board, DATA salary, cash box inventories, bank reconciliations, HOMERE backup)
- Carry out the required accounting changes if necessary (reallocations etc.)
- Integrate the exchange rates sent by the headquarters into SAGA every month
- Monitor the monthly allocation of Paris costs incurred by the headquarters within SAGA
- Send SAGA to bases following monthly integration at the headquarters
- Monitor voucher creation at bases and the monthly return of base documents to the coordinating committee
- Verify vouchers and other accounting documents to be sent to the headquarters every 6 months
- Supervise the semi-annual closing summary and the annual accounting closure with the administrative team, under the supervision of the administrative coordinator or his/her deputy (expenditure incurred and analytical and budgetary allocation, leave balances, donations in kind, equipment assets etc.)

**Records management of expatriates and nationals**

- Organize the administrative briefing for expatriate employees
- Ensure the administrative management of expatriates within the Solidarités International mission (file, visa, plane tickets...)
- Keep up to date on all documents and developments relating to the right to work, employment in general and personnel training





- Collect the information necessary to monitor developments in the cost of living
- Check the dates of employment contracts and inform the administrator of their deadlines
- Keep individual employee records up to date
- Ensure that recruitment and contract termination procedures are respected
- Prepare new employment contracts
- Inform new employees of internal regulations
- Prepare administrative documents relating to employment contracts
- Record absences in the database
- Monitor annual reviews
- Supervise the payment of advances, medical expenses, overtime payments
- Supervise the calculation of taxes, duties and social security contributions as well as payment by the accounting cashier to the relevant organisation
- Prepare the information and statistical data needed to formulate budgets and salary costs
- Aid the administrator during meetings with personnel representatives
- Compile and make monthly checks of the base information entered in the HOMERE software

#### **Administrative management of the mission**

- Ensure physical and IT archiving, as well as securing HR and accounting documents
- Conduct the quarterly mailing of accounting and HR archives to headquarters 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 cashier of the coordinating base
- Verify the coordinating base's accounting
- Offer HR support to the bases in the administrator's absence
- Ensure minimum staffing levels for the administrative service during periods of absence (vacation, illness...)

#### **Reporting/communication**

- In conjunction with the administrative coordinator or his/her deputy, monitor whether accounting documents are consistent with interim and final financial reports
- Ensure that declarations and payments of taxes and contributions are made to the relevant organizations
- Prepare and assist with audits or possible inspections



**REQUIREMENTS**

- Bachelor's or diploma in Finance and Accounting or related fields (Business administration, Human Resource management)
- Experience 2-3 years working in the same position roles
- Good experience in accounting software SAGA 8
- Good experience in HOMERE software
- Skilled in MS-Word, MS- Excel, and MS-Outlook
- Must be well versed in handling monetary transactions
- Experience in team management

**Language :**

- Fluent in English
- Arabic would be a strong asset

**TRANSVERSAL SKILLS**

- Work autonomously
- Adoptability
- Strong communication Skill

**ORG CHART POSITION (reporting and functional relationships)**

Line manager: Administrative Manager

Line report(s) on base: -

Functional manager: - Field coordinator

Functional report(s): -

**Salary is Per Solidarities' International Scale**

Working hours:

From Monday to Friday and the time is from 7:30 AM to 40 :30 PM

As to execute daily Job/Tasks, some flexibility can be expected from work.

Please submit your CV, Cover letter, Photocopies of all Diplomas, Certificates of employment to Solidarites International Office in Hai Cinema Opposite Islamic Relief International

Or by email as one (1) attachment to: [juba.adm.recruitment@solidarites-southsudan.org](mailto:juba.adm.recruitment@solidarites-southsudan.org)

**Application Instructions**

1. Subject of the email MUST be clear the position title; you're applying for as it appears on the advertisement.
2. SOLIDARITES INTERNATIONAL keeps all applications. No file will be returned to the applicant so do not submit your original credentials.
3. Dateline is **29<sup>th</sup> of May 2025**, however due to emergency nature of the position applications will be reviewed on rolling basis, position can be filled before dateline any application sent after this dateline will not be considered.

**" Women with the required skills are highly encouraged to apply."**

