



EMERGENCY JOB ADVERTISEMENT

ERRM DISTRIBUTION /CASH AGENT

Duty station: JUBA -ERRM

Number of positions: (1)

50-H-3
Approved by Semara Inspector
MOL/RSST/1
31/05/2024

Date Issued 31/5/2024

Date Closure: 19/6/2024

Category: Local Staff Posting

Presentation of organisation:

SOLIDARITÉS INTERNATIONAL (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.

JOB

MISSION

Goal/Purpose:

Under the lead of the deputy program Manager, the Cash-Based Intervention Agent will support in organizing, managing and implementing all Cash-Based Intervention (CBI) activities on the field, while enforcing Solidarités procedures and standards.

Cash-Based Intervention activities can include the following (depending on SI ongoing projects): Cash-for-Work, Unconditional/Multi-purpose Cash Transfer, Conditional Cash transfer through direct monetary transfer or vouchers (shops and fairs) and any other modality based on cash transfer.



List of main activities:

- Under the responsibility of the Deputy Program manager, take part in logistical and administrative organization, planning, and preparation of cash-based intervention activities.
- Implement activities using Solidarités International tools, in particular:
 - Take part in the census, registration and sensitization of beneficiaries
 - Take part in the census, registration and training of vendors and suppliers
 - Implement site activities
 - Recruit and train daily workers
 - Delegate daily worker site tasks according to the Supervisor's instructions
 - Implement Cash-Based Intervention activities
- Ensure that each registered, identified beneficiary/vendor/supplier has taken part in activities
- After activities have taken place, calculate and confirm the number of persons which benefited from them and effectively participated in them
- Gather and replace materials used during distribution/in shops/fairs
- Take into account Do No Harm and Protection matters in the design, implementation and monitoring of all SI activities, identify possible related-risks and enforce mitigation measures under the supervision of his/her supervisor,
- Respect Solidarités International's administrative procedures before, during, and after activities.

Reporting/Communication

- Keep monitoring tools and files archived at the Solidarités International office, ensuring their availability to his/her Supervisor
- Archive necessary documents (presence list, schedules, ...)
- Under the supervision of the Supervisor, participate in the drafting of reports:
 - Pass on any information regarding the processes
 - Extract and pass on statistics to the team Supervisor and/or deputy program manager
- Take part in seminars and training workshops relating to Cash-Based Intervention tasks and to goal attainment
- Report to the team Supervisor on the progress of activities and specific tasks assigned, problems encountered, the quality of relations with beneficiaries/vendors/suppliers.
- Pass on any information or problems concerning his/her task, Solidarités International programs, or safety aspects
- Act as a liaison with the local population and authorities to identify the needs, grievances and major events that could have potential consequences for Solidarités International activity
- Make sure that the security rules are perfectly well known, understood and followed by the daily workers.
- Analyse the humanitarian situation, taking protection problems into consideration/Do no Harm to the population
- Collaborate with local administration and authorities
- Take part in restitution meetings on request

ORG CHART POSITION (reporting and functional relationships)

- Line manager: Deputy Manager
- Line report(s) on base: -
- Functional manager: - Deputy Manager



- Functional report(s): -

Contract: Fixed-term contract of 6 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 **19/6/2024**. Any application sent after this date will not be considered.

Women with the required skills are highly encouraged to apply.

