



## EMERGENCY JOB ADVERTISEMENT

### ERRM DISTRIBUTION /CASH AGENT

Duty station: **JUBA -ERRM**

Number of positions: **(1)**

Date Issued **16/9/2024**

Date Closure: **3/10/2024**

Category: **Local Staff 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



## 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.
- 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

#### **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, ...)
- 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.
- 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



**Preferred Skills:**

- Degree or Diploma in related discipline, Business Administration, Economics or Account
- Previous experience in Cash Distribution and Management with institutional donor funds an asset
- Knowledge of Link will be an added advantage
- Ability to work in challenging field duty station.
- Good communication skills and the ability to work well in a team.
- Good level of English (both written and spoken) and Arabic.
- Must be flexible, hardworking, rigorous, solution-oriented and have ability to work under pressure.
- Computer skills and knowledge of Microsoft programs (especially Word and Excel) is mandatory.
- High levels of integrity and honesty,

Teamwork and team management,

- Stress management and flexibility,
- Diplomacy and problem-solving attitude,
- Rigor and organization

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

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

**Basic salary: According to SI salary scale**

Fixed Term Contract of 6 Months (depending on available funding)

**Working hours:**

From Monday to Friday and the time starting from 7:30 AM to 4:30 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 **3<sup>rd</sup> of October 2024**, 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."

