Médicos del Mundo

MINISTRY OF LABOUR, PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT
DIRECTORATE OF LABOUR AND INDUSTRIAL RELATION

Position needed:

Administration Officer
Location: Bor, Jonglei State, South Sudan

JOB SUMMARY

The Administration Officer is responsible of the accounting, administration and HR functions in the base; he/she also is responsible of reporting, and solving when asked internal conflicts and disputes; he/she ensures that the Staff Internal rules and regulations, as well as the accounting guidelines are being implemented and respected; and finally he/she reports to the Project Manager/and or Field Coordinator but has also a functional reporting line with the HR and Admin/Fin department in coordination in Juba;

GEOGRAPHICAL SCOPE OF INTERVENTION

Based in Bor County (Jonglei State - South Sudan) with regular visits to project locations across the county.

ORGANIZATION CHART

Direct supervisor: Field Coordinator
Functional supervisor: Administrative Coordinator
Supervise: Admin Assistant, Cleaner

FUNCTIONS

Administration and Financial Management Responsibilities

- Follow up, performs payments on time based on approved Mission Requests and fills in daily accounting books in accordance with South Sudan regulations and MDM procedures;
- Follow up the invoices/payments of all contracts (rent of the office, houses, vehicles, etc.)
- Follow up the invoices/payments of all insurance contracts (Car insurances, office and house's insurances, Staff insurances);
- Submission of Monthly Cash request to Admin Coordinator Juba till 5th of every month;
- Responsible of Cash box management in the base and ensure proper cash management on daily basis;
- Follow up and ensure cash control on weekly and monthly basis;
- Prepare and document cash request
- Bank account management and reconciliation;
- Responsible for the monthly accountancy preparation in respect to MdM accounting procedures (provide proper receipts & vouchers, make cash control) and report to the coordination admin and finance department;
- Sending monthly SAPP to coordination office on last day of every month along with Scan Invoices and Bank & Cash Reconciliation,
- Codifies receipts and invoices in accordance with MdM internal guidelines, keeping copies of all invoices, receipts, checks;
- Prepares & Updates all accounting documents required by Coordination & HQ

- Collect the monthly bank statements from bank as per the request
- Assist in internal & External Audits
- Preparation of hard files of accountancy for review by the Project Manager/Field Coordinator;
- Respect MdM Supply chain procedures and policies (quotations / orders …) for any cash advance, reimbursement of MR approval;
- Assist the Field Co in project budget management and responsible for budget follow-up in the field
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- To ensure the use of accurate budget codes allocated to project expenditures;
- To assist the Admin/Fin coordination team in the preparation of the income tax documents for the submission of taxes in the treasury;
- Ensure the provision of information to the Admin department when the latter processes the payment of final settlement when ending working relation with employees (end of contract, resignation or dismissal);
- Monthly follow up and payment of advances, salaries and per diem for the National staff and submission of timely report to Admin department in coordination;
- Makes the per diem payment for the staff when required.
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- Monthly attendance follow-up of Incentive payment staff and sharing the list of staff with AdminCo for payment preparation
- Liaised with Ecobank/Company and arrange PHCs Incentives transfer with Agent for timely cash distribution,
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Administration and HR Responsibilities

- Guidance of project staff on HR administration and Financial policies shared by Admin Coordinator
- Project staff attendance management, and leave management as per the Staff Internal Rules regulation;
- Reporting of conflictual situation to Project Manager/Field Coordinator;
- Ensures that the "HR database" is updated at all times, especially at the end of each month, and shared with the AdminCo for salary preparation
- Collection of attendance/leave, advances, overtime, absence and deductions details of TWIC-E staff, and follow up the submission of these documents by the field before the 18th of each month to AdminCo along with Salary database;
- Manage the employee files, and digitalize those, send the original as per check list to Coordination office and make sure the project has a mirror file in the field;
- Orientation of new recruited staff and sending timely full pack of HR file to AdminCo Juba;

- Support AdminCo in recruitment process at project level;
- Ensuring that all he staff received the MdM employment and Insurance cards and also registered with NSIF;
- Support the AdminCo in the yearly performance review exercise;
- Monthly pay slips preparations and ensuring that all MdM staff received;
- Circulates the information regarding HR management, & ensure follow-up of the memos list

- Responsible for any required legal processes of the organization, with the support of the logistical and administrative areas,
- Reporting deduction of Incentives from the absence staff to Field Co & Admin Coordination
- Ensuring that a good working/living environment is maintained;

REQUIRED QUALIFICATIONS

Academic background: University degree, diploma in Accounting, finance, banking, BCOM, Business administration and other related fields.
Desirable: Operation administration, finance and HR

REQUIREMENTS

Language requirements: High level of spoken and written English.
Computer requirements: Office pack user level. Good command of Excel is mandatory.

EXPERIENCE

- -The successful candidate must have at least five years professional experience in administration, finance and HR with international NGOs and NNGOs.
- -Previous work in emergency responses in similar contextss and experience with humanitarian donors such as UN agencies, SSHF, DFID, USAID, and ECHO will be considered an asset.

COMPETENCE PROFILE

- Ability to classify and manage priorities; meet deadlines
- High level of autonomy
- Organizational skills and rigor
- Proven capacity for personnel leadership and management
- Understanding and adherence to humanitarian principle
- Strong commitment to the organization and its values
- Strong ability to work well within a team and excellent leadership skills
- Ability to work in a challenging and rapidly changing environment

AVAILABILITY

Incorporation date: immediately.
Availability for 6 months (extension possible).

HOW TO APPLY

MINISTRY OF LABOUR, PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT
LABOUR AND
DIRECTORATE OF

All qualified candidates are invited to send their application consisting of **CV and motivation letter before 3rd MARCH 2022** to hr.ss@medicosdelmundo.org.

Please note:

Médicos del Mundo promotes equal opportunities for all people. We establish positive action measures for those who, due to functional diversity or social and / or cultural exclusion, belong to under-represented groups in the positions offered.

As a result, no candidate with a valid profile will be rejected because of a functional diversity or for being culturally or socially excluded for reasons of birth, ethnicity, race, sex, gender or any other personal, social or cultural condition.

Recruitment processes are open to all qualified candidates and MdM does not charge fees to applicants at any stage.

Approved

14/03/2022

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