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**JOB ADVERTISEMENT**

**ERRM CASH SUPERVISOR**

Duty station: JUBA

**Number of positions: ONE (1)**

**Date Issued: 18/12/2025**

**Dateline: 12/1/2026**

**Category: National posting**

**I. Presentation of organization:**

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian organization which for more than 40 years has been aiding population affected by armed conflicts and natural disaster by meeting their vital needs for food, water & shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world. SI's intervention provides expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential areas of food security and livelihood. Present in around 20 countries, SI's team – 2000 people in total made up of expatriate and national permanent staff at headquarters and a few volunteers – work with professionalism and commitment while respecting cultures.

**Solidarites International (SI)** is determined to prevent and fight all types of abuse – all acts of Exploitation, abuse and /or sexual harassment (SEAH) Against members of beneficiary communities or collaborators against fraud, corruption, violation of peoples 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.

Solidarites international is an equitable employer committed to fighting all forms of discrimination. SI will not ask for remunerations take part in a recruitment process.



## MISSION

- The Cash Supervisor is in charge of implementing activities as described in the proposals.
- S/He supervises the operational teams that come under his/her responsibility.
- S/He ensures that all activities that are implemented are carried out in a participatory manner and to a high standard. If necessary, we propose adjustments or improvements to guarantee this high standard.

## JOB

Main tasks:

### Activity relevance, quality and creation

- Propose a technical approach, assist with the financial layout, workforce and logistics for the activities that are to be implemented
- Implement activities in accordance with Solidarités International technical requirements and financial donor criteria.
- Collect information and assist in the quality analysis of the activities carried out.
- Ensure that the purpose of the activities meets the requirement for durability and that all established norms and standards are complied with.
- Ensure that the activities for which s/he is responsible reach the required results in a timely manner.

### Implementation and operational Management

- Assist the PM in the implementation and follow-up of cash-based intervention activities.
- Support the PM in managing cash distributions, including Cash for Basic Needs, MPCA, or sector-specific cash activities, in line with approved project objectives.
- Participate in the involvement of local staff in defining appropriate community engagement approaches and cash program strategies.
- Monitor cash activities through regular field visits, ensuring accurate follow-up, documentation, and compliance with procedures.
- Support the preparation of technical and operational documents (distribution plans, beneficiary lists, reconciliation tools, post-distribution monitoring tools) in collaboration with the team.
- Provide logistical and operational support related to cash distributions, including coordination on Financial Service Provider (FSP) movements, distribution sites, equipment needs, and transport requirements, in compliance with Solidarités International procedures.
- Support the mapping of cash interventions, markets, and Financial Service Providers within the intervention area.
- Contribute to and support assessments related to market functionality, beneficiary needs, and feasibility of cash-based responses.



- Support other key staff in their daily tasks and, when required, provide temporary coverage during staff absences.
- Ensure adherence to safety, security, and risk-mitigation measures during cash activities, and report any incidents or concerns.
- Participate in coordination with local authorities and community leaders regarding cash activities and planning, in line with access and authorization requirements.
- Engage with community representatives (including returnees and IDPs) to promote accountability, feedback mechanisms, and appropriate use of cash assistance.
- Contribute to the development and use of activity monitoring tools, reporting formats, and basic planning tools for cash programming.
- Prepare written reports for the Program Manager and relevant field staff, including situation analysis, activity progress, operational challenges, risks, and lessons learned.

#### **Human Resources Management**

- Support the Program Manager in solving problems between team members, or between teams and partners, communities and beneficiaries
- Identify and pass on team training needs, activities, etc.
- Supervise and support the teams that come under his/her responsibility
- Act as the liaison in the field between the various officers and field staffs
- Assist in the performance reviews of those staff s/he supervises directly
- Put security measures in place during the implementation of activities and ensure compliance with these rules by staff under his/her supervision

#### **Reporting / communication / representation**

- Communicate orally with internal staff meetings and other external meetings which may take place
- Attend internal and external meetings to improve collaboration of programme with other stakeholders
- Daily reporting to line managers
- Write reports to your manager explaining progress and/or any problems encountered during the implementation of the program
- Report immediately any field and contextual development to the central office in Juba
- Write the minutes of the different meetings (financial backers, local authorities, NGO...) and share them with the PM
- Organize a system of control for the flow of communication in the field
- Organize and lead team meetings regarding information, coordination and collaboration
- Represent Solidarités International in the field and at local level, upon request of your manager
- Archive his/her monitoring tools and files in the SI online portal, where they can be accessed by the line manager
- Facilitate communication between Solidarités International and communities, authorities, beneficiaries and other parties in the area
- Communicate with the team on activity results



- Provide oral and written translation for the coordination team during meetings or site visits
- Draft project and surveys report and share with his/her line managers during his/her employment contract.

**The list here above is not exhaustive, and you could be requested to perform other tasks according to the need of your line manager.**

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

Line manager: Program Manager

Functional manager: Deputy Country Director Programme

**MANAGEMENT**

- Manage: Officers
- Ensure Complaints/feedback mechanism is in place for a proper SI AAP with support from the PM
- Management of the FSP and information sharing for the safe and timely distribution of cash. Team management, either officers or Daily Workers, during the distribution.



### **Preferred Skills and qualifications**

- Degree in Development Studies, Statistics, Humanitarian studies, or any related qualification
- Proactive, organised, and self-motivated - ability to make own workplan in accordance with activities ongoing in Malakal/Renk and anticipate what needs to be done
- The role needs a high frequency of communication with the MEAL Manager and Programs Coordinator at Coordination level, and the Programme Team (PM, Supervisors, Officers and DWs) in the field. Information sharing is key for the success of this position. Hence use of Outlook and Teams are considered vital for the position

### **TECHNICITY**

- Understanding the use of cash based intervention in remote areas and with minimum market availability
- Sectoriel use of cash oppose to MPCA
- Protection risks and mitigations associated with the use of cash"

### **ANALYSIS/STRATEGY**

- Timely anticipate challenges and share with line management

### **SECURITY MANAGEMENT**

- Might act as security focal person of the team when deployed without a DPM. Reporting daily to the security manager and ensuring team safety in the field

Contract: fixed-term contract of 6 months' subject to funding.

Working hours: From Monday to Friday 7:30-4:30PM.

Basic salary: according to SI salary scale

Position open Nation /countrywide applicants.

Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc....) to **Solidarites International Office in Juba, Plot No. AX III SS Block3, Hai Cinema**

**, In Malakal Office at the Humanitarian Hub & In Renk office Opposite WHO office in Suk Juma Along TC road.**

You Can as well send your application on the below email,

[Juba.adm.recruitment@solidarites-southsudan.org](mailto:Juba.adm.recruitment@solidarites-southsudan.org)

Please note that Solidarités International keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

**Please note that CV's will be reviewed on a rolling basis and SI reserve the rights to close the application process when a suitable candidate is found. Finally, SI will appreciate indigens from Upper Nile state who are willing to live and work in Malakal to apply**

**Deadline for submitting applications is: 12/1/2026. Any Application sent after this date will not be considered.**

**SI strongly encourages women who qualify to the position to apply. Emphasis will be given to women with relevant qualification or experience.**

