



## **JOB PROFILE**

<b>Title</b>	Administration Officer	<b>Job Profile Reference</b>	ADM.01
<b>Line Manager</b>	Project Manager/Field Coordinator	<b>Job Profile Review date</b>	22/02/2021
<b>Functional Manager</b>	Administration Coordinator	<b>Location</b>	Duk or Twic East county, Jonglei state - South Sudan

### **JOB SUMMARY**

The Administration Officer is responsible of the accounting, administration and HR management 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;

### **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 ...)
- 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
- Guidance of project staff on HR administration and Financial policies shared by Admin Coordinator
- 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.
- 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 DUK & 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 files 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 the 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
- Manage the filing, storage and security of the financial documents
- Responsible for any required legal processes of the organization, with the support of the logistical and administrative areas,
- 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,
- Reporting deduction of Incentives from the absence staff to Field Co & Admin Coordination
- Ensuring that a good working/living environment is maintained;

## **Competencies**

### **Conceptual Competencies:**

- Adherence to MdM and Humanitarian Values: Ability to apply MdM and Humanitarian Values;
- In depth Analysis and Problem Solving: Ability to undertake an immediate correction regarding a non-conformity, an incident or a problem, and to clarify the details involved such as stakeholders and resources;

### **Transversal Competencies:**

- Cultural Awareness and Apprehension: Willingness to research and understand the cultural context in which he/her is working;
- Flexibility and Adaptability: Understand and Accept environmental changes related to people, tasks, work, decisions, policies, etc.;
- Complexity and Stress Management: Ability to evaluate his/her stress level, and to list the causes of the stress. In addition to the ability to evaluate the complexity, and severity of a situation;

### **Technical Competencies:**





- Accounting/Finance Management Competencies: Ability implement and control budget management, funding management, in addition to verbal and written financial reporting proficiency, and meeting donors' requirements;

**Required Qualification:**

- General Technician in Business, Administration, or relevant field of study

**Linguistic Requirement:**

- Language requirements: English, Arab and/or Dinka

**Experience:**

- Minimum 2-years' experience in Administration of Accounting and Human Resources Management
- Experience in economic/finance project management an NGO/INGO will be an asset



APP





#### AVAILABILITY

Incorporation date: immediately.  
Availability for 3 months (extension possible).

#### HOW TO APPLY

All qualified candidates are invited to send their application consisting of **CV and motivation letter** before 15 March to [hr.ss@medicosdelmundo.org](mailto: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 by Labour Office  
Borjenglei State

