



JOB PROFILE

Title	Administration Assistant	Job Profile Reference	ADM.02
Line Manager	Admin Officer/Admin Coordinator	Job Profile Review date	22/02/2021
Functional Manager	Admin Officer/Admin Coordinator	Location	Duk or Twic East county, Jonglei state, South Sudan

JOB SUMMARY

The Administration Assistant is responsible of the accounting, administration and HR management functions in the base under the line management of Administrative officer/and or Project Manager; he/she ensures that the Staff Internal rules and regulations, as well as the accounting guidelines are being implemented and respected;

Responsibilities

- Creates an Individual File for each staff at the field level and send it back to Admin department Juba
- Follow up and payment of advances, salaries and per diem for the National staff
- Makes the per diem payment for the staff when required.
- Under the Admin Officer/Project Manager supervision, follow up any MDM national staff related issues at the Field level
- Makes the regular follow-up of the administrative forms: leaves, attendance, time sheet etc
- Assist the Admin Officer/Project Manager in the preparation of staff rosters/planners
- Follow up utility payments on time
- Ensure adequate filling of administrative files
- Day to day supervision of office cleaners and kitchen staff,
- Ensuring that all the staff respect the Base Regulations
- Ensuring that a good working/living environment is maintained
- Arranging staff accommodation needs at the base level
- Ensure proper cash management on daily basis
- Ensure the monthly accountancy – in respect to MDM accounting procedures with support of Admin Officer
- Updates all accounting documents required by Coordination office
- 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 officer/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,
- Prepares & Updates all accounting documents required by Admin officer/Admin Coordinator





- 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;
- Guidance of project staff on HR administration and Financial policies shared by Admin Officer/Coordinator
- To ensure the use of accurate budget codes allocated to project expenditures;
- Ensure the provision of information to the Admin officer when the latter processes the payment of final settlement when ending working relation with employees (end of contract, resignation or dismissal);
- Assist the Administration officer, that the "HR database" is updated at all times, especially at the end of each month,
- Assist the Admin officer in 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;
- Assist the Admin officer in managing the employee files, digitalization those, send the original as per check list to Coordination office
- Assisting Admin officer in orientation of new recruited staff
- Provide assistance to Admin officer, that all staff received the MdM employment and Insurance cards and also registered with NSIF;
- Assisting and reporting the monthly attendance follow-up of Incentive payment staff and sharing the list of staff to Admin officer for payment preparation
- Liaised with Ecobank/Company and arrange PHCs Incentives transfer with Agent for timely cash distribution,

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





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.

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 labor office
Borjenglei State

