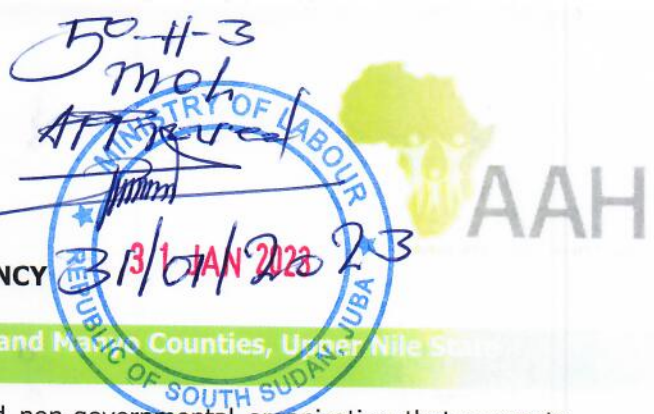


AAH-I South Sudan Country Programme
Hai Gabat, Opp. JIT Supermarket (behind SSD Customs)
Juba Town, Republic of South Sudan

JOB VACANCY



Senior Administration Assistant – Fashoda and Manyo Counties, Upper Nile State

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities. AAH-I also works with other marginalized communities, including pastoralists and people living in informal urban settlements.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong Thok, Maban and Malakal.

AAH-I South Sudan Country Programme is looking to recruit a suitably qualified candidates to fill the vacant position of **Senior Administration Assistants for (Fashoda/Manyo), Upper Nile State.**

Project: South Sudan COVID-19 Emergency Response and Health System Preparedness Additional Financing Project (CERHSP-AF)

Job Title: Senior Administration Assistants

Number: Two (2) Positions (1 in each county)

Reports to: Lot 1 Coordinator and dotted reporting to technical managers (HRAdmin Manger and Accountant)

Liaises with: Departmental Managers of Human Resources, Finance and Procurement

Duty Station: Fashoda (Kodok), and Manyo (Wadekona) in Upper Nile State, South Sudan

Project background

South Sudan continues to bear some of the worst health indicators in the world, with Under-five, infant mortality, and neonatal mortality rates estimated to be 98, 63 and 40 per 1,000 live births, respectively, reflecting a heavy disease burden for South Sudanese children (UNIGME, 2021); and a maternal mortality ratio for South Sudan is over 1,150 per 100,000 live births – one of the highest maternal mortality ratios in the world (MMEIG, 2017). It is estimated that about 40% of the under-five deaths occur during the first month of life reflects the high risks associated with delivery and immediate post delivery period for both the mothers and the new-born. Low birth weight, pre-term or small for gestational age, birth asphyxia, perinatal and neonatal infections. WHO estimates that low birth weight contributes 5% of total deaths in South Sudan reflecting an age-adjusted death rate of 23 per 100,000 population and putting the country at number 18 in the World. Malaria, diarrhea, and pneumonia are responsible for over 75% of deaths among under-fives- the burden for malaria is over 50% and a major contributor to the high burden of malnutrition among children in the country. South Sudan has a low routine EPI coverage for the last couple of years that can be attributed to the scarcity of skilled human resources at the grass root level for vaccination operations, high attrition rates for the few available skilled human resource, access issues due to insecurity coupled with recurrent flooding for the last three years. The low RI coverage results in building up of the cohorts of "Zero Dose" and under vaccinated children, especially in the most flooded and security compromised areas of Upper Nile, Jonglei, Greater Pibor Administrative and Unity





states, rendering them susceptible to the outbreaks of vaccine preventable diseases (VPDs). Just over a third (39%) of children under one year of age are fully immunized against the main vaccine-preventable diseases. The WUENIC coverage estimates for third dose of pentavalent vaccine for the years 2020 and 2021 remain at 49% while the administrative data shows 56% and 82% coverage for Pentavalent-3 for the years 2020 and 2021 respectively. The country has reported Measles, Meningitis, Hepatitis-E, Cholera and Anthrax outbreaks in 2022. The health sector, especially the immunization programme has been put under further strain by the Covid-19 outbreak where the same scarce human resource capacity is involved in COVID-19 vaccination operations, further compromising the routine immunization service delivery capacity. It is upon this background that the CERHSP-AF project is slated to continue in the greater Upper Nile Region.

The lot 1 project covers Fashoda and Manyo counties. Wadekona is the main town of Manyo County. Fashoda county borders Manyo county to the north, Melut county to the north-east, Baliet county to the east, Malakal county to the southwest and Sudan to the west. The county headquarter for Fashoda is Kodok town. Manyo County borders south Kordofan and White Nile region to the north and west respectively; Renk and Melut counties to the east and Fashoda to the south.

Job Summary

The primary role of this position is to support the management and implementation of project activities with particular emphasis on HR processes, Finance and Logistics aspects of the Lot Health Project being implemented in the two Counties of Fashoda and Manyo in Upper Nile.

The post holder will be responsible for ensuring general staff adherence to AAHI internal Policies on key areas;

- Enforcement of adherence to HR Policies – 60% (i.e. staff performance, PSEA, Fraud deterrence etc.)
- Enforcement of adherence to Finance guidelines and procedures – 25%
- Enforcement of adherence to Procurement guidelines and processes– 15%

Key Duties and Responsibilities:

The list of duties and responsibilities outlined below are not intended to be exhaustive, and as such may be supplemented or amended from time to time as considered necessary.

1. HR and Administration (60%)

- Conduct weekly and monthly data collection, data required for ERP HR system/tool.
- Support and provides day-to-day advice to teams on the implementation of HR policies and procedures to ensure compliance and consistency.
- Assists and provide employees guidance on medical insurance information when required.
- Management of Personnel records – ensuring that all documentation kept in personal files and maintained and archived safely and in a consistent manner (staff records on attendance, leaves and any other related issues).
- Monitor contracts and keep management informed of renewal dates in staff contracts e.g. end of contract dates, probation & review dates, etc.).
- Ensures that separation processes are done for staff leaving the organization (exit documents, exit interviews, etc.); and that all assets and/or documents are retrieved, and personal files closed.
- Co-ordinates and monitors staff performance processes (setting objectives, personal development plans, and reviews, setting by the necessary data is available and submitted.





- Manages the project HR/Admin enquiries and requests, and urgently providing the required support.
- Organizing and maintaining daily agenda and routine HR/Admin activities.
- Prepare for and attend Project team meetings, HR team meetings, and other meetings as needed to take notes and respond to concerns or provide information.
- Perform any other duties as assigned by his/her supervisor.

2. Finance and Administration (25%)

- Process day to day payments to staff, vendors/suppliers in the field in compliance with the AAHI/UNICEF requirements
- Maintain accurate accounts records by entering transactions in to the cash book on daily basis and reconcile the cash book balance with the physical cash balance at the end of every day;
- Carry out monthly cash counts at the end of every month and ensure surprise cash counts are done at least once in a month as per AAHI Policies and procedures
- Ensure the transactions are correctly coded as per the UNICEF/AAHI Codes before payments are done, required approvals granted and necessary supporting documentation attached as per AAHI/UNICEF Requirements
- Where required upload transaction information in financial system provided
- Ensure the ledger transactions and supporting documentation are sent to Juba on time in compliance with AAHI and donor reporting deadlines
- Maintain month end closure check list and ensure that it is closely followed.
- Support the project accountant with in preparation of the monthly control reports
- Coordinate with the Lot 1 Coordinator and Accountant to ensure realistic cash forecasts are provided and cash transfer request placed on time.
- Always adhere to Finance policies on reporting and procedures for handling cash and making payments
- Work closely with the project team to ensure a good level of accountability for all programme activities.

3. Logistical/Procurement Administration (15%)

- Supervise the Loading & Offloading of goods received and ensure that required documents are signed and filed according to the AAHI Procurement Policy.
- Ensure that the required forms for stocks movement are completed and shared with the Procurement focal through ERP.
- Keep records of Stationeries, fuel, food items and NFIs that may be supplied and or used on a daily basis. Tracking to be done through ERP.
- Ensure accuracy of records for items in storage – i.e. stock cards are properly recorded and inspect inventory regularly as scheduled.
- Assist Logistics and procurement in compiling data required (weekly, monthly, and quarterly) for reporting.
- Coordinate procurement of low-cost purchases as may be required from time to time in consultation with procurement department in Juba.





4. Reporting (10%)

- Ensure weekly reports are submitted to the Lot 1 Coordinator and or technical managers in Juba (HR Department, Finance Department and Procurement Department).
- Monthly reports are submitted according to the due dates as shall be communicated by the respective Department Managers (HR/Administration, Finance Department and Procurement Department).
- Maintain auditable project files (both hard and soft copy).

Expected Results

- Management of the Project staff records and Administrative materials
- Project Staff are performing and in compliance with AAHI Internal policy guidelines (as per the HR/Admin, Finance & Procurement Manuals).
- Utilizing standardized Administrative tools and systems (forms, templates etc.) to ensure transactions are smooth.
- Regularly sharing information according to standard formats for monthly reports and updates.
- Ensure periodic reports are accurate and shared on due dates to allow timely submission donor reporting correctly done.
- Ensure any deviation from Policy guidelines is flagged and immediate reported to the respective technical managers in Juba.
- Perform any other duties as assigned by his/her supervisor.

QUALIFICATIONS: Requirements Skills and Experience

Essential

- Minimum of Diploma in Business Administration, HR Management, Public Administration, Psychology, Social Science or any related field
- Minimum of 5 years' of mixed work experience in Administration work (HR+Finance+Logistics)
- Minimum 2 years working in rural setting of South Sudan.
- Advance studies in Business Administration, HR Management, Social Science or related field is plus.
- Multi-skills experiences in coordinating and managing Policies on HR/Admin, Finance and Procurement in a project setting. This should include experience enforcing HR and Finance Policies on record management, reporting and documentation, etc.
- Hands on experience in best management practices i.e. Administration of records on personnel files, payment vouchers, and purchases of good and custodianship of organization assets.
- Adequate working knowledge of processing monthly Payroll, benefits and disciplinary handling.
- Excellent knowledge experience on Humanitarian work, adherence to project time frames for reports and regulations governing payrolls, purchase of good and accountability reports.
- Experience in managing internal records and information while maintaining confidentiality.
- Ability to support project leadership and team to facilitate smooth delivery of planned project activities





- Experience/ability to work effectively with technical managers (HR, Finance and Procurement).
- Experience/ability to engage with Government authorities at State levels.
- Experience/ability to conducting internal staff training on organization policies and internal controls and Government regulated regulations.
- Strong communication and interpersonal skills with excellent command of written and spoken English.
- Strong computing skills including Microsoft Office packages such as MS Word, Excel, and Power Point
- Self-starter and able to work under pressure to meet tight deadlines and accomplish project needs.

Desirable Skills & Competencies

- Experience or working knowledge of HR Information Systems e.g. ERP, HRIS, Taleo, Homere, Oracle, or any other software for personnel management.
- Experience in process HR information or reports using spread-sheets, MS word, databases, and job-related software.
- Very enthusiastic and able to work extra hours to achieve the objectives of the programme.
- Fluency in locally spoken languages an added advantage.
- Proven training and capacity building skills.

Application Instructions

AAH-I is an equal-opportunity employer.

Interested candidates should address their application letters to the HR Manager AAHI South Sudan and position clearly indicated on the envelope OR email application letter and CV (with 3 referees) addressed to recruitss@actionafricahelp.org.

Hard copies applications can be submitted and delivered in sealed envelope at the **AAHI/UNHCR Field Office in Malakal.**

Deadline: All applications must be submitted latest by **17th February 2023 COB (4.00PM).**

Due to the high number of applications we receive and urgency for this position, applications will be reviewed as they are received and this position might be filled before the deadline.

