

## Jesuit Refugee Service – South Sudan

### SENIOR OFFICE ADMINISTRATOR

**Location:** Maban County, Upper Nile State -- South Sudan  
**Application Closing Date:** 21 February 2020  
**Date of incorporation:** March 2020  
**Position opened to:** International candidates  
**Salary Range & Benefits:** To be discussed with successful candidate

#### **Organizational Context:**

The Jesuit Refugee Service (JRS) is a Catholic international humanitarian organization with a mission to accompany, serve and defend the rights of refugees and forcibly displaced people. JRS has a priority to work wherever the needs of displaced people are urgent and offers a human service to refugees and their communities through a wide range of rehabilitation and relief activities. JRS is currently working in over 50 countries throughout the world.

#### **JRS Maban Response:**

Since its establishment in 2013, JRS Maban has been serving refugees and the host community living in Maban County, South Sudan (approximately 200,000 people) Refugees are fleeing violent conflict in the Blue Nile region and are hosted by a country experiencing a civil war now in its sixth year. In response to the needs of the communities in Maban, JRS is implementing a diverse suite of education, psychosocial and pastoral programs supported by the necessary logistical and administration supports.

JRS Maban engages a team of over 100 staff both national and international and community volunteers in its mission and is supported by the competencies of support staff from Country Office in Juba and Regional office in Nairobi.

JRS Maban Programme of work includes:

- Certified Teacher Training
- English Language Training
- Computer Skills Training Individual Counselling
- Support for Early Childhood Development Centre's and Primary School
- Day Care for Children with Disabilities
- Youth Sports & Recreation
- Trainings in Psychosocial Skills and Counselling
- Home Visits
- Material/ Non-food Item (NFI) Distribution

#### **Senior Office Administrator Role**

**This role will involve supporting the Project Director and Director of Operations to ensure the effective, efficient and accountable utilization of JRS assets and funds in compliance with JRS policies and procedures, to identify key gap/risk areas and work with JRS Senior Management in Maban and Juba to evolve a sustainable approach to addressing those coherently.**

#### **Indicative Key Responsibilities:**

- Prepare, monitor and provide ongoing analysis of project budgets in close co-operation with the JRS Finance team working in support of JRS operations in Maban
- Assist with project financial reporting in collaboration with the JRS Finance team and Programmes team in Country Office in Juba.



- Work in close collaboration with the project coordinators, procurement and finance personnel to ensure spending forecasts and purchases are done in accordance with the approved donor budgets and available funds
- Ensure compliance with JRS HR, Procurement and Finance systems at field level in close collaboration with the JRS CO including appropriate, chronological filing and back up of all key data and documents
- Supervise the project bookkeeper and all accounting activities at field level in co-operation with the JRS Finance Team in Country Office
- In cooperation with Project management supervise cash payment and reconciliation processes and work with JRS Finance Team in Country Office to identify key risks and propose mitigations within the cash management system
- Work with the Project Director and JRS CO to strengthen compliance with procurement, HR and Finance functions and evolve a strategy for addressing those, including a plan to develop the capacity of staff in key areas.
- Support the project accountant to compile monthly salary data and send all the data to the administrative coordination in Juba
- Support the role out and field training and follow up of key staff in the new Navision finance and procurement management system

#### **Ideal Candidate Profile:**

- Clear commitment to the mission and ethos of JRS and share its values of compassion, professionalism and desire to be with those most in need.
- At least two years' experience in a similar role within a humanitarian context, and demonstrable ability to give attention to detail
- Professional diploma or university degree in Administration and Finance or HR sectors
- Knowledge of major donors' procedures is an asset
- Excellent written and spoken English
- High Level of Competency in Microsoft Office Packages and Computer Skills
- Ability to work under pressure

#### **Submission Requirements**

Please send your CV and a cover letter that indicates what skills and experience you have that meets the criteria and your availability. The CV (maximum 3 pages) should include contacts (phone and email) for three referees. Please note that only official email addresses for referees will be accepted. Kindly send the application to: [sds.recruit@jrs.net](mailto:sds.recruit@jrs.net) and [sean.kenney@jrs.net](mailto:sean.kenney@jrs.net) by 5pm closing date **21<sup>st</sup> February, 2020**

**PLEASE NOTE:** Due to urgent need to fill this vacant position we will be reviewing the application as we receive. Only candidates who apply by the deadline and who can demonstrate experience of overall strategic management of administration processes should apply and only short listed candidates will be contacted.



**Commitment to Child Safeguarding:**

JRS is committed to the safeguarding of children (under 18 years) who come into contact with JRS South Sudan personnel and volunteers in all JRS South Sudan works. All JRS-South Sudan Staff are expected to comply with JRS South Sudan Policies and Procedures in this regard and to sign a declaration of commitment to this effect.