

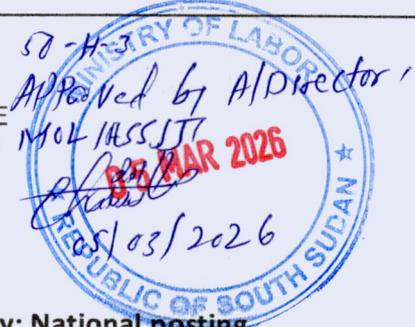


JOB ADVERTISEMENT

ADMINISTRATIVE MANAGER

Duty station: RENK UPPER NILE STATE

Number of positions: ONE (1)



Date Issued: 5/3/2026

Dateline: 25/3/2026

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

Goal/ Purpose

Under the direct management of the Field Coordinator of Upper Nile and the technical line management from the HR and Finance Coordinators, the Admin Manager is responsible for HR and Finance procedures in Renk while managing directly the HR and Finance team in the base. He/she will be the direct focal point with the Renk local authorities making sure that SI remains transparent and objective in its processes. He/she will be responsible for the proper advice and follow up on HR matters and ensuring strong financial oversight in the base while reaching to Coordination team as needed. The Administrative Manager supports the administrative coordinator in processing accounting and financial transactions, as well as in all tasks and procedures associated with HR.

He/she assists the administrative coordinator to define and implement national HR policies at mission level.

He/she is responsible for implementing and monitoring, in close collaboration with the administrative coordinator, administrative, financial and HR procedures on the different bases.

The Administrative Manager manages the administrative teams with the support and under the supervision of the administrative coordinator.

He/she manages the cash processes (cash transfer, donor payment...) at mission level under the supervision of the administrative coordinator.

He/she takes on the functions of the administrative coordinator in case of absence.

JOB

List of main activities

Financial and budgetary management:

- Elaborate and import budget parameters in SAGA after validation of the desk financial officer
- Check the monthly projects budget follow ups according to Solidarités format
- Prepare the monthly global budget follow up document
- Prepare the financial reporting requested by authorities (government, ministries...) to be validated by the administrative coordinator and/or the HoM before submission
- Supervise the monthly closing, review and integration of the accounting for his/her mission
- Supervise the verification of the accounting files before they are sent to HQ
- Prepare for and support audits or possible inspections



Accounting management:

Monitor enforcement of cash payment rules and accurately record transactions in Saga

Send the monthly accountancy package to HQ after validation from the administrative coordinator and manage directly the monthly integration at HQ level with the desk financial officer and his/her assistant

Send all supporting documents relating to account closure to HQ as requested by the accounting manager and desk financial officer **(If no accountant is present)**

Centralize the base's accountancy within the Saga software

verification of the base's accountancy (descriptions, accounting codes, budget headings, reconciliation, range rate)

physical verification of invoices and cash inventories in each Balzac

- Management of the Mission Bank Balzacs
- Contribute to the elaboration, review and harmonization of M&E tools, data management, especially in M&E Plans.
- Check relevance of reports, analysis, maps and recommendations produced.
- Propose adjustments, new activities to improve the quality of the operations or approaches, in consultation with PMs and program / technical coordinators.
- Upon a hoc request from the program / technical coordinator, perform advanced analysis.
- Contribute to terms of references for external evaluations and studies.

Accountability

- Support the design and roll out of complaints response mechanisms.
- Check that the key principles of the mechanism are respected.
- Produce regular analysis of the complaints and feedback received.

Institutional Knowledge Building (IKB)

- Build on institutional knowledge on M&E activities and missions' results (lessons learnt and recommendations) and make sure these are known by PMs.
- Support recommendation tracking process and work on action plans.
- Use SI's IKB tools to document MEAL tools and methodologies/approaches.
- Produce a detailed handover report in the approved SI format at the end of the employment.

HR management/Capacity Development

- Make sure that new staff are briefed on MEAL's roles and responsibilities.
- Participate in the evaluation and in the assessment of the performance of collaborators under his/her supervision
- Identify training and hiring needs among the teams in Renk and Malakal

Reporting / communication / representation



- Participate in writing project proposals and reports' paragraphs on crosscutting issues and MEAL.
- Make sure the right formats and delays are respected.
- Represent SI when asked and/or delegated to do so.
- Upon request, develop articles, case studies and success stories.
- Share with the appropriate authority any information on the security context and any event which may have consequences for SI activities and team safety
- Send Saga after integration to the different bases
- Supervise vouchers and other back up documents to be sent to HQ on a 6-months basis
- Lead the semi-annual and annual accounting closure with his/her administrative team and under the supervision of the administrative coordinator and/or the desk financial officer (accrual expenses, balance of holidays, debt situation, asset purchases, donations in kind, etc.)

Cash Management:

- Centralize the monthly cash forecast of each base and prepare the document under the supervision of the administrative coordinator
- Process and monitor the cash transfer from HQ in Paris
- Manage the cash-flow at mission level and ensure that banks and cash boxes are well supplied for each base
- Monitor the security of funds and propose improvement of the internal cash transfer process at mission level to the administrative coordinator
- Monitor donor installment at field level (if any)

Administrative follow up

- Monitor the implementation of administrative, financial and HR rules and procedures
- Ensure that the administrative calendar is respected by the administrative team
- Follow up on the lease agreement
- Ensure completion of paper and digital filing, as well as securing administrative documents on all bases
- Supervise the back up of all files at coordination level on a regular basis and ensure the filling of these documents

Legal follow up

- Track changes in national laws and policies
- Prepare and control tax payments, (income tax, VAT...)

Implementation of the national HR policy

- Take part in the development of the national HR policy
- Participate in defining and monitoring the implementation of HR policy and social welfare on the mission
- Evaluate risks linked to changes in social policy
- Propose improvements to employee working conditions



- Ensure appropriateness and coherence between mission job descriptions and SI standard job descriptions
- Ensure the SI job matrix is applied on the mission and the recruitment process respected
- If necessary, participate in rewriting the salary matrix (benchmark...)
- Continually ensure coherence between SI HR policy and national laws

HR management for national staff

- Ensure that declarations and payment of taxes and charges are made to relevant organizations
- Keep informed of all bills and changes associated with employment law, employment in general, and staff training.
- Improve staff working conditions in close collaboration with the administrative coordinator
- Collect the necessary information for monitoring changes in the cost of living.
- Check the monthly salaries
- Verify the base's salary databases and payroll processing (Balzac XX)
- Check the update at base level of the HR linked information through Homère software
- Supervise the update of all HR-related documents at mission level and filing at coordination level
- Monitor adherence to national HR policy at mission level
- Update staff records and follow up HR deadlines
- Consolidate and update the mission organization chart
- Supervise annual performance review deadlines, contract dates...
- Participate in creating an annual mission training plan, supervise its implementation and measure its impact
- Participate in the mission HR policy
- Check that job descriptions fit the standard job matrix and ensure that the recruitment process is respected

Expatriate HR management

- Organize the administrative briefing of expatriate employees
- Ensure the administrative management of expatriates within the SI mission (file, visa, plane tickets, etc.)
- Supervise the filing of international staff documents

Team management

- Supervise and train base administrators

Conduct regular field visits to the different bases

- Supervise the admin staff at coordination level
- Ensure minimum staffing levels for the administrative service during periods of absence (vacation, illness, etc.)
- Participate in implementing staff promotions
- Participate in the implementation of career planning and the management of staff mobility
- Make a list of schools and training programs in the country
- Improve recruitment procedures
- Participate in recruiting in-pat executives
- Ensure relations with employee representatives, in particular by taking part in their meetings



Reporting/Communication

- Help the administrative coordinator with creating operations proposals and drawing up financial reports
- Establish and maintain relationships with the administrative authorities at national level
- Maintain relationships with other NGO & INGO, authorities and other partners on request
- On request, participate in meetings (donor, authorities, NGO forum...) and workshops relating to his/her field of activity and write up minutes to the administrative coordinator

ORG CHART POSITION (reporting and functional relationships)

Line Manager: Administrative coordinator

Line Report(s) [on Base]: Base administrator and admin staff at coordination level

Functional Manager: -

Functional Report(s): -

REQUIREMENT

- Bachelor's or Master's degree in finance, Accounting, Human Resources, Business Administration, Economics, or a related field. Professional certification such ACCA, CPA etc. is added advantage.
- 3-4 years plus experiment in the humanitarian sector

TECHNICAL SKILLS

- Strong experience in financial management, accounting, budgeting, cash-flow forecasting, and internal controls. Good knowledge of HR in relation to SSD labor laws,
- Good command of HR administration including recruitment, contracts, payroll, staff files, and disciplinary procedures in line with SSD law labor.
- Good interpersonal Skills, organization skills, communication Skills
- Knowledge of HOMERE and SAGA would be an asset, Microsoft Office (Excel and Word skills).

TRANSVERSAL SKILLS

- Financial prudence, PSEA understanding, Team management, coordination and good relations with stakeholders
- Computer literacy, excel, word and PowerPoint
- General Assessments

LANGUAGES

- Fluent in Arabic, written and spoken
- Any other local language is considered an asset

TECHNICITY / MANAGEMENT

- : Good technical Skills in HR/Finance, attention to detail
- Excellent Management Skills

SECURITY MANAGEMENT:

- Have good security management



Working hours: From Monday to Friday 7:30-4:30PM.
Basic salary: according to SI salary scale
Position open to South Sudanese 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

Please note that Solidarités International has 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: 25/3/2026. 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.

