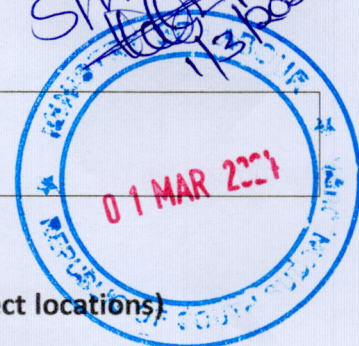


Approved
50-H-3
MOL
S/M speed for
13/03/2024



JOB ADVERTISEMENT

ADMINISTRATIVE SUPERVISOR

Duty station: **UNITY STATE/RUBKONA (with frequent travel to Project locations)**

Number of positions: One (1)

Date Issued: 1/03/2024

Category: National Staff Posting

I. Presentation of organisation:

SOLIDARITES INTERNATIONAL is an international humanitarian organization which provides aid and assistance to victims of war or natural disaster. For over 40 years in actions have focussed on meeting three vital needs: water, food and shelter. Solidarites International has been present in South Sudan since October 2006 and the mission currently consists of both emergency and post emergency programs.

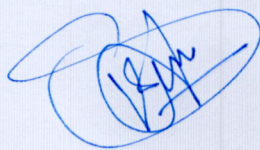
Goal / Purpose:

- S/he is responsible for a clear organization of administrative department. S/he ensures a transparent accounting, cash management and a correct file archiving.
- At his/her assigned base level, the administrative Supervisor oversees processing of financial operations as well as all tasks related to Human Resources.

II. Responsibilities and Tasks:

Administrative management of personnel:

- Participate actively in the administrative part of the recruitment process with support of the Admin manager. Update the Recruitment follow up
- Update the EAP follow up based on managers input and send frequent reminders with support of the base management.
- Participate in the monitoring of work contracts on the base and update the Contract follow up



- Update the Daily Workers Database regularly and update the Community Volunteer database regularly. Ensure close follow up of employment periods for DW
- Prepare the monthly payroll, Issue pay slips and supervise payment of salaries after approval by Admin Manager

Team management

- Ensure the minimal replacement of members of the admin services in case of absence (days off, sickness etc.)

Treasury / accounting / management

- Prepare monthly closing, revision and integrity of accounts for the base
- Manage SAGA software at base level. Prepare the accountancy daily, and closing monthly. Issue vouchers, supervise archiving of records, including hard archiving and scanning of all finance and HR archives
- Participate in audits or any checks issued by partners or head office, at the base level
- Participate in the consolidation of budget follow ups and cash forecasts at the base level. Support the Admin Manager in all tasks related to budget management, such as updating the BFU and Allocation Board

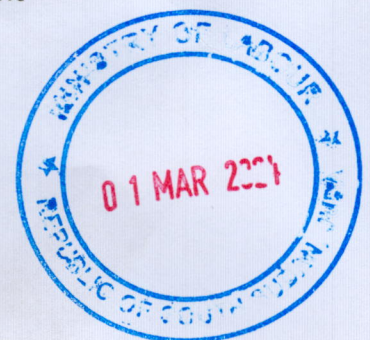
Reporting / communication:

- Participate in supervision of regulations in effect
- Aid admin Manager in relations with administrative authorities

The list here above is not exhaustive, and you could be requested to perform other tasks according to the need of your line manager.

III. Preferred Skills:

- Degree in Financial management, Administration and accounting or any other related field
- At least 3 to 4 years' experience in Finance and Accounting management.
- Ability to organize theoretical and practical training sessions
- 2 to 3 years of experience in INGO accounting and financial management



- Good level of English (both written and spoken)
- Good knowledge of SAGA Software will be an added advantage
- Computer skills and knowledge of Microsoft programs (especially Word and Excel) is mandatory. Must have high level of excel skill.
- Team work and team management

Line manager: Deputy Program Manager

Contract: fixed-term contract of 6 months' subject to funding.

Working hours: From Monday to Friday 7:30-4:30PM. As an executive job, some flexibility can be expected from the employee.

Basic salary: according to SI salary scale

Position open to applicants nationwide, local applicants (Rubkona County) are highly encouraged to apply.

Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc....) to **Solidarités International office** at Hai Cinema, Juba, or Solidarités International's office in Rubkona (Humanitarian Hub), Malakal Humanitarian Hub, Solidarités International's Office in Melut, Renk, and Kodok.

You Can as well send your application on the below email,

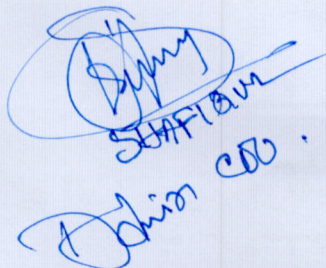
Juba.adm.recruitment@solidarites-southsudan.org

Please note that Solidarités International keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Deadline for submitting applications is: 20/03/2024. Due to the Emergency nature of the position, Applications will be checked on daily Basis. Any Application sent after this date will not be considered.

Women with the required skills are highly encouraged to Apply.

Only qualified candidates will be contacted.


SEAFIBAM
John CDO.

