

JOB DESCRIPTION

Preliminary Job Information

Job Title	ADMINISTRATIVE AND FINANCIAL COORDINATOR
Country & Base of posting	SOUTH SUDAN – JUBA
Reports to	HEAD OF MISSION
Duration of Mission	12 months

General information on the mission

Context

Première Urgence Internationale is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilians' victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. The association leads in average 190 projects per year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 5 million people in 20 countries – in Africa, Asia, the Middle East, Eastern Europe and France.

In the Republic of South Sudan (SSD), more than 4 years of armed conflict have shattered the lives of millions of people. There are nearly 2 million people Internally Displaced (IDPs). Among them, about 200,000 people have found refuge in various UNMISS PoC sites (Protection of Civilians). In addition, there are nearly 2.5 million refugees in neighbouring (more than 1 million in Uganda, more than 700,000 in Sudan, and about 400,000 in Ethiopia).

About 3 out of 4 households across South Sudan are facing moderate to severe food insecurity, triggered by a weak national economy, high food and staple prices as well as insecurity. Malnutrition rates are also persistently high. Health service delivery is largely depending on NGOs; in areas with increased numbers of IDPs and insecurity, providing services remains a challenge with increased risks of epidemic prone diseases.

PUI's strategy/position in the country

PUI has been operating in South Sudan since February 2015 and intends to extend the coverage of its current intervention. PUI is addressing the urgent needs of the most vulnerable in the targeted areas, through an integrated approach based on the following strategic objectives:

- To save lives by providing timely, quality and integrated multi sectoral assistance to the most vulnerable individuals in coordination with partners;
- To assist in the process of restoring the capacities of government bodies and communities to rebuild and recover from crises and prevent relapses;
- Contribute and mainstream protection in all of PUI programs for beneficiaries facing violence, threats, coercion in order to protect their dignity and rights.

Since 2015, PUI has implemented the following projects in the country:

➔ Access to Primary Health Care services

PUI has been providing primary health care services since the start of its activities in 2015 in Aweil North, in former Northern Bahr el Ghazal State (NBeG) The interventions have provided communities with an essential health care package in PHCC (Primary Health Care Center), PHCUs (Primary Health Care Units) and through mobile outreach activities, integrating health, nutrition and FSL services. PUI targets the most vulnerable population groups, which include children under 5 years old and Pregnant and Lactating Women (PLW) with a specific focus on preventive care and health

promotion. PUI reaches high numbers of beneficiaries with its health services and even increases coverage and consultations during the Malaria season.

➔ Nutrition

In Aweil North (NBeG), PUI provides nutrition services according to the Community Management of Acute Malnutrition (CMAM) protocol at PHCC level and through outreach activities. This includes Out-patient Therapeutic Program (OTP) and Targeted Supplementary Feeding Program (TSFP) for children between 6 and 59 months as well as Pregnant and Lactating Women (PLW). PUI currently supports 15 nutrition sites. At Majak Kaar PHCC, PUI also runs a Stabilization Centre (SC) for children suffering from Severe Acute Malnutrition (SAM) with complications, which also serves as a referral site for OTPs and TSFPs run by PUI and other partners.

➔ Food Security

PUI started its Food Security and Livelihoods (FSL) activities in 2015, with food distributions targeting vulnerable households. In 2017, PUI conducted a multi-sectoral needs assessment with the aim of assessing the needs and identifying the root causes of poor food security and deteriorating nutritional status of the population in Aweil North. The results have proven very useful to prepare well-documented proposals.

In 2018, PUI started implementing a FSL program providing emergency livelihood support to food insecure households in 18 Bomas (a local administrative level) of Aweil North (NbeG), including in the villages where PUI runs health and nutrition programs, thus integrating all services.

In addition, PUI conducted in August 2018 a rapid FSL needs assessment in Twic State (former Warrap State) – which prompted a new emergency FSL program in that area. The current FSL project supports 6,300 Households in Aweil North and Twic and stands on three core components:

- Distributing vegetable and fishing kits;
 - Establishing group gardens/fishing groups and demonstration plots;
- Supporting the groups with extension services and trainings on conservation agriculture techniques, Post-Harvest Management, IPDM (Integrated Pest and Disease Management) and safe and hygienic gardening and fishing practices.

PUI aims to further develop its integrated approach and expand to other geographical areas of intervention. Therefore, PUI has done recent assessments with a specific focus on the greater Bahr el Ghazal region and Warrap, which include Aweil Centre, Aweil East, Wau State, Twic and Raja.

During all assessments and the d

History of the mission and current programs

PUI's aim is to save lives through an integrated approach combining health, nutrition, FSL and if possible, WASH services, in coordination with partners. Each single activity will be supporting the other activities, as to have an effective program with a large impact, aiming to reach the most vulnerable and at-risk population groups.

PUI has been implementing different activities in Northern Bahr El Ghazal State since the start of the Mission in 2015:

- ➔ PUI took over a Primary Health Care Centre (PHCC) that used to be run by MSF-Spain. Since the beginning of the activities, PUI has served a high number of beneficiaries. In 2017 alone, PUI has provided around 125,000 consultations through static Primary health care and mobile outreach. Currently, PUI is providing health services in 15 villages, focusing on children under 5 and women of reproductive age.
- ➔ PUI started its nutrition services in April 2015 in the PHCC and has expanded its coverage since then, with 15 nutrition sites. The nutrition activities include the treatment of acute malnutrition (moderate and severe) for children from 6 to 59 months and Pregnant and Lactating Women through OTP, TSFP and Stabilization Centre activities.
- ➔ In 2018, PUI started an emergency FSL program, distributing crops as well as vegetable and fishing kits during the rainy season and providing trainings. The targeted communities are directly linked to the nutrition and health activities, as all programs are implemented in the same area. Later on in 2018 and following in 2019, PUI developed a dry-season activity targeting 3,300 households in Aweil North, providing vegetable and fishing kits, as well as establishing farmer and fishing groups; they will be trained on conservation agriculture techniques, Post-Harvest Management, IPDM (Integrated Pest and Disease Management) and safe and hygienic gardening and fishing practices.
- ➔ The same FSL activities are implemented in Twic (Former Warrap State) since November 2018, supporting 3,000 households with the distribution of kits and trainings for farmers and fisher folk.

- ➔ Community outreach activities are always intertwined in every aspect of the activities. PUI's network of Community Volunteers is actively involved in active malnutrition screening within the communities through home to home visits. They also refer cases to the PHCC and PHCUs and deliver health and IYCF (Infant and Young Child Feeding) education sessions. To increase awareness on these issues, PUI also heavily relies on Mother to Mother Support Groups, the Boma Health Committees and Project Committees.

Based on assessments done in 2018 and PUI's strategy, PUI has developed several proposals with the aim to expand to other geographical areas. Anticipating on a positive outcome PUI is therefore advertising several positions. Final contracts will depend on agreed donor contracts.

Configuration of the Mission

BUDGET FORECAST 2019	4 MILLION €
BASES	CURRENT: JUBA, PAMAT (AWEIL NORTH), WUNROK (TWIC)
NUMBER OF EXPATRIATES	11
NUMBER OF NATIONAL STAFF	140 staff and 150 Volunteers
NUMBER OF CURRENT PROJECTS	3
MAIN PARTNERS	ECHO, UNICEF, WFP, GIZ, FAO
ACTIVITY SECTORS	Health, Nutrition, Food Security
EXPATRIATE TEAM	<p><u>Juba Coordination Office</u> : 5 expatriates (Head of Mission, Admin and Finance Coordinator, Logistics Coordinator, Medical Coordinator, Grants Officer);</p> <p><u>Pamat Base (Aweil North)</u>: 6 expatriates (Area Coordinator, Base Administrator, Base Logistician, Health Program Manager, Nutrition Program Manager, FSL Program Manager);</p> <p><u>Wunrok Base (Twic)</u>: the base is managed remotely by the Pamat base, with the support of the coordination office in Juba and through regular travels between Pamat and Wunrok.</p>

Job Description

Overall objective

The Administrative and Financial Coordinator is accountable for the sound financial, accounting and budgetary management of the mission as well as the management of human resources and the administrative and legal records.

Tasks and Responsibilities

- ▶ **Financial, budgetary and accounting management:** He/She is responsible for all aspects relating to finance, including budgetary and accounting elements, as well as the mission cash flow.
- ▶ **Management of human resources:** He/She is responsible for the administrative management of the local and international teams, for the definition/updating of procedures and HR management tools in accordance with labor regulations in the intervention country and the HR policies of PUI, and for the monitoring of risks linked to HR questions.
- ▶ **Administrative and legal management:** He/She supervises administrative records and guarantees that the status and functioning of the mission are in legal accordance with the requirements of the intervention country.
- ▶ **Representation:** He/She represents the association in its relations with partners, authorities and different local players for the financial, administrative, legal and human resources areas of the mission.
- ▶ **Coordination:** He/She centralizes and diffuses information within the mission and to headquarters for all financial, administrative, legal and human resources aspects of the mission, and consolidates the internal and external reporting for these domains.

Specific objectives and linked activities

1. ENSURING SOUND FINANCIAL, BUDGETARY AND ACCOUNTING MANAGEMENT FOR THE MISSION

a. Financial

- ▶ He/She elaborates and updates monitoring the FFU (Finance Follow-Up) to ensure the financial equilibrium of the mission and prevent risks. He/She analyses financial information, and shares his/her conclusions with the coordination team, the base managers and the appropriate technical managers, as well as with the financial controller at headquarters.
- ▶ He/She ensures the implementation and correct use of financial, accounting and budgetary procedures and management tools throughout the mission. He/She is responsible for briefing new expatriates and local employees on these rules and organizes training when necessary.
- ▶ He/She ensures, amongst other things, that expenditure procedures are respected and implements an internal control system. He/She also participates in the validation of procurement files.
- ▶ He/She is responsible for financial audits on the mission and supervises the transmission to headquarters of the necessary documents and information within the framework of headquarters' audits.

b. Budgetary

- ▶ He/She pilots the development of the mission budgetary framework for the year, and monitors/revises it at regular intervals, such as defined with the finance controller at headquarters.
- ▶ He/She formulates project budgets within the framework of operations proposals (including budgetary narrative), respecting the procedures for each donor, in coordination with the coordination team and the appropriate field managers. He/She ensures therefore the cost coverage strictly linked to the proposed programs, but also to the fair distribution of mission operating costs throughout each project.
- ▶ He/She prepares each month the budgetary monitoring for each project (FFU), which he/she communicates to the appropriate players in the mission and headquarters within 15 days following the end of the month, and analyses with them any discrepancies between forecast and actual figures.
- ▶ He/She carries out budgetary projections at regular intervals in order to ensure the optimization of budgetary resources while respecting the eligibility and flexibility rules of each donor. He/She proposes where necessary budgetary adjustments, which could necessitate requests for contractual amendments. He/She takes into account the contractual timing required for presenting an amendment and ensures that all the documents are transmitted in due time to headquarters.
- ▶ He/She ensures, throughout each project, that funds are correctly attributed, respecting the contractual framework in terms of eligibility rules (date, nature and procurement procedures) and reporting intervals.
- ▶ He/She produces external financial reports for the donors that he/she transmits to the Head of Mission for transmission to headquarters with all the documents constituting the contractual report.

c. Accounting

- ▶ He/She supervises the accounting assignment of transactions, ensures that expenditure is correctly assigned and carries out the monthly accounting closure having carried out all the necessary controls. He/She then transmits the monthly accounts to headquarters in an electronic version as well as the paper accounting returns within 8 days following the end of the month.
- ▶ He/She is responsible for the correct archiving of accounting documents according to the rules established by headquarters.

d. Cash Flow

- ▶ He/She establishes the provisional cash flow with the teams and transmits to headquarters requests for transfers. He/She ensures that the amount of cash flow for the mission is sufficient for the requirements in the field over the period, taking into account possible donor payments carried out locally in these transfer requests to headquarters.
- ▶ He/She is responsible for the bank accounts and funds for which he/she regularly controls the balances, and he/she organizes fund movements to the mission permanently mindful of the security of the transferred and stocked funds.

2. ENSURING THE GOOD MANAGEMENT OF LOCAL HUMAN RESOURCES FOR THE MISSION

a. HR Policy

- ▶ He/She produces and proposes possible updates to the HR policy in terms of rules, procedures and tools, relating to recruitment, remuneration, administrative management, disciplinary aspects and the management of individual career paths within the organization.
- ▶ He/she guarantees the application of this policy, once validated by the Head of Mission and Headquarters, and consequently monitors that the rules and procedures are known, understood and applied by all team leaders, and that the team leaders have all the tools required for their application.
- ▶ In particular, he/she participates in the production and/or updating of the internal rules of procedure and is responsible for their correct application.

b. Administrative management, management of career paths

- ▶ He/She participates in the validation of recruitment requests, contractual amendments (whatever the object: function, remuneration, hours, end date...), disciplinary sanctions and dismissal decisions.
- ▶ He/She supervises the organization of recruitments (offer, candidates, and interviews) for his teams and can be called upon to participate for other departments.
- ▶ He/She ensures the constitution of administrative files for the personnel, and monitors that employee documents are in accordance with working for PUI in the country.
- ▶ He/She establishes personnel work contracts.
- ▶ He/She defines the procedures and produces necessary integration supports for new employees.
- ▶ He/She elaborates the remuneration grids (fixed and variable elements), defines the complementary advantage packages (compulsory or not: medical cover, per diem, insurance, travel expenses...) and ensures their implementation, once validated by the Head of Mission and Headquarters.
- ▶ He/She supervises pay operations.
- ▶ He/She monitors absences and particularly vacations.
- ▶ He/She monitors the smooth running of the evaluation process for all the employees of the mission.
- ▶ He/She identifies training needs and participates in making them materially possible.
- ▶ He/She responds to requests from team leaders, advises them and accompanies them where necessary.

c. Organization of work

- ▶ He/She participates in the elaboration of staffing organization charts, is attentive to the coherence of team composition, in terms of task sharing and responsibilities, definition of hierarchical and functional links, job titles.
- ▶ He/She elaborates the job classification grid, updating it when necessary, and monitors its strict application in the field.
- ▶ He/She participates in the elaboration of job descriptions and validates them according to the classification grid.
- ▶ He/She participates in the definition of Human Resources requirements within the framework of the drafting of project proposals and possible amendments.

d. HR risk management

- ▶ He/She monitors salary costs, carries out financial projections, anticipates and alerts if necessary.
- ▶ He/She ensures that the HR rules and procedures are in accordance with current employment legislation, ensures social monitoring and carries out updates where necessary.
- ▶ He/She is responsible for defining and implementing appropriate work conditions, in particular concerning health and safety rules.
- ▶ He/She anticipates and prevents social conflicts and participates in crisis management where necessary. Conflict prevention may require the organization of a personnel representation system, if inexistent.
- ▶ He/She is attentive to the risk of abuses of authority (between local employees or from expatriates towards local employees, in whatever form) and reports all inappropriate behavior to the Head of Mission.
- ▶ He/She is responsible for managing the files for all the personnel (on staff or not), the updating of data and their physical

and electronic archiving.

- ▶ He/She is responsible for the follow-up of the security envelopes of the expat (to give to the expats and make sure the expats give the security envelopes back when they leave the mission)

3. ENSURING THE ADMINISTRATIVE MANAGEMENT OF INTERNATIONAL MISSION PERSONNEL

- ▶ He/She ensures the constitution of administrative files for international personnel, their registration with local authorities and embassies, and monitors that expatriate documents are in accordance with working for PUI in the country.
- ▶ He/She organizes and manages sanitary and medical repatriations with the field medical coordinator (if necessary) and the headquarters medical manager.
- ▶ He/She organizes and manages UNHAS flight bookings/cancellations/modifications for all the national and international staff in South Sudan and he/she is responsible of the correct and on time maintenance of WFP account and follow up of the flights expenses
- ▶ He/She supervises the organization of mission arrivals and departures (bookings, travel documents, transit, vacation requests, return sheet...) in coordination with the Head of Mission and headquarters.
- ▶ He/She carries out the briefing for all expatriates arriving to the mission within his/her skill areas.
- ▶ He/She participates in the definition of the monthly per diem amount and manages and/or delegates the per diem allocation and eventually salary advances in collaboration with headquarters.

4. ENSURING THE ADMINISTRATIVE AND LEGAL MANAGEMENT OF THE MISSION

- ▶ He/She ensures the registration of PUI in the country and with the different State departments (Tax office, Immigration Authorities, National Insurance society, Planning Ministry...) respecting current administrative procedures, legal and fiscal requirements.
- ▶ He/She organizes the legal protection for the mission, in particular by identifying one or more local partners capable of providing the necessary advice (lawyer for example).
- ▶ He/She participates in the drafting of contractual documents for the mission (with the authorities, NGO partners, suppliers, insurers, vehicle and rented property owners...) and ensures their monitoring.
- ▶ He/She participates in the administrative and legal monitoring of projects, in particular the implementation of the supply chain.

5. ENSURING THE CIRCULATION OF INFORMATION, THE COORDINATION AND THE REPRESENTATION FOR "ADMIN" QUESTIONS

- ▶ He/She ensures an efficient circulation of information to field, capital and headquarters teams.
- ▶ He/She drafts or participates in the drafting of internal activity reports for everything dealing with financial, budgetary, accounting, HR, administrative and legal management for the mission.
- ▶ He/She ensures the administrative coordination at mission level by regular visits to the bases, controls, monitoring, training, etc...
- ▶ Internally, he/she is the representative for PUI with the Personnel representative instances, either legally compulsory or not. He/She is also the representative for PUI for all the personnel for any question relating to Human Resources; as such, he/she ensures the communication of any decision or change in rules or procedures to the local teams and ensures that the necessary explanations are provided so that the appropriation is facilitated.
- ▶ Externally, he/she represents PUI with the legal, fiscal and administrative authorities (Work inspectors, Tax office, collection organizations...). He/She develops and maintains relationships with partner entities, in particular within the NGO forum for coordination for everything dealing with administration, donors and human resources.

6. SUPERVISING AND MANAGING "ADMIN" TEAMS

- ▶ He/She supervises all the admin team, directly or not. He/She drafts and validates job descriptions and carries out or delegates performance appreciation interviews. He/She animates work meetings, arbitrates possible conflicts, and defines priorities and activity timings.
- ▶ He/She participates in the recruitment of members of the admin team.
- ▶ He/She ensures and/or supervises continuous development training for procedures and tools of PUI for local and international members of the admin team, at the capital and on the bases.
- ▶ He/She supports the Base Managers in their admin activities, in a functional and non-hierarchical relationship.
- ▶ He/She elaborates the admin department action plan according to the objectives defined in the annual mission program.

Focus on 3 priority activities relating to the context of the mission

- ▶ Monitoring of expenditure according to plan and with available tools and prepare financial reports for the on-going

<ul style="list-style-type: none"> ▶ projects ▶ Development updating HR policies, and be the gatekeeper of PUI HR process ▶ Training and support of managers and team leaders in HR process
Team management
Number of people to manage and their position (expatriate/local staff) <ul style="list-style-type: none"> ▶ Direct management: <ul style="list-style-type: none"> - National Staffs : 1 Admin/Fin Coo Assistant ▶ Indirect management: <ul style="list-style-type: none"> - National Staffs: 1 cook-cleaner

Required Profile

Required knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING	Financial/accounting management x	Project management Human Resources Management
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	Previous experience in humanitarian work Finance and Human Resource Management X	
KNOWLEDGE AND SKILLS	Knowledge of institutional donor procedures (OFDA, ECHO, AAP, UN agencies...)	
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (to be specified) 	X	X
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	X (Excel compulsory)	Saga

Required Personal Characteristics (fitting into the team, suitability for the job and assignment)
<ul style="list-style-type: none"> ▶ Good stress management ▶ Resistance to pressure ▶ Analytical capability ▶ Organized and methodical ▶ Reliable ▶ Strong sense of responsibilities ▶ Strong listening and empathy skills ▶ Ability to adapt, manage priorities and be pragmatic ▶ Diplomatic and with a sense of negotiation ▶ Good communication skills ▶ Honesty and rigor

Proposed terms

Status

- ▶ **EMPLOYED** with a Fixed-Term Contract

Compensation

- ▶ **MONTHLY GROSS INCOME**: from 2 200 up to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

Benefits

- ▶ **COST COVERED**: Round-trip transportation to and from home / mission, visas, vaccines...
- ▶ **INSURANCE** including medical coverage and complementary healthcare, 24/24 assistance and repatriation
- ▶ **HOUSING** in collective accommodation
- ▶ **DAILY LIVING EXPENSES** (« Per diem »)
- ▶ **BREAK POLICY** : 5 working days at 3 and 9 months + break allowance
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months