

# JOB DESCRIPTION

Preliminary job information	
<b>Job Title</b>	<b>BASE ADMINISTRATOR</b>
<b>Country and Base of posting</b>	<b>SOUTH SUDAN – PAMAT (NBeG)</b>
<b>Reports to</b>	<b>FIELD COORDINATOR</b>
<b>Creation / Replacement (incl. name)</b>	Replacement
<b>Duration of Mission</b>	6 months

General information on the mission
<b>Context</b> <p><b>Première Urgence Internationale (PUI)</b> 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 by 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 7 million people in 21 countries – in Africa, Asia, Middle East, Eastern Europe and France.</p> <p>In the Republic of South Sudan (SSD), more than 2 years of armed conflict have shattered the lives of millions of people. 2014 and 2015 have been years of continued instability due to unresolved border issues (between Sudan and South Sudan) and more importantly due to the civil war between SPLM/A forces loyal to President S. Kiir and SPLA-IO loyal to the rebel leader R. Machar, former vice-president. As of beginning of 2015; at least six out of 10 states are affected by armed violence, 1.66 million people have been displaced within the country, more than 640.000 refugees have fled out of the country, 3.9 million people are severely food insecure. Among IDPs, about 180.000 people have found refuge in UNMIS PoCs. All this needs to be considered in a very young country within which virtually the entire population has experienced forced displacement at least 1 time and hence where resilience is massively jeopardized.</p> <p>Previous Northern Bahr el Ghazal (NBeG) (where PUI is operating since Feb. 2015) has been and still is largely neglected by humanitarian assistance because of their peripheral situation with regards to the armed conflict. However, a deterioration of the humanitarian context is to be noted and new displacements are still an option for the coming months.</p>
<b>PUI's strategy/position in the country</b> <p>PUI has been operating in SSD since February 2015 and intends to extend the coverage of its current intervention. Addressing urgent needs of the most vulnerable in the targeted areas is planned through the following strategic objectives:</p> <ul style="list-style-type: none"> <li>- Improvement of the access to health care services</li> <li>- Reduction of the risks associated with food insecurity and undernutrition</li> </ul> <p>Other strategic objectives will be considered in 2017 and will be used to define complementary multi-sectoral needs assessment in the area where PUI is already operational but might also cover new counties/states depending on the evolution of the political/security situation. The sectors PUI would like to investigate are the following: Shelter &amp; NFIs, Water Sanitation &amp; Hygiene, Rehabilitation &amp; Construction and Economic Recovery.</p> <p>In 2015 PUI has implemented the following projects in the county of Aweil North (previous NBeG State):</p> <ul style="list-style-type: none"> <li>- Access to Primary Health Care services:</li> </ul> <p>A Primary Health Care Centre has been fully operational in Malual Centre Payam and associated to outreach and community based activities in an area where host community is massively vulnerable and where movements are still recorded. The targeted area is virtually free from other type of humanitarian intervention. This project is funded by ECHO DG, and we anticipate continuing with the same donor in 2017</p>

- Nutrition

PUI provides nutrition services according to the Integrated Management of Acute Malnutrition (IMAM) protocol PHCC level and through outreach activities, which 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) at four different nutrition sites, with the support of ECHO, UNICEF, WFP and GIZ. At Majak Kaar PHCC PUI 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. In 2017 PUI plans to extend its nutrition services to a total of 11 nutrition sites in Aweil North.

- Food Security:

Food distributions have targeted about 600 IDP households in Aweil North County as well as the families of patients discharged after having been treated for Acute Sever Undernutrition in the PHCC. This project has been supported by CIAA in 2015 and has also allowed distributing daily food parcels to patients and care-takers at the PHCC level.

The mission has done a multi sectoral needs assessment with the aim to assess the needs and identify root causes of the continuous deteriorating nutritional status of the population in Aweil North in March 2017. The results has given input to future proposals.

The financial volume of operation is expected to increase in 2017.

## History of the mission and current programs

PUI has been implementing different activities in Northern Barh El Gazal State since its arrival in the country:

- 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 provided more than consultations 130,000 consultations serving beneficiaries from the whole state. PUI is delivering a full PHC package that includes health as well as sexual and reproductive health, with a special attention on children under 15 and pregnant and lactating women. This project is supported by ECHO. This project will continue through 2017.
- Nutrition activities in 11 nutrition sites. , PUI started with one Nutrition site in April 2015 in the PHCC and has now extended to 11 sites, the last 7 have been added f in 2017 and are fully operational since April 2017. The nutrition activities include treatment of acute malnutrition for children from 6 to 59 months and Pregnant and lactating women through OTP, TSFP and Stabilization Center activities
- As per its integrated approach, PUI has also been implementing a project of food distribution through for 760 households in Aweil North County, some being the family of children enrolled in a nutrition program, and IDPs from the nearby Mangar Mayol settlement. This project ended in 2015 and did not continue in 2016
- Community outreach activities that are intertwined in every aspect of the activities. Our network of Community Volunteers are actively involved in active malnutrition screening within the communities, referral of cases to the PHCC and PHCUs; they also deliver health and IYCF (Infant and Young Child Feeding) education sessions

## Configuration of the Mission

<b>BUDGET FORECAST 2017</b>	<b>4 MILLION €</b>
<b>BASES</b>	<b>JUBA, PAMAT</b>
<b>NUMBER OF EXPATRIATES</b>	10
<b>NUMBER OF NATIONAL STAFF</b>	135 ( + 90 volunteers)
<b>NUMBER OF CURRENT PROJECTS</b>	5
<b>MAIN PARTNERS</b>	ECHO, UNICEF, WFP, GIZ, French Embassy
<b>ACTIVITY SECTORS</b>	Health, Nutrition, Food Security
<b>EXPATRIATE TEAM</b>	<u>Juba Coordination Office</u> : 4 expatriates (Head of Mission, Admin and Finance Coordinator, Logistics Coordinator, Medical Coordinator) <u>Pamat Base</u> : 6 expatriates (Field coordinator, Base Administrator, Base Logistician, Health Program Manager, 2 Nutrition Program Managers)

## Job Description

### Overall objective

The Administrator works in close collaboration with the Administrative and Financial Coordinator in sound financial, accounting and budgetary management of the base as well as management of human resources, in compliance with the procedures of PUI and donors.

### Tasks and Responsibilities

- ▶ **Human Resources:** He/She supervises the on-site activities related to administrative and human resource management.
- ▶ **Administrative and Financial Support:** He/She oversees administrative and financial questions at the site, and ensures compliance with relevant procedures, with substantive support from the mission's Administrative and Financial Coordinator (AFC).

## Specific Goals and Related Activities

### 1. ENSURE HUMAN RESOURCE MANAGEMENT OF THE BASE

He/She works in collaboration with the Administrative and Financial Coordinator to set up HR procedures and management tools in compliance with the labor regulations of the country of intervention and the HR policy of PUI, and monitors risks associated with HR issues in the base.

- ▶ He/She implements HR rules, procedures and tools in the base regarding: new HR regulations, local staff contracts, procedures of recruitment, payroll operations, implementation of appropriate working conditions, HR records electronic and physical records.
- ▶ He/She ensures the administrative management of local staff, in particular, payroll operations, monitoring absences, the construction, updating and archiving of personnel files.
- ▶ He/She assumes or delegates responsibility for the integration of any new employees at the site, and ensures, in particular, that logistical, administrative, HR and financial procedures, as well as procedures for the use of communication and transportation are explained and understood.
- ▶ He/She suggests possible updates to HR policy in terms of rules, procedures and tools relating to recruitment, remuneration, administrative management, disciplinary aspects and management of individual career development within the organization.
- ▶ He/She controls and monitors the implementation of the tools and procedures and provides the necessary support to perform the service.
- ▶ He/She contributes to the organization of recruitment (advertisement, applications, and interviews) for all departments.
- ▶ He/She participates in the hiring process, as well as in any decisions related to the termination of employment contracts of local personnel at the site.
- ▶ He/She ensures compliance with PUI's Internal Rules of Procedure at the site.
- ▶ He/She ensures that all local employees are subject to a written evaluation at least once per contract period and per year.
- ▶ He/She completes training programs for the local staff (logistical and administrative aspects) on an as needs basis.
- ▶ He/She handles the management of interpersonal conflicts that arise on his/her site, and refers the matter to the Field coordinator, in the event that he/she is not able to resolve dispute.
- ▶ He/She is the guardian of the image of PUI in his/her area of operation, and in that capacity ensures that the entire staff under his/her authority displays behavior consistent with the values upheld by the organization, and with full respect for the local culture.

### 2. ENSURE FINANCIAL, BUDGETARY, ACCOUNTING AND ADMINISTRATIVE MANAGEMENT OF THE BASE

He/She works in collaboration with the Administrative and Financial Coordinator to set up aspects relative to finances, including budgetary, accounting and treasury elements in the base.

- ▶ He/She ensures the setting up and proper use of tools and procedures for financial, accounting and budget management in the base: accounting procedures, accounting records, SAGA, budget follow up, budget projections, cash forecasts, cash management and cash security.
- ▶ He/She is responsible for cost optimization; and uses budget tracking to achieve this; he/she ensures adequate financial resources for the running of the site.
- ▶ As regards budgetary monitoring, He/She participates in team-based analysis (along with technical, administrative and logistics management) and is responsible for detecting anomalies and proposing adjustments to the Field coordinator and to the AFC.
- ▶ He/She ensures that accounting entries are completed in compliance with internal rules, and communicated to the AFC according to the agreed calendar, after endorsement by the Field coordinator.
- ▶ Together with the AFC and the Field coordinator, he/she tracks the cash flow for his/her site, and oversees disbursements.
- ▶ Together with the AFC and the Field coordinator, he/she ensures that a system of internal oversight is in place at the site. He/She ensures compliance with procedures for undertaking expenditure commitments, and participates in the process of endorsing purchase orders.
- ▶ He/She is the guardian of the bookkeeping, and in that capacity makes sure that cash balances and bank accounts are absolutely and permanently backed up by appropriate accounting documents.
- ▶ He/She organizes and provides training to the admin national staff on these tools and procedures. He/she makes sure that these tools and procedures are understood and applied by the national staff.
- ▶ He/She controls and monitors the implementation of the tools and procedures and provides the necessary support to perform the service.
- ▶ He/She provides a technical support to the base regarding financial tools.
- ▶ He/she develops tools to perform the administrative service in the base.
- ▶ Under the supervision of the Administrative and Financial Coordinator, he/she organizes the preparation of the audits.

### 3. ENSURE REPORTING AND DISSEMINATION OF INFORMATION

- ▶ He/She ensures efficient flow of information to the Administrative and Finance Coordinator, and, if necessary, to the Program

<p>team, to the Logistics team, and to the Head of Mission.</p> <ul style="list-style-type: none"> <li>▶ He/She drafts or participates in the drafting of reports on internal operations in all matters concerning his field of action in financial, budgetary, accounting and HR management of the mission.</li> <li>▶ He/She supports the Field coordinator(s) in the performance of their admin activities, in a functional, not hierarchical, relationship.</li> <li>▶ He/She sends the internal and external reports to the immediate supervisor, while meeting internal deadlines for endorsement (monthly logistical reports / Accounting/ returns on budgetary monitoring / cash flow estimates).</li> <li>▶ He/She attends internal coordination meetings, and participates actively.</li> <li>▶ If necessary, he/she represents the association with partners, local authorities and various actors involved in the financial, administrative, legal and human resource aspects of the mission.</li> </ul>
<b>Focus on priority activities relating to the context of the mission</b>
<ul style="list-style-type: none"> <li>▶ Monitoring of expenditure according to plan and prepare financial reports for the on-going projects</li> <li>▶ Set up follow up mechanism between Logistics, Admin and Programs.</li> <li>▶ Ensure support and Training of managers and team leaders on HR process</li> </ul>
<b>Team Management</b>
<p>Number of people to manage and their position (expatriate/local staff)</p> <ul style="list-style-type: none"> <li>▶ Direct management: 1 admin assistant, 1 cashier, 1 cook, 2 cleaners</li> <li>▶ Indirect management: -</li> </ul>

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
<b>TRAINING</b>	Financial/accounting management	Project management Human Resources Management
<b>PROFESSIONAL EXPERIENCE</b> <ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>	X X X	
<b>KNOWLEDGE AND SKILLS</b>		Knowledge of institutional donor procedures
<b>LANGUAGES</b> <ul style="list-style-type: none"> <li>▶ French</li> <li>▶ English</li> <li>▶ Other (to be specified)</li> </ul>	X	X
<b>SOFTWARE</b> <ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Other (to be specified)</li> </ul>	X (Excel compulsory)	Saga
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<ul style="list-style-type: none"> <li>▶ Good stress management</li> <li>▶ Resistance to pressure</li> <li>▶ Analytical capability</li> <li>▶ Organized and methodical</li> <li>▶ Reliable</li> <li>▶ Strong sense of responsibilities</li> <li>▶ Strong listening and empathy skills</li> <li>▶ Ability to adapt, manage priorities and be pragmatic</li> <li>▶ Diplomatic and with a sense of negotiation</li> <li>▶ Good communication skills</li> <li>▶ Honesty and rigor</li> </ul>		

## Proposed terms

### Status

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

### Compensation

- ▶ **MONTHLY GROSS INCOME**: from 1 815 up to 2 145 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