

Program Administrator – South Sudan

Malteser International (MI) is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia, Europe and the Middle East, we support people in need – regardless of their religion, origin or political convictions.

Malteser International has been working in the geographic area of today's South Sudan since 1996. MI implements a multisectoral program including Food & Nutrition Security, Livelihoods, WASH, Health and peaceful conflict resolution. This includes activities such as agricultural trainings, cash distributions, health interventions or access to water, sanitation and hygiene. The program is aiming to increase its work with local partner organisations to foster sustainability. MI applies a participatory, gender sensitive and inclusive approach in its programming. MI maintains its country office in Juba while operating a program office in Wau and project offices in Uyujuku and Yei.

For its work in South Sudan, Malteser International is looking for a motivated and highly engaged Program Administrator.

As the Program Administrator, you will be in charge of MI's finance and administration department in Western Bahr el Ghazal State and work closely together with the Program Coordinator in Wau and the Country Finance Coordinator in Juba.

Your responsibilities:

- Ensure sound financial management, proper cash flow management, manage monthly cashbooks and monitors bank related issues (opening, handling, closing of accounts) at Wau location
- Monitor ongoing levels of expenditure in individual projects against approved budgets and provides timely advice on over- and under-spending in close coordination with the Project Managers
- Responsible for financial planning at the location (preparation and update of location and donor budgets) in close coordination with Program Coordinator and Country Finance Coordinator
- Participate in the recruitment of staff, ensuring continuous capacity building of finance staff through on-the-job training and induction training, and evaluates their performance in close coordination with the Program Coordinator
- Assure timely donor reporting and donor compliance on all financial processes in the location including for self- and partner-implemented projects

Your profile:

- University degree (e.g. MBA, Accounting, Finances) with minimum 5 years of professional background in a finance management position of an international NGO
- Knowledge of local context in South Sudan and work experience in a challenging work environment of the humanitarian sphere
- Experience in NGO financial management and partner administration as well as donor-specific knowledge for various international donors (GFFO, BMZ, EU, US) as well as UN agencies (UNICEF, FAO, WFP).
- Accomplished and skilful individual with superior level of accuracy, anti-corruption mindset, trustworthiness, stress-resistance and donor experience
- Positive attitude that allows you to be a reliable team lead while exercising professional organisational skills to develop staff and optimise processes

- Very well-versed in understanding IT infrastructure and using common office and accounting software, particularly Microsoft Sharepoint, Excel, Teams – experience in Winpaccs would be an asset
- Excellent communication skills with external and internal stakeholders, fluency in English (written and spoken) required, knowledge of (Juba) Arabic desirable

What we offer:

- Start Date: as soon as possible
- Duty Station: Wau, South Sudan (with occasional travel to other locations)
- Duration of contract: 12 months (prospect of extension)
- Competitive salary and context-specific benefits according to MI salary scale, based on qualification and experience
- Please note this is an unaccompanied position

Working for Malteser International

Malteser International is an equal opportunity employer and welcomes applications from all people, regardless of gender, confession or origin.

Malteser International is committed to safeguarding people within our programmes from exploitation, abuse and sexual harassment and has specific policies on this commitment (including a Code of Conduct) which outlines the expected behaviour and the responsibility of all staff, consultants and other organisational representatives. Malteser International conducts reference and background checks for all staff (including criminal records check for specific roles). Any candidate offered a job with Malteser International will be expected to sign MI's [Code of Conduct](#) as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

Whether you work as a specialist on overseas service or in one of our regional offices - we offer you a challenging working environment in an experienced international team. More than 1,000 national and international staff are currently deployed in various crisis and disaster areas around the world as well as in our regional offices in Cologne and New York City. For more information please click [here](#).

How to apply:

If you are interested in this position, kindly submit your extensive application (CV, letter of motivation, copies of diplomas and three professional references) online at our job portal until **12.05.2024**: <https://jobs.malteser-international.org/de/job-offer-list/job-detail/Program-Administrator-%E2%80%93-South-Sudan-513.html?lang=en>