



## JOB VACANCY

SOLIDARITES INTERNATIONAL launches the **external recruitment** of a

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| BASE     | Central Myanmar                                     |
| POSITION | Deputy Administrative Manager (Earthquake Response) |

### PRESENTATION OF THE ORGANIZATION

**SOLIDARITES INTERNATIONAL (SI)** is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty countries, SI's teams - 2000 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers - work with professionalism and commitment while respecting cultures.

Solidarités International (SI) is determined to prevent and fight all type of abuse – all act of exploitation, abuse and/or sexual harassment (SEAH) against members of beneficiary communities or collaborators, fraud, corruption, violation of persons 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.

Solidarités International is an equitable employer committed to find all forms of discrimination. SI will never ask for any remuneration to take part in a recruitment process.

### **ABOUT MYANMAR MISSION**

Solidarités International (SI) is operating in Myanmar since May 2008. SI's current programs in Myanmar include:

- Provision of life-saving and humanitarian assistance to families affected by violence in Rakhine State. This program is currently implemented in IDP camps, host and surroundings communities in Sittwe, and Pauktaw Townships.
- Emergency response to conflict-affected populations in Kachin State through improved access to water, sanitation and hygiene as well as food security and livelihood activities.

**Position:** Deputy Administrative Manager

Desired Start date: 19 May 2025  
 Contract duration: 6 months  
 Probation Period: 3 months  
 Location: Central Myanmar

### MISSION / OBJECTIVES

The Deputy Administrative Manager supports the Logistics Admin Manager, as well as the HR coordinator and/or the Deputy HR coordinator and the Finance Coordinator and/or the Deputy Finance Coordinator processing SI's accounting operations and HR management on the base. He/she offers administrative support to base teams on all matters relating to accounting and HR, as well as on some financial matters.

## DESCRIPTION OF THE POSITION

Under the direction and supervision of the Logistics Admin Manager, the main tasks to be implemented are:

### **Financial and budgetary management**

- Review monthly expenditures for the base through budget follow-ups
- Conduct OFU and LFU meetings with managers to review expenditure and forecasts (programs and logistics)
- Update the allocation board monthly to reflect the situation of the base
- Update the BOUSSOL sent by coordination with information from the Base (AB, LFU, OFU)
- Support the Admin Manager in conducting BOUSSOL meetings with base managers to present the financial situation of the base
- Verify and communicate the weekly cash forecast requests to Coordination

### **Accounting management**

- Ensure that lease contract sums due are paid and distribute the burden of costs
- Check that the personnel database is complete and up to date
- Carry out a systematic monthly check of advances from each cash box (matched and unmatched)
- Carry out transaction matching at a base level
- Carry out physical checks of supporting documents received from the projects
- Check cash box inventories and bank reconciliations for each Balzac
- Control monthly accounting documents and ensure they are compiled and sent to coordination (accounting board, cash box inventories, bank reconciliations, etc.)
- Integrate the exchange rates sent by the headquarters into SAGA every month
- Monitor voucher creation at the base and the monthly return of base documents to the coordinating committee
- Verify vouchers and other accounting documents to be sent to the coordination every 6 months
- Supervise the semi-annual closing summary and the annual accounting closure with the administrative team, under the supervision of the Finance coordinator or his/her deputy (expenditure incurred and analytical and budgetary allocation, leave balances, donations in kind, equipment assets, etc.)

### **Human Resources management of nationals**

- Organize the administrative briefing for all staff
- Keep up to date on all documents and developments relating to the right to work, employment in general and personnel training
- Review the collected information necessary to monitor developments in the cost of living
- Check the dates of employment contracts and inform the HR Coordinator of their deadlines
- Ensure that individual employee records are kept up to date
- Ensure that recruitment and contract termination procedures are respected
- Review new employment contracts
- Make sure new employees are informed of internal regulations
- Make sure all administrative documents relating to employment contracts are in the employee's file
- Monitor and check the EAP done by each department at base level
- Ensure the follow-up of disciplinary process, translation and timely delivery/ reception of relating documents and record in HOMERE software of all disciplinary measure
- Supervise the payment of advances, medical expenses, overtime
- Supervise the calculation of taxes, duties and social security contributions as well as payment by the accounting officer to the relevant organization
- Prepare the information and statistical data needed to formulate budgets and salary costs
- Act as a personnel representative for any HR-related question
- Compile and make monthly checks of the base information entered in the HOMERE software
- Control monthly HR documents and ensure they are compiled and sent to Coordination (HOMERE back-up, organizational chart, etc.)
- Supervise the update on a monthly basis of the environment indicators related to Human Resources (COLA, PD and DW FU), consolidate indicators at Kachin level and participate with the coordination office in their analysis
- Prepare the monthly payroll pack and all data in follow-up files and HR software match; Sends the validated monthly payroll pack to the Coordinator for validation and/ or send the monthly validated payroll pack to Admin Manager if the position is in place

**Administrative management of the base**

- Ensure physical and IT archiving, as well as securing HR and accounting documents
- Conduct the quarterly mailing of accounting and HR archives to Coordination after internal inspection

**Team management**

- Participate in training the administrative team
- Ensure that the base admin team members are trained and have a personal training plan
- Participate in the Recruitment, induction and appraisal of his/her team
- Offer HR and accounting support to the base in absence of the HR Officer or Accounting Officer
- Ensure minimum staffing levels for the administrative service during periods of absence (vacation, illness...)

**Reporting/communication**

- In conjunction with the HR/Finance Coordinators or the HR/Finance Deputies, monitor whether accounting documents are consistent with interim and final financial reports
- Ensure that declarations and payments of taxes and contributions are made to the relevant organizations
- Ensure the sending of Human Resources monthly pack to coordination on Monthly basis
- Report to each head of department on a weekly and monthly basis Human Resources related information about their respective teams
- Report to the Field Coordinator and HR Coordinator (in the absence of Logistics Admin Manager) any alerts concerning Solidarités International Staff and support the Field Coordinator (in the absence of Logistics Admin Manager) in the social dialogue
- Prepare and assist with audits or possible inspections

**ORG CHART POSITION (reporting and functional relationships)**

Line manager: Logistics Admin Manager

Line report(s): Cashier

Functional manager: HR Coordinator and Finance Coordinator

**PROFILE FORSAKEN****Studies:**

- Bachelor's degree in related economic and management, preferred Master's degree

**Experiences:**

- At least 3 years' experience in a similar position with similar activities in INGOs.
- Knowing the local context is an advantage

**IT:**

- High capacity to use Excel, Word, PowerPoint, Outlooks and Teams
- Proficiency in using accounting and payroll software is a plus (e.g. SAGA, Homere)

**Languages:**

- Full professional proficiency in Burmese and English

**Technical skills:**

- Accounting, Budget Management, Human Resources Management

**Transferable skills:**

- communication skills, leadership and training skills, team player, coordination, networking capacities, planning skills.

**SI WILL OFFER YOU**

Salary: 900 USD

Social benefits: SI Medical coverage, 12 days of Annual leaves, Public Holidays per year, yearly ended bonus.

Thank to send your application with a resume, cover letter, copy of diplomas, and work certificate, to SOLIDARITES INTERNATIONAL office at No. 69 (A), Kanbawza Street, Golden Valley, Bahan Township, Yangon, Myanmar. or by email to [mya.recruitment@solidarites-myanmar.org](mailto:mya.recruitment@solidarites-myanmar.org)

**Deadline for submitting applications: 1<sup>st</sup> May 2025 (5:00 pm)**

Important to be considered, the position you want to apply for has to be specified on the envelope or as the subject of your e-mail.

Solidarites International reserves the right to select a candidate and finalize the recruitment before the final date.

**Only short-listed candidates will be notified.**

**Solidarites International has a zero-tolerance policy on any kind of abuse, exploitation and fraud. Solidarites International expects full commitment to its employees with SI Charter, and the Code of Conduct including PSEA policy.**