



**ACTION FOR DEVELOPMENT**  
"Working together to empower communities"  
Gudele P.O.BOX...287 Juba, Block 9 Munuki Payam

AFOD South Sudan invites applications from qualified persons for the position of **Finance and AdminAssistant based in Wau** and is a full time position for duration of 11 months (renewable) depending on availability of funds (**Vacancy number: AFOD-SS-VA/021/2016**).

**Background:** AFOD is a National NGO, supporting Health and Nutrition, WASH (Water, Sanitation and Hygiene), Education & child protection and Sustainable Community livelihoods and rehabilitation and development programs including humanitarian response in South Sudan since 2011. AFOD is currently implementing projects Supported by the WFP, UNICEF, HEALTH POOL FUND and COMMON HUMANITARIAN FUND (CHF) in WesternBahr el Ghazal, Central Equatoria and Eastern Equatoria States.

**Purpose of the position:** Accountable for professional technical contribution project financial system and controls including management of petty cash and reporting at field office level

**Key roles and responsibilities (Finance)**

- Payments Processing, Cash & Cheque Payments
- Preparation of Advances schedule
- Conducting all bank correspondences including Withdrawals, Updating Bank Mandates and Letters of Advise
- Filling all financial documents fully stamped PAID
- Preparation of Journals relating to imprests advanced & Payments Made
- Receiving and banking all receipts in Favor of AFOD
- Liaising with suppliers for invoice payments(in time) and having all stale cheques written
- Conduct daily ,weekly cash counts

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- Prepares petty cash book
- Prepares monthly bank reconciliation
- Posting expenses in to financial system (Quick books) and regularly updating the data.

### **Key roles and Responsibilities (Admin)**

- Raising requisitions for petty cash imprest for office management and operations
- Mobilization of office supplies
- Processing visa, work permit for expatriate staff
- Conducting travel booking
- Managing staff contract files
- Liaising with ministry of Labour for relevant policies, staff recruitment etc
- Follow-up with relevant authorities operational issues related to day to day office running
- Supervises support staff and clearly define their roles and responsibilities
- In liaison with Finance and Admin Officer, prepare staff contracts

**Remuneration:** An attractive package will be offered according to AFOD salary scale.

**Applications submission:** Applications from qualified South Sudanese nationals, accompanied by updated CV in English; quoting the vacancy reference number above should be sent to the address below not later than 28<sup>th</sup> January 2016 to the Human Resource Officer, AFOD South Sudan Wau and Raja Offices or at Country Office, Gudele Block 9 P.o. Box 287 Juba. or Email: [info\\_ss@afodi.org](mailto:info_ss@afodi.org), [afodsouthsudan@gmail.com](mailto:afodsouthsudan@gmail.com).

