

## **VACANCY NOTICE**

Action Against Hunger is a non-governmental organization that aims to provide solutions to hunger. Our mission is to save lives by eliminating hunger through prevention, detection and treatment of under-nutrition, particularly during and after emergency situations linked to conflicts or natural disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods; water, sanitation and hygiene.

Action Against Hunger-USA is currently looking for suitable **South Sudanese** to fill the position of **HR& FINANCE OFFICER -ALEK (1 position)**.

Position open date:

March 15, 2018

Closing date:

2<sup>nd</sup> April, 2018

Starting date:

As soon as possible (ASAP).

**Duty Station:** 

Alek (Warrap State)

Objective 1	Accounting services for the Base
Tasks & responsibilities	<ul> <li>ensuring that the Mission accounting procedures are respected on the Base</li> <li>ensure the comprehensiveness and precision of entries and the correct budgetary allocation</li> <li>ensure the correctness of cash stocks</li> <li>Receive/ check the eligibility of invoices submitted for payment and compliance with the supporting documents and procurement process and release the required funds</li> <li>Enter credit and debit entries in the SAGA software along with accounting and financial allocation as per ACF Procedures</li> <li>Install SAGA software, import general parameters, import Mission parameters, sending provisional writings, receiving final writings</li> <li>Translate accounting documents as needed</li> <li>File accountancy and contracts</li> <li>Follow up the Phone Credit cards</li> <li>Close the cash account every month: physical counting, printing of accounting documents, check supporting documents, edition of bundle</li> <li>timely forwarding of accounting information to the capital</li> </ul>
	<ul> <li>Checking entries</li> <li>Managing Cashbook and bankbook</li> <li>Providing information pertinent to the correct budgetary charging of expenses and monitoring budget entries</li> <li>Doing physical cash count</li> <li>Doing Bank reconciliation</li> <li>Filing accounting supporting documents in accordance with ACF procedures</li> <li>Validate before payment the compliance of the supporting document with ACF procedures.</li> </ul>

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<ul> <li>implementing the Base Cash Management policies (Field co participate in the definition and ensure the implementation of CMP)</li> <li>guarantee the availability and safe keeping of the necessary cash</li> <li>direct management of cash box</li> <li>release advance</li> <li>release payments</li> <li>Providing the Field Coordinator with information concerning the Base context which may impact on the process of cash management</li> <li>Collecting and compiling monthly forecast of the Base</li> <li>Following up the payment of on-going/new Base contracts</li> <li>Upon request of Field Coordinator, providing relevant information to the structural costs of the Base</li> <li>Analysing the consistency of cash forecast with the BFU and keeping the relevant person informed</li> </ul>
HR management of ACF Guest House
- Direct supervise the Guest House Staff - "Basic items" basket management
<ul> <li>Collect the monthly "Basic Items" request to be provided to the cleaners and the cook and organize with The Log. Team time and place for procure it.</li> <li>Supervise the guest house staff and ensure that Hygiene standard are kept and the rooms are provided with basic equipment needed.</li> <li>Supervise the food stock and the monthly supply needed for the guest house.</li> <li>Organizing with the Log team monthly procurement of food and hygienic items for the guest house.</li> <li>Communicate to the Log team for any maintenance/improvement need for the guest house</li> <li>Being aware about costs of living and prices in the concerned Province</li> <li>Communicate with Guest house Staff about new arrival/departure in order to rooms arrangement and food preparation.</li> <li>Ensure that Hibernation Kit and Medical Kit are up to date and followed up</li> </ul>
Supervise and participate in the national staff recruitment process
<ul> <li>Focal point at field level for field recruitments and recruitment policy and procedure.</li> <li>Prepare advert for local positions, ensure approval from the Labour Office and post vacancies as appropriate.</li> <li>In collaboration with hiring managers, short-list applications and organize written and oral interviews. Arrange and participate into the recruitment interviews</li> <li>Check and send interviews grids and recommendations to the Field Coordinator and PMs.</li> <li>Collect references from the selected applicants and ensure required documents are provided (diplomas, certificates, etc.)</li> <li>Prepare the recruitment documents along with contract requisition to submit to HR Juba to issue a contract.</li> </ul>



	<ul> <li>Prepare new employees personal file, collecting all information and documents needed according to ACF procedures</li> <li>Update the HR database accordingly</li> <li>Liaise with HR Officer for requesting ACF ID for new employees, and update with the logistics department the ACF equipment list.</li> </ul>
Objective 6	Supervise national staff files, HR database update, payroll and manage staff administration for the base
	<ul> <li>Be the focal point for national staff in the base regarding HR administration</li> <li>Keep the personal files up-to-date and secured, and share with Juba office personal documents as required (CV, payslips, disciplinary records, etc.)</li> <li>Check and file the personnel documents in the staff's file, ensure the personnel files are complete.</li> <li>Update of HR data base</li> <li>Maintain records of leaves, advise employees and managers about leave policies and ensure policies are respected;</li> <li>Verify the leaves, overtime, loans, advances, per diem in line with ACF policies.</li> <li>Check contract dates and inform the HR Coordinator in Juba of their expiry dates</li> <li>Keep the list and contact of staff members up to date at field level</li> <li>Facilitate reimbursement of medical expenses as per policy</li> <li>Submit monthly HR reports per schedule</li> <li>Handle other tasks related to national staff administrative follow-up</li> <li>Prepare any personnel related documents as/when is required.</li> <li>Prepare payroll for base staff on a monthly basis, follow-up salary advances and overtime and send to the HR Coordination for final approval</li> <li>Manage the payslips edition, their follow up and filing as per ACF Procedures</li> <li>Answer questions related to payroll issues and ensure payslips are signed on a monthly basis</li> <li>Answer Labour Office's requests; proactively seek their guidance and approval in coordination with Head of Base in case of complicated HR cases.</li> </ul>
Objective 7	Participate to the development of field staff (appraisals, trainings) and personnel policy orientation:
	<ul> <li>Be the focal point at field level for appraisals, trainings, assignment to a new position and explain/sensitize the base managers and the staff on these processes.</li> <li>Organize the induction of new employees in coordination with all departments at base level</li> <li>Monitor probation period in coordination with line managers and technical supervisors (if applicable) and report to HR Coordinator.</li> <li>Prepare the appraisal plan (probationary and annual) for the base.</li> <li>Ensure that staff performance appraisal (3 months review and annual appraisal) are done on time in coordination with line managers and technical supervisors (if applicable).</li> <li>Implement appraisals, training plan processes in the base, according to ACF policies and Coordination instructions,</li> <li>Consolidate trainings needs expressed at base level and communicate them to the Coordination</li> <li>Assist the Field Coordinator in disciplinary cases management.</li> </ul>



	<ul> <li>Receive requests and complaints from the employee and share with the HR Coordinator if needed.</li> <li>Attend disciplinary procedures, ensure proper documentation of the process and send it to the coordination under the supervision of the field coordinator.</li> <li>Organize information meetings with national employees on the HR rules and procedures, answer HR related questions from managers and employee and refer to HR Coordinator complex decision</li> </ul>
Objective 8	Participate in the activities of the base and of finance & HR departments
	<ul> <li>Report to the Field Coordinator all requests from the staff and important issues to the HR coordination</li> <li>Participate to base coordination meetings and provide finance and HR inputs</li> <li>Assist the Field Coordinator in internal communication and in the management of daily HR issues (technical advice)</li> <li>Contribute to staff general meetings and write &amp; send the minutes</li> <li>Contribute to meetings with staff representatives, write and send the minutes</li> <li>Suggest improvements of Finance and HR policies and procedures</li> </ul>

#### INTERNAL & EXTERNAL RELATIONSHIP

- Field Coordinator: hierarchical manager
- Coordination with Finance Manager and HR Coordinator: functional managers
- Supervises Assistant HR/Finance, cooks and cleaners in the base

PMs and Base Logistics Manager: collaboration and exchange of information

## **QUALIFICATIONS**

- At least three years working experience in the same field or expertise
- Degree or diploma in Finance, Human Resources, Business Administration or related
- Previous experience with NGO or UN agencies

### **SKILLS & EXPERIENCE**

- Good communication and interpersonal skills
- Good analytical skills and organizational capacity
- Knowledge of a variety of ICT systems including Excel, Word.
- Knowledge of fund accounting principles.
- Experience of recruitment and induction of a diverse workforce Training experience and good interpersonal skills
- Ability to work in a multi-disciplinary and multi-cultural environment
- Ability to work under tight deadlines and to share relevant information.
- · Flexible personality and negotiation skills.
- Experience in supervisory role
- Working experience in remote areas with basic living conditions
- · Conflict-management and mediation skills



To apply send your application with CV, cover letter and three professional references <u>recruitment@ssd-actionagainsthunger.org</u> specifying 'HR& FINANCE OFFICER-ALEK in the title of your email, or deliver your application to: Action Against Hunger Office at Hai Cinema in Juba Town, Next to Bari Church.

The deadline for applications is Tuesday-3<sup>rd</sup> April 2018 at 5:30 pm.

<u>NOTE</u>: Due to urgency of the position we will be reviewing the applications as they come and interviews may be done before the closing date.

# "Female candidates are highly encouraged to apply"

Note: Applications submitted are non-returnable

