



MUNDRI RELIEF & DEVELOPMENT ASSOCIATION (MRDA)

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"Change agent for the community"

Address: 1001 Munuki B, Juba, South Sudan

Job Advert for the position of Administration and Finance Manager

Applications are invited from suitably qualified South Sudanese for the position of Administration and Finance Manager to be based in Juba with a possibility of transfer to Mundri at a later date. Application deadline is 21st July 2017.

MRDA is looking for a well qualified, experienced and confident person to head the Administration and Finance Department of the organization. The person must be educated to a degree level from a reputable University. The degree must be in Economics with sufficient Accounts and Finance content or Business or Accounts and Finance. An ACCA qualification, in addition to the degree, will be an added advantage. Fluency in both spoken and standard written English is a must professionally language. Admin and Finance Manager must be able to meet deadlines in addition to having the ability to work under pressure. The responsibilities of the successful applicant will include but not limited to:

1. To head the Administration and Finance Department. The responsibilities will include organizing and improving the department to become a modern, efficient and effective department that will gain the confidence and trust of all stakeholders as the custodian of the resources of MRDA. In doing so, the successful applicant will carry out the following tasks which are by no means exhaustive:
2. Ensure that all standard financial forms and software are in place and being routinely utilized fully and effectively;
3. Train and mentor the administration and accounts staff to become efficient in standard accounting procedures and good practice;
4. Prepare reports meticulously and timely for all donors;
5. Prepare the organization thoroughly for every audit, take the organization through the audit process and ensure that audit is carried out timely each year;
6. Build team work within the department as well as with other departments.
7. Transparency and accountability should be the order of the day without sacrificing confidentiality of the kinds of organizational information which must be kept confidential;

8. Meeting reporting deadlines is a must;
9. Carry out any other assignments that may be given by the Executive Director;
10. The applicant must be someone who is trusted and dependable and will show commitment to the work of the organization and interest in developing the organization.
11. Remuneration is negotiable.
12. Interested applicant should email their applications to michaelsakis@yahoo.com or make hand deliver in MRDA Office Juba south Sudan.

Thank you very much.

For M' 

Brian Badi

Executive Director, MRDA

