



VACANCY ANNOUNCEMENT

1. Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programmes in the area of emergency response, health, food security. Cordaid is active in five States in South Sudan.

Position Title: Finance and Administration Officer

Report to: Project Coordinator

Duty Station: Wau, Raja and Bentiu

2. Purpose of the position:

The Finance and Administration Officer will work with the project Coordinators in the field to support them in the management of the projects being implemented in their areas. Specifically, they will ensure that all financial information is recorded and transmitted to the Juba office and also support the day to administrative tasks in the field location.

3. Key Responsibilities and Accountabilities:

- Support the payment of staff salaries based on the SSPEPs each month and submit the report to the Juba office.
- Works with the Project Coordinator to ensure all donor expenditures are on budget and that all activities are in line with donor agreement and policies.
- Support the project manager in the day to day administration of the project including initiating purchase requests, check on consumables and ensure smooth operations of field activities
- Keeps all records of payments made in the field and submit monthly the expenditure reports after concurrence with the field Project Coordinator
- Working on monthly month-end processes.
- To do any other Job as assigned by the Management.

Qualifications, skills and competencies

- Training at in Accounting, Finance / Business Administration with minimum qualifications being a diploma or equivalent.
- Minimum of 2 years working experience with INGO financials, preferably, in South Sudan
- Understanding of donor regulations and procedures
- Must be honest and hardworking with a sense of responsibility.
- Ability to work under pressure and meet strict deadlines.
- Capable of multi-tasking and working in a team.
- Ability to handle confidential and sensitive information.
- Ability to record financial information accurately.
- Excellent computing skills, use of accounting software, excel, and word.

Signatures:

4. Further information & how to apply

Applications including a motivation letter together with a detailed CV in English, with the contact details of three professional references, including most recent employer / supervisor, should be submitted **via** email recruit.cordaid.ss@gmail.com or you can hand deliver them to our office located behind the Equatoria/UAP Tower, just a few meters after the Strome Foundation. Not later than 20th of January 2017

Cordaid is an equal opportunities employer, and women are strongly encouraged to apply.
All applications submitted cannot be returned. This position is only for South Sudanese citizen.