

**World Vision**

**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so  
Building Brighter Futures for Vulnerable Children**

## **JOB OPPORTUNITY**

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

**Job title:** Grant Finance Officer  
**Reporting to:** Senior Grants Finance Manager  
**Location:** Juba, South Sudan  
**Availability:** As soon as possible

### **Purpose of the position:**

To provide financial and administrative support for the DFAT funded South Sudan Famine response project as well as play a key role in establishment of appropriate accounting system incorporating necessary World Vision South Sudan internal controls. The Grant Finance Officer will also provide financial and administrative support for two sub-partner organizations

### **Major Roles and Responsibilities:**

- Timely funding requests, and cash accountability reports for partners as per the program needs and grants requirements
- Maintaining up to date Cash tracking tool to be used in cash tracking and reconciliations
- Be part of the Procurement committee for items procured in the field to ensure proper processes are adhered to and followed as per the procurement policy
- Ensure that partners Finance transactions are properly supported by adequate documentation as per WV South Sudan Policies
- Proper documentation, filling, referencing and review employee and partners expenses reports and journalizing expenditures. maintenance of a scanned backup of all finance documents
- Prepare data of all transactions carried out (payments and journals) with proper coding as per World Vision Chart of accounts and post into SUN6
- Update asset listing, inventory listing, coding, verification, disposal and tracking of asset movement procured by the grant
- Reconciliation of account on a monthly basis
- Facilitate External and internal Audits and implementation of audit recommendations
- Update and reconcile advances, loans to staff, prepayments, receivables, payables and the flow through account for the response

### **Qualifications: Education/Knowledge/Technical Skills and Experience**

- You should have a Minimum Qualification of Degree in Business Administration or Commerce with a bias in Accounting
- Experience of at least three years managing grants with different donors in an international nonprofit organization

- Technical Skills & Abilities; excellent computer skills in Excel, Word & Sun-systems software, good planning and organizational skills, tact and diplomacy in dealing with staff-related to work environment needs and with ability to maintain effective working relationships with all levels of staff

**Working Environment / Conditions:**

- Work environment: Office and field based
- Travel: 50% field travel is required.

**HOW TO APPLY**

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

**Indicate the position you're applying for in the subject line.**

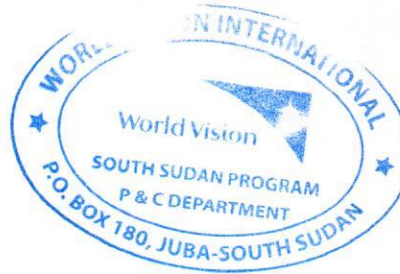
Applications should be submitted to this email [recruitsdno@wvi.org](mailto:recruitsdno@wvi.org)

Qualified female candidates are particularly encouraged to apply.

**Closing date for receiving applications is: 16<sup>th</sup> October, 2017**

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.





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World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

**Job title:** People and Culture (HR) Coordinator – Recruitment  
**Reporting to:** People and Culture Director  
**Location:** Juba, South Sudan  
**Availability:** As soon as possible

### **Purpose of the position:**

To provide overall technical support in recruitment processes of National staff and ensure that the right people with the right skills are attracted and retained within the organization.

### **Major Roles and Responsibilities:**

#### **Management of the workforce planning**

- Coordinate workforce planning with line managers and the P&C team, compile the annual staffing plan for the organization.
- Develop the monthly recruitment plans in coordination with the P&C team
- Keep the Managers informed about the Recruitment plans
- Develop, build and maintain good working relationships with managers and People & Culture focal persons in Zones in order to fill vacancies in a timely manner.

#### **Overseeing the Recruitment process**

- Coordinates all recruitments for national staff centrally, including adverts, shortlisting, interviewing and selection.
- Provides technical support in all recruitments at all levels
- Coordinates the management of background reference checks for all new staff and giving feedback to all candidates(both successful and unsuccessful)
- Ensure all recruitment standards are adhered to as per policy.
- Ensures that all hiring managers are updated on the process. Coordinates all updates on recruitments
- Negotiate Job offers with selected candidates within limits specified by the WVSS total reward policy.

#### **Tracking recruitment timeline**

- Tracks all recruitments and reports on the timeline for each position
- Provides weekly, monthly, quarterly and annual reports on the recruitment timelines

#### **Staff Orientation**

- Constantly reviewing and updating the standard orientation materials and program/schedule
- Overseeing the induction and orientation program for all National staff
- Tracking and reporting on the monthly staff orientation program

- In collaboration with the People and Culture focal person in Zones and hiring managers, ensure a smooth on-boarding and orientation of new staff

**Job grading in line with job grading methodology**

- Leads the process of job evaluation using Hay Methodology
- Ensures that any job changes are Hay graded
- Guide hiring managers to develop and or review job descriptions for current/new positions

**Reporting**

- Prepare weekly and monthly reports of achievements, challenges, and plans as per the expectations of the role.

**Qualifications: Education/Knowledge/Technical Skills and Experience**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Bachelor Degree in Human Resources Management, Business Administration or Social Sciences with a bias in Human Resources management.
- Minimum of 4 years' experience in Human Resources or related field in an International NGO
- Must have computer knowledge (MS word, Excel etc.), familiarity with Computerized Human Resources management systems is desirable.
- Requires ability to work in a conflict zone and harsh conditions with minimal infrastructure.
- Must poses experience working in a development relief setting and have ability to communicate effectively in writing and orally English.
- Must have good interpersonal and communication skills both orally and in writing and must have the ability to work with minimum supervision.

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