

## JOB ADVERT



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| <b>Position:</b>             | Finance and Administration Officer                             |
| <b>Duty Station:</b>         | Juba, South Sudan with possible trips to field locations       |
| <b>Application Deadline:</b> | 4th September 2018   |
| <b>Duration:</b>             | 10 months with possibility for extension (2 months' probation) |
| <b>Start Date:</b>           | As soon as possible  |

### About SPARK

SPARK develops higher education and entrepreneurship to empower young, ambitious people to lead their fragile and conflict-affected societies into prosperity. SPARK is a dynamic and growing, international not-for-profit development organisation with 80+ staff members, in more than 14 offices around the world. SPARK supports refugees in the Middle-East by providing them with scholarships in universities and higher education institutions in the region. SPARK also supports young entrepreneurs in fragile states, to start or grow their own businesses.

SPARK is looking for full time (40 hrs/week) Finance and Administration Officer to provide project implementation support for projects in the field of (agri-business) value chains, youth and women engagement in entrepreneurship and business development.

### Main Tasks and Responsibilities

The responsibilities and tasks include, but are not limited to:

- Run the day to day finance tasks of the office, including invoice and receipts management, bookkeeping, cash box operations and bank operations.
- Train and coach entrepreneurs and local organizations in the improvement of their financial management systems;
- Train and coach local partner organizations in financial management, if needed;
- Control and process financial reports of local partners;
- Prepare monthly financial reports of SPARK South Sudan's activities and report to Amsterdam headquarters;
- Organizing transportation, accommodation and meetings for staff and consultants
- Support the Country Manager to ensure that all NGO Registration and other legal requirements are completed in a timely manner.
- Ensure that all Procurement complies with SPARK policy, guidelines and procedures, and donor requirements as applicable.
- Combine M&E field reports information into report to Amsterdam headquarters.

## Requirements and Skills

- Diploma or Degree in Business Administration, Economics, Finance, or other related field.
- Computer knowledge: MS Office and book-keeping systems
- Good knowledge of the business environment in South Sudan and about MSME development, value chains and agri-business;
- Good knowledge of Monitoring and Evaluation processes
- Ability to coach local partner organizations;
- Responsible and honest; Flexible;
- At least 3 years of relevant work experience;
- Good oral and written language skills in English and Arabic
- Good team worker while able to work independently;
- Good communication and social skills and able to work in multicultural setting.
- South Sudanese Nationals only
- Duty Station is Juba with possible frequent trips to the field
- Women highly encouraged to apply

## SPARK Offers

- A challenging and exciting position in an international environment;
- Training opportunities;
- Remuneration based on experience and full time contract (40h/per week) between 800 and 1.200 USD gross per month;
- Contract for 40 hours a week (part-time position can be discussed);
- Dynamic team to work with.

## How to apply?

If you are interested, please apply with motivation letter and CV (both in English) on <https://vacancy.spark-online.org> until 4<sup>th</sup> September 2018.

If you have any questions regarding SPARK or the position, please visit our website [www.spark-online.org](http://www.spark-online.org) or contact [vacancy@spark-online.org](mailto:vacancy@spark-online.org), with **Reference: Finance and Admin Officer – South Sudan**.

All applications will be assessed on rolling basis; interviews can therefore take place before the application deadline. However, due to the large volume of applications we receive, we cannot respond to every applicant individually. There may be a delay between the deadline and the moment we contact selected applicants.

If you have not received a reply we regret to inform that we have continued with other candidates.

