

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No.BNT-2016/27/9/4

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 currently working on all aspects of the refugee cause in more than twenty five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational in Unity and Upper Nile States. Currently the South Sudan Programme works in 5 field locations and expects to be a roughly \$30m+ programme in 2015, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit:-

Position Title:	Finance/HR/Admin Officer
Report to:	Area Manager
Duty Station:	Bentiu, Unity State, South Sudan
Contract Type	Fixed-term -(Short term)
Employment Start Date:	ASAP
Salary	According to DRC DDG Salary scale
Advertisement Closing Deadline	14 th October, 2016

Purpose of the post

The Finance/ HR/ Administration Officer position has the following objectives:

- To ensure Financial compliance to DRC and donor regulations for the field related expenses.
- To ensure the DRC Human Resources procedures for national staff are applied and respected.
- To support the Area Manager in office administration management.
- To be a liaison with DRC Juba support services for the technical managed functions of HR, Admin and Finance.
- To line manage and mentor the support officers and assistants

Responsibilities and Tasks

Under direct supervision of the Team Leader Bentiu, the Finance/ HR and Administration Officer is responsible of the financial, HR and administration management in the field office. The specific functions of the respective departments are as follows:

Administration:

- In close coordination with the Team Leader, the Finance/ HR and Administration Officer will ensure proper administration and good running of the office management.
- Responsible for the preparation of letters and correspondence to external stakeholders (e.g. access request in MSA, update staff list to OCHA, gate entry lists) that will have to be approved by Team Leader.
- Ensure access to office/ accommodation facilities is monitored and restricted to authorized staff and visitors.
- Directly supervise the HR assistant, Finance assistant and other staff under his direct management, ensure regular meeting and evaluate performance.
- Send/receive flight booking request and confirmation.
- Liaise with HR on any specific request from national staff and follow up.
- Communicate and exchange information with finance coordinator of the emergency team in Juba (e.g. request budget lines details when needed).

Human Resources (HR)

- Ensure HR policies and procedures are understood and adhere to by all staff and conduct regular staff information sessions on different subjects. Advise and support Program and Logistics departments in the field on HR systems.
- Implement Health and Safety advice as per DRC policy and proactively raise any risk issues, including issues identified and also ensure staff health and welfare is taken care of;
- Ensure all employee documentation is kept in personal files (paper and electronic), updated and archived in conformity with minimum standards and data protection regulations;
- Responsible for organizing, co-coordinating and monitoring staff recruitment, induction and ensuring that the first days for a new staff are well managed, for example, ensure that the induction pack is up to date, staff are aware of medical entitlements, and terms and conditions are within established DRC policies;
- Support the recruitment processes including, placing adverts and ensure all vacancy bulletins are widely circulated among programme teams, dealing with responses and correspondence; ensuring prompt long-listing and short-listing; facilitating the interview process and taking part in the interviews, as may be required; promptly takes up reference checks, initiates pre-employment medical processes, obtain results and advise the respective managers; develops and maintains a recruitment database.
- Draft contracts and inform HR Juba of contracts renewals, and keeps management informed of important dates in staff contracts, e.g. end of contract dates, review dates, etc.;
- Manages staff holidays, R & R, sickness absences, overtimes and any other attendance related issues;
- Prepare payroll Amendment memo and liaise with the Juba HR/Finance department to ensure on time payroll administration and payment;
- Ensure HR policies and procedures are understood and adhere to by staff, for example, by making available staff Handbook, and conducting monthly staff information sessions;
- Ensure there is proper balancing in recruitments as part of implementation of DRC gender and diversity policies in all aspects of human resource policy and practice;
- Advise and support management staff in the field on HR systems relating to national staff;
- Liaise with the Juba Finance and HR departments to ensure timely payroll administration and the preparation and submission of HR database and amendments memos.
- Update the base organization chart and contact lists in coordination with the Team Leader, Program and Logistics Managers.
- Maintain and update staff list, leave tracker on monthly basis and send to Juba HRO-service for consolidation.
- Track the cost of living when requested by the Area Manager and HR Coordinator in Juba.
- Train, support, mentor, supervise and timely evaluate the Finance/HR/Admin staff.
- Handling exit processes in collaboration with the Logistics department to ensure all assets and/or documents are retrieved, end of contract payments are made and personal files are closed.

Finance and Accounting

- Carry out daily cash counts with the finance assistant / cashier and at least at month end with the Team Leader. Month end cash count to be sent to Juba Finance on the last day of the month;
- Supervise the upkeep and security of the safe and the cashbox.
- Ensure that the base is well supplied with funds and needed cash through close cash flow management and that requests for cash transfers from Juba are done with timely measure to avoid shortages.
- Ensure monthly cash forecasts are prepared, consolidated and sent to Juba finance for review.
- Supervise that authorized payments are effected as directed by the Team Leader by ensuring that payment vouchers and books of accounts are properly completed and authorization is made before payment and that receipts are provided in accordance with DDG-DRC Guidelines.
- Review payments for authorized petty cash advances and ensure they are supported by necessary documentation.
- Participate in the budgeting process and ensuring that core support costs (staffing and running costs) are factored in the budgets.
- Ensure controls on the level of cash advances to staffs by maintaining a threshold of advance per staff by monthly tracking sheet.
- Track all project expenditure and on a monthly basis update the Project manager on the status of the project Finances.
- Review TDs (Transaction Details) of BFUs (Budget Follow Up) to verify accurate coding and propose any journals (re bookings) as required.
- Update and analyses budget follow up for the base in coordination with Project Managers, Logistics Manager and Area manager.
- Support and capacity-build the Finance Assistants and Cashiers on routine finance tasks
- Ensure monthly scanning of payment vouchers and sending them to Juba finance for review and onward presentation to HQ
- Ensure safekeeping of finance payment vouchers and other documentation.
- Preparation of the monthly IDRA and sending it to Team Leader for signature and review before sending it to Juba Finance for Review and onward presentation to HQ.
- Perform appraisal of Finance Assistant / Cashier and making follow-ups on resultant action points

PERSON SPECIFICATION

Qualifications and Experience:

Essential:

- Degree/Diploma in business administration or Accounting;
- Computer skills, fluent with Microsoft Excel and Word;
- Very good experience of working with NAVISON
- Fluent spoken and written English;



- At least 2 years' experience of Finance and Administrative work;
- Republic of South Sudan national preferably from Unity State;

Desirable:

- Experience working in the NGO sector;
- Fluent in Arabic and any local language spoken in Unity state will be an added advantage;
- Ability to find solutions to complex problems in a challenging environment;
- Excellent planning and organisational skills;
- Flexible, ability to work both as an individual and as a team member and under stress;

How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources department through jobs.southsudan@drc-ssudan.org

OR

Submit your hard copy application to the Human Resource department to the attention of Senior Human Resources officer, Benefit and Recruitment, DRC Office in Juba near NPA Main office.

Title of the position/vacancy number MUST be clearly mark in the application and on envelop.

DRC-DDG is an equal opportunity employer; we encourage all qualified South Sudanese to apply, irrespective of gender or age. Female Candidates are strongly encouraged to apply.

Further information

Please note, as this position is urgent, applicants may be shortlisted and interviewed prior to the closing date.

We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://www.southsudanngoforum.org/boards/index.php?board> for other suitable opportunities.

