



Career with BRAC South Sudan

With over 100,000 employees reaching an estimated 135 million people, BRAC is the world's largest non-governmental organization. BRAC is a development success story, spreading anti poverty solutions born in Bangladesh to 9 other developing countries in Asia and Africa, making it a global leader in providing opportunities for the world's poor. With a holistic approach that uses a wide array of tools including microfinance, education, healthcare, legal services and more, BRAC invests in communities' own human and material resources, catalyzing lasting change and creating an ecosystem in which the poor have the chance to seize control of their own lives. Of the world's top development and humanitarian relief organizations, BRAC is one of the few based in the global South. BRAC South Sudan is seeking applications from competent, dynamic and self-motivated individuals to fill up the following position:

Head of Finance and Administration

Key Responsibilities:

The Head of Finance and Administration reports to the Country Representative and the specific duties encompass four key areas of Finance, Administration, Logistic, and Human Resources. Overall the She/He will be responsible for the following:

- Oversee the finance, human resource and administration departments for BRAC South Sudan country operation, including oversight to field offices
- Provide technical support the Country Representative and the Senior Management Team of BRAC South Sudan in liaising with donors and Headquarters
- Regularly supervise all the accounts at field level and provide technical support and advice as necessary to ensure smooth functioning of the finance and administration units.
- Ensure timely and accurate monthly financial reporting to the Director of Finance
- Provide all necessary support for internal or external or international audits and the implementation of audit recommendations.
- Coordinate and follow up with Head of programmes to ensure technical inputs in regard to Program budgeting in preparing concept notes, proposals, reports and presentations.
- Coordinate compliance procedures, decisions and communication to all staff and Country Representative and Headquarters
- Develop a risk management plan for the country that identifies the major financial and operational risks and implement a mitigation strategy.
- Work to build the capacity of finance, administrative and logistic staff members and ensure proper staff orientation.
- Support the smooth functioning of employee complaints systems as per BRAC International standards and procedures.
- Ensure programme representation in the UN Clusters, NGO forums, and other coordination arenas in South Sudan
- Follow the development of government policies on thematic programmes and ensure BRAC programmes are in line with Government priorities.
- Manage credible internal control systems for cash management
- Fulfil other duties as may be assigned by the CR or Director Finance

Person Specifications:

- Substantive technically focused experience in financial Management, Human Resource Management and Administration.
- Very good knowledge and skills formal accounting practices
- Excellent communication skills (written and spoken)
- Skills on self-awareness, cultural sensitivity, flexibility and adaptability, resilience
- Proven ability to work under pressure and to use limited resources effectively, conducting risk analysis and applying contingency measures to adjust plans and resources effectively
- Multi-ethnic work environment with sensitivity and respect for diversity with demonstrable ability in keeping good interpersonal relations.

Educational Requirements:

- Master Degree in Accounting and Financial Management or other relevant discipline. Additional qualification in ACCA is an added advantage.

Experience Requirements:

- At least 5 years of relevant experience in Financial Management and accounting with an international organization,
- Experience in managing multi-donors funds and reporting
- Experience in managing sub-grants with partners through partnership agreements
- Experience in developing concept notes, project proposals and budgets
- Good communication and presentation
- Fluency in English, both written and verbal
- Context knowledge of working on South Sudan is encouraged

Employment type: Contractual

Salary: Negotiable

Job Location: Country Office, Juba, South Sudan

South Sudanese are encouraged to apply

Applications, along with CVs) should be addressed to:
Country Representative,
BRAC South Sudan
Email recruitment.bi@brac.net

Application deadline: 26th May 2018

Only short listed candidates will be contacted.

BRAC is an equal opportunity employer
