



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No: KDK-2019/13/6/1

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 25 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 Greater Equatoria, Unity and Upper Nile States. Currently the South Sudan Programme works in 5 field locations in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods and Demining.

DRC-DDG Seeks to Recruit:-

Position Title	Junior Finance/Admin Officer
Report to	Programme Manager
Duty Station	Aburoc, Upper Nile, South Sudan
Contract Type	Fixed-term with possibility of extension depending on funding availability
Employment Start Date	As soon as Possible
Eligibility	South Sudanese National Only
Salary	According to DRC DDG Salary policy - non negotiable
Advertisement Closing Deadline	2 nd July, 2019

Purpose of the post

Under direct supervision of the Sub-Area Manager (Fashoda), support from HR & Admin Unit and Finance Unit in country office, the HR/Administration/Finance Officer has primary responsibility for providing an efficient and effective HR, admin, and finance services to the DRC Fashoda operations (Aburoc and Kodok).

Responsibilities and Tasks

- Responsible for full Recruitment cycle for National positions
- Implementation of HR & Admin Policies and Finance Policies
- Maintaining and updating HR database and finance records
- Monthly payroll cycle
- Monthly finance and HR reports
- Assistance to Supervisor in disciplinary issues and conflict resolution
- Responsible of General upkeep of support services of offices and residential compound (Janitorial services, cooks and compound workers)



- Responsible for general financial management and financial awareness for programs and other support staff.

PERSON SPECIFICATION

Qualifications and Experience

- Proven experience for a minimum of 2 years in a similar role with an international NGO
- Intermediary working knowledge of MS office tools (MS Word, Excel, Outlook)
- Knowledge of South Sudan Labour Laws, Acts and practices
- Knowledge of NGO/donor financial systems and donor compliance

Education

- A degree in HR, Administration, Management, Finance or similar discipline. Substantial and relevant experience in lieu of qualifications will be considered

Languages

- English (Professional Working Proficiency)
- Arabic (Professional Working Proficiency)
- Local language - Shilluk (Limited Working Proficiency)

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 **Human Resources Manager** DRC-DDG Office located along Addis Ababa Road opposite NPA Main Office. Those in Fashoda/Aburoc can submit to DRC-DDG Office next to **Solidarity International**

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

Further information

Gender Equity: DRC-DDG is committed to achieving gender parity in staffing at all levels. In light of this, female candidates are encouraged to apply to bridge the gender gap.

Equal Opportunity: DRC-DDG is an equal opportunity employer. We value diversity and we are committed in creating an inclusive environment based on mutual respect for all the employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, mutual status, or other protected characteristics.

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://comms.southsudanngoforum.org/> for other suitable opportunities.

