



# ICRC

International Committee of the Red Cross  
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



## JOB ADVERTISEMENT COOPERATION FIELD OFFICER II (FINANCE) Based in Juba

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position based in Juba.

### Main Duties & Responsibilities:

- Follows up the financial transactions made towards SSRC supported programs and ensures that these transactions are made in line with agreed budget and quarterly plans
- Controls, complete accounting documents including invoices, vouchers and ensures all supporting documents are duly approved, signed and stamped, calculated correctly, dates and no alterations
- Coordinates all financial activities with the Cooperation department and the ICRC Finance and Administration department for technical advice and updates
- Prepares all necessary documents for the monthly closing of accounts and expenditures and support/monitor Cooperation officer (secretary) to enter vouchers and statistics into accounting application.
- Follows up the financial implementation of projects, jointly with ICRC's technical departments and prepares the documents for discussions with the SSRC (i.e. quarterly PoA, monthly financial reports, etc); assist the SSRC with technical details related to financial management
- Ensures that the SSRC staff (programs coordinators) are familiar with the administrative and financial procedures related to the ICRC supported programs; Works closely with the ICRC finance and administration and provides timely all information and documents needed for processing the bills
- Follows up on the subject of the SSRC working advances, and ensures that the submitted bills and attached documents are in line with the agreed cooperation procedures with the SSRC; coordinate with other departments on clearance of returns; plans, prepares and participates in the SSRC\_ICRC quarterly planning process together with the other Cooperation staff
- Produces regular and adhoc financial reporting according to established format and procedure, with particular view to proper use of funds: implements Cooperation activities related to General Support objectives, and contributes to their development; contributes to operational reports by Cooperation and SSRC on the regular basis
- Prepares, follow-up on ROs for Cooperation department, and train other cooperation staff; in consultation with respective ICRC departments, ensures that elements of capacity building are duly taken into consideration when working with the SSRC counterparts (planning of activities, cash request, implementation and cash reports)
- Maintains regular contacts with the local Red Cross branches and units related to financial management of transferred fund; follows the payment reports made by the SSRC and ensure the collection of the report from the SSRC branches
- In collaboration with SSRC Finance department, undertake field-monitoring trips to the branches to coach and train the field staffs; contributes to the Weekly Highlights, annual delegation reports and quarterly cooperation reports; fully participates in preparation and co-facilitate PfR annual activities
- Prepares and conducts internal presentations, facilitates in workshops and trainings as far as the Cooperation with SSRC is concerned and represents the ICRC when required

### Minimum Required Knowledge & Experience:

- Bachelor Degree, an Associate Degree or equivalent higher education degree in financial management, administration and accounting, socio-economic development
- 4-6 years of experience in, socio-economic development, finances, human rights or similar position in a humanitarian area
- Excellent English skills and advanced conversational in Arabic, expert level in computer skills
- Good knowledge of ICRC mandate, IHL, and of other humanitarian topics
- Good knowledge of geographically assigned environment: readiness to spend 50% of the time in the field
- Driving License; Succeeded in ICRC Driving test.

Interested candidates should submit their application clearly marked "Cooperation Field Officer II (Finance) - Juba" (including C.V. written in English and copies of certificates) at latest **Tuesday, 19<sup>th</sup> December 2017** to the HR Manager.

either At the ICRC reception : Juba, Wau, Bor, Rumbek, Malakal and Bentiu  
or By email to : [jub\\_recruitment\\_services@icrc.org](mailto:jub_recruitment_services@icrc.org)



**Only short-listed candidates will be contacted. Application files not retained will not be returned.**