

**JOB ANNOUNCEMENT**

**Admin and Finance Assistant**

**The Pre-grant Recruitment**

World Vision is a Christian relief, development and advocacy organisation dedicated to working with children, families and communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. Our vision for every child, life in all its fullness. Our prayer for every heart, the will to make it so.

World Vision South Sudan (WVSS) is looking for a dynamic person to fill the position of **Admin and Finance Assistant** to be based in **Upper Nile-Kodok**.

**Purpose of the Position**:

To provide financial and administrative support for Kodok operation as well as play a key role in establishment of appropriate accounting system incorporating necessary internal control. To provide efficient and timely administrative support to World Vision South Sudan Emergency Program, Kodok operation and field locations in Manyo, Panyikang, Makal and Fashoda Counties with the aim of enhancing the program’s response to relief/ rehabilitation needs of timeliness, appropriateness and accountability.

Communicate World Vision's Christian ethos and demonstrate a quality of spiritual life that is an example to others.

**MAIN RESPONSIBILITIES:**

* Timely funding requests, and cash accountability reports and custody of cash as per the program needs and grants requirements Participate in designing and implementation of ECD, primary education, ALP, GBV and Child protection activities in accordance with the project documents and donor requirements.
* Proper documentation, filling, referencing and review employee expenses reports and journalizing expenditures.
* Update asset listing, inventory listing, coding, verification, disposal and tracking of asset movement.
* Facilitate External and internal Audits and implementation of audit recommendations.
* Update and reconcile advances, loans to staff, prepayments, receivables, payables and the flow through account for the response.
* Carry out and assist in setting up administrative procedures and office systems; ensure that the residential area is kept tidy and clean at all times and provide hospitality to visitors, for meeting etc. and manage the food and other supplies required for the compound and staffs, etc.
* Maintain office supplies and inventory; monitor office equipment and notify the appropriate staff or vendors when repairs or maintenance are needed; supervise the cleaners and the security guards on daily basis, etc.

**KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE REQUIRED**

* Diploma in Accounting or related fields
* Experience: 2- 3 years
* Technical Skills & Abilities:
* Excellent computer skills in Excel, Word & Sun-systems software.
* Good planning and organizational skills
* Tact and diplomacy in dealing with staff-related to work environment needs
* Ability to maintain effective working relationships with all levels of staff

***N.B: This position is open to South Sudanese Nationals Only.***

***N.B: The incumbent of this position will be a Relocatable Staff/non* Relocatable**

**HOW TO APPLY**

***Interested persons who meet the above criteria should submit their applications which include the cover letter, together with an updated CV with at least three referees with their telephone contact addressed to*** The Human Resource Manager, World Vision South Sudan

Applications can be submitted either online to **this email** [**recruitsdno@wvi.org**](mailto:recruitsdno@wvi.org) **or hand delivered to World Vision Office in Juba. Plot N\*1, Block BX 2nd Class, Hai Cinema (next to MTN, Hai Cinema),**

***(Please indicate on all your documents the position you are applying for)***

**Closing date for receiving applications is: April 6th 2017**

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

The candidate finally selected should comply with the **Christian Commitment** and **child protection policy** applied in the Organization