



# South Sudan Council of Churches Vacancy Announcement

South Sudan Council of Churches (SSCC) is seeking experienced south Sudanese Nationals to fill in the various vacancies as mentioned and to be based in Juba.

## **1. Job Title: Finance Manager**

**Location:** Juba South Sudan

The position holder is responsible for support and supervision of the Finance team, in ensuring that SSCC establishes, maintains, develops and implements effective, proper and sound accounting and financial management policies and systems.

### **Accountability:**

The post holder reports directly to the General Secretary while maintaining a close working relationship with the Finance Advisor at SSCC Headquarters. He/she will also have working relationships with SSCC Head of Programs, Human Resource Manager, Reconciliation, Neutral Forum and Advocacy Coordinators as well as Ecumenical Church Relation Department

### **Desired Qualities:**

- A minimum of an Undergraduate Degree in Economics, Commerce, Business Administration and a member of CPA or KCPA
- At least five years working experience in a similar position.
- High level skill in accounting and financial matters.
- Good communication, interpersonal and organizational skills
- Proactive and alerts the management on financial issues.

## **2. Job Title: Peace and Advocacy Coordinator.**

### **Accountability:**

The post holder reports directly to the Head of Programs South Sudan Council of Churches' (SSCC) while maintaining a close working relationship with the National Women Programme Coordinator at SSCC Headquarters. He/she will also have working relationships with SSCC Reconciliation, Neutral Forum and Ecumenical Church Relation Department

### **Strategic Roles**

The overall responsibility of this position is to support Head of Programs to manage, administer, coordinate and ensure the effectiveness of peace and advocacy programs and projects of South Sudan Council of Churches. This involves program planning, budgeting, preparing and producing peace and advocacy materials, management of events including meetings and conferences and reporting.

### **Desired skills Qualities**

- A. Advance Degree in peace building, development studies, communication, psychology and social science and other related disciplines.

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Please send your application by email to [ssccjobs2016@gmail.com](mailto:ssccjobs2016@gmail.com) Alternatively you can as well drop a hard copy application at South Sudan Council of Churches Compound, only shortlisted Applicants will be called for interviews, and no hard copy applications/Copies of Documents will be returned back to owners if not shortlisted or successful for the job,

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## South Sudan Council of Churches Vacancy Announcement

- B. Minimum of 3 years experiences in peacebuilding, communication and project management. proposal writing and managerial position
- C. Excellent interpersonal and communication skills.
- D. Strong writing skill and speaking English.
- E. Proficient in using MS word, Excel, PowerPoint and Internet.

### **3. Job Title: Assistant Peace & Advocacy Officer**

#### **Accountability:**

The post holder reports directly to the Peace & Advocacy Coordinator South Sudan Council of Churches' (SSCC) while maintaining a close working relationship with the National Women Programme Coordinator at SSCC Headquarters. He/she will also have working relationships with SSCC Reconciliation, Neutral Forum and Ecumenical Church Relation Department

#### **Strategic Roles**

The overall responsibility of this position is to support the Peace and Advocacy coordinator to manage, coordinate and ensure the effectiveness of peace and advocacy programs and projects of South Sudan Council of Churches. This involves program planning, budgeting, preparing and producing peace and advocacy materials, management of events including meetings and conferences and reporting.

#### **Desired Qualities:**

- A. Advance Degree in peace building, development studies, communication, psychology and social science and other related disciplines.
- B. Minimum of 3 years experiences in peacebuilding, communication and project management. proposal writing and managerial position
- C. Excellent interpersonal and communication skills.
- D. Strong writing skill and speaking English.
- E. Proficient in using MS word, Excel, PowerPoint and Internet.
- F. A recommendation from the church is required.

### **4. Job Title: Human Resource/Back Office Admin Officer**

#### **Accountability:**

The post holder reports directly to the South Sudan Council of Churches' (SSCC) **Human Resource Manager** while maintaining a close working relationship with the General Secretary at SSCC Headquarters. He/she will also have working relationships with SSCC Head of Programmes, Reconciliation, Neutral Forum and Advocacy Coordinators as well as Ecumenical Church Relation Department to assist in any clerical work related duty and back up for the admin to General Secretary..

#### **I. Job Summary**

The incumbent will assist the Human Resource Manager in the implementation of Human Resources systems, procedures and a wide variety of Human Resource functions SSCC. This position handles the administrative support responsibilities of Human Resources programs and Receptions Or back Office.

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### **Desired Qualities:**

- University degree in Human Resource Management, Organizational Psychology or equivalent in related field.
- Experience in the application and administration of junior staff.
- At least, 2 years of relevant professional experience in the operation of a human resource information system
- Good knowledge about local labour laws.
- Flexible and committed to customer service.
- Proficient in using MS word, Excel, PowerPoint and Internet
- A recommendation from the church of membership is required

### **5. Job Title: Regional Women Programme Officer**

#### **Location: Wau**

#### **Accountability:**

The post holder reports directly to the South Sudan Council of Churches' (SSCC) **Coordinator/Facilitator** while maintaining a close working relationship with the National Women Programme Coordinator at SSCC Headquarters. He/she will also have working relationships with SSCC Head of Programmes, Reconciliation, Neutral Forum and Advocacy Coordinators as well as Ecumenical Church Relation Department through the National Coordinator women desk.

#### **Required skills and experience:**

- Basic Degree in the relevant field of Peace and Conflict Studies, Development Studies, Theology or any other relevant Social Science Discipline
- Devoted Christian professing faith in Christ with records of involvement in church related activities
- Minimum of 3 years' experiences in peacebuilding and project management.
- Ability to write comprehensive reports, and to organize and present data
- Strong writing and speaking skills in English
- Proficient in using MS word, Excel, PowerPoint and Internet

#### **1. HOW TO APPLY**

Interested applicants are required to submit their applications to SSCC only by email to [ssccjobs2016@gmail.com](mailto:ssccjobs2016@gmail.com), and be clearly marked "Application: Mention the position"

The closing date of applications is the **14<sup>th</sup> of April, 2017**. Applications received after deadline will not be considered.

**NB** Women / Ladies are strongly advised to apply and first priority will be given to them if proved a strong candidate for the positions.

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