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Jpa



VACANCY ANNOUNCEMENT

14 June 2018

REF NO.: ATJP/EU/A004

Job Title	Liaison Worker (Level 3)		
Directorate	South Sudan	Department	E&S
Location of post	Juba, Wau, Bor, and Yei	Pay Band	Consultant
Reports to	Finance Officer	Duration of job	10 months part time

The **Access to Justice Project** is implemented by the British Council and funded by the European Union. The Project aims to contribute to the functioning of justice systems at the local level and raise public awareness and understanding of the rule of law.

The British Council seeks candidates for the position of Liaison Worker Level 2 (several positions) short-term position, based in one of the following locations: Juba, Wau, Bor, and Yei. All positions are subject to availability of funding.

Purpose

The Liaison Worker Level 3 will work with liaison workers in the designated locations and support the finance officer to ensure an efficient, secure and appropriately controlled administrative and financial environment is in place for the British Council's client-funded Access to Justice Programmes in designated locations in South Sudan. S/he provides the project team in the designated location with financial service support and contributes to ensuring the project's financial resources are effectively managed and compliant with corporate and client financial standards.

Duties and responsibilities

Financial administration

- Financial forecasting and planning for various activities
- Cash handling by ensuring service providers and project team receive required cash to run project activities
- Carry out cash reconciliations with the Finance Officer

Administration

- Identify and negotiate with various service providers required for various activities such as community meetings, forums, and training.
- Work with other liaison workers to ensure venues and other logistics arrangements are in place for project activities.

Data gathering and Report writing

- Data gathering and verification of finance and administration-related information to improve delivery of the project



- Report writing – support other liaison workers to collate court observation and forum reports and prepare a comprehensive report. This should include progress or status reports of project activities and any stakeholder updates in a designated location.

Experience, knowledge and skills

Essential

- A minimum of two years' experience directly related to finance and administration
- Experience working with an international organisation
- Implementing procurement policies and procedures.
- Planning and coordination of events/forums/discussions
- Cash handling experience
- Can prepare cash reconciliation reports
- Administration and coordination experience
- M&E and data gathering and verification
- Good IT skills (use of Microsoft Office, including Excel) for report writing purposes
- Excellent communication skills in written and spoken English and good command of Arabic

Desirable

- Some knowledge of the South Sudan court systems and communities where courts are located
- Knowledge of project management
- Knowledge of accounting software
- A good command of at least one local language in the community project sites
- Forum/meeting/discussion facilitation skills
- Experience of working within the justice sector in South Sudan

Personal attributes

- Ability to work on own initiative to build on and develop the job, combined with the ability to work effectively as part of a team.
- Highly organised, with good attention to detail and developed ability to prioritise multiple tasks to meet tight deadlines and organise work.
- Demonstrates commitment to, and actively involved in, pursuing program's outcomes.
- Ability to establish and maintain effective working relationships in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

Applications

Candidates for these positions should submit an updated CV, cover letter, and filled in application form outlining their suitability for the assignment to info.atjp@britishcouncil.org. If you do not have a copy of the application form kindly send your CV and cover letter to the mentioned email and an application form will be sent to you. Applications should be received by 5pm on 29 June 2018. Hand written applications will automatically be disqualified.

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED

The British Council is committed to a policy of equal opportunity and welcomes applications from all sections of the community.

