



**Position** : Finance/Admin Assistant

**Job site** : Juba,

**Status** : Fulltime

**Report to** : Admin Officer

**Planned Start Date:** ASAP

**Duration:** 3 Months (with possibility of extension depending on performance & available funds)

#### I. Main Objective:

The Admin Assistant is responsible for supporting INTERSOS activities and staff with Admin tasks on daily basis. He/She is expected to be efficient, honest and transparent and keep the necessary level of confidentiality on information acquired on the job.

#### II. Responsibilities/Duties

- In charge of daily book keeping and cash counts
- Ensure a good filing of the financial files and records
- Handling of all payments to suppliers and contractors as requested and authorized by management staff and immediate supervisor, both cash and by bank transfers
- Contribute to the planning of expenses in coordination with the immediate supervisor, the logistician, technical staff and the project managers
- Monitor all cash flow movements
- Being aware of mission operating budget and financial conditions and constraints
- Monitoring the level of expenses in relation to available budgets
- Daily administrative office task
- Preparing general contracts for implementation of activities in the field base such as vehicle rent contracts, suppliers' contracts e.t.c after approval from Juba.
- To assist department colleagues with additional HR tasks which include preparation of staff contracts, preparing documents for terminated contracts, verifying timesheets and hours worked and submitting monthly

attendance sheets, updating annual leave tracker, paying monthly salaries, recruitments and any other HR function.

- Any other duties not listed above and necessary for the implementation of activities.

## **REQUIRED Qualifications and skills:**

- Previous experience in working with NGOs and a proven experience of two years in similar role
- Good accounting and financial skills
- Fluency in English, Arabic and local language
- Excellent communication skills and the ability to keep confidential information
- Working knowledge of MS Word, Excel and Internet (please note for candidates invited for interview there will be an exams to proof his/her ability of using MS Word /Excel)

## **Application procedure:**

Candidates are requested to submit their CV and motivation letter to the INTERSOS office at Plot 18, Block 3,3<sup>rd</sup> Class, Nimra Talata, and Juba by **4PM Thursday September 22 2016**. Or alternative by Email to: [admin.south.sudan@intersos.org](mailto:admin.south.sudan@intersos.org). Please write *Application for Admin Assistant Juba* on the envelope or at the subject line, and **remember to include reachable contact details (preferably e-mail address, if not mobile phone)**. Only short listed candidates will be contacted for an interview.

**NB: Applications once submitted are not returnable.**

**Qualified Women are STRONGLY encouraged to apply.**