

SD 1/13/17  
Approved  
Internal Review  
Late Start 2017  
[Signature]

External Job Advertisement  
Grants/Finance Specialist

MINISTRY OF PLANNING AND ECONOMIC DEVELOPMENT  
SOUTH SUDAN

The Viable Support to Transition and Stability (**VISTAS**) Program is USAID's flagship program in South Sudan. The Program's goal is to mitigate the further spread of communal violence and rising tensions in critical areas where conflict may have national implications. VISTAS targets lower-level, local conflicts which are vulnerable to higher level political manipulation or which may impact the national dynamics and reflects the new context and the different dynamics on the ground.

**VISTAS objectives are:**

- To increase space and tools to manage conflict and tensions. VISTAS identifies opportunities within and across communities in critical areas to mitigate disputes, promote peace messages, and strengthen the tools and resources needed to build trust and find solutions to problems.
- To build cross-line interdependency to promote peaceful coexistence. VISTAS works with actors and communities in critical areas to promote and establish mutually beneficial interdependence and understanding of the value of maintaining a positive and peaceful coexistence.
- To promote a more informed community. VISTAS work to promote access to reliable and trustworthy information for communities in critical areas in order to mitigate political manipulation and misinformation that could lead to further tensions and conflict.
- To engage communities in trauma awareness to lay the foundation for healing and reconciliation. VISTAS works with communities to understand how trauma has perpetuated historical tensions and begin to bridge these divides, paving the way to reconciliation through other processes.

Currently VISTAS operates in areas within Upper Nile, Jonglei, Lakes, Unity, Northern Bahr el Ghazal and the Equatorials

**Position Title: Grants/Finance Specialist**

**LTTA: Long term: One (1) year– with possibility of extension)**

**CCN: South Sudanese**

**Location: Akobo**

**Reports to: Regional Program Manager**

The Grants/Finance Specialist will have a regular travels to other field sites throughout his/her area of operation. He/she will be the focal point in his or her area of Operations, to ensure that the implementation of the grants be carried out in accordance with the specifications defined in the activity development phase. In discharge of her/his tasks, s/he will maintain open and professional relationships with authorities, community groups, NGO's and other international organizations.

**Main Grant Responsibilities are:**

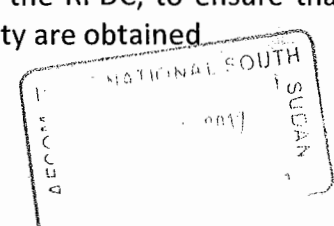
**Activity development**

- Assist the Regional Program Development Coordinator (RPDC) in developing activities, specifically regarding the practicalities of the implementation process

**Grant implementation and monitoring**

- In collaboration with the RPDC, execute a kick-off meeting with grantee to cover all the practical details of the implementation of the grant
- Working with the grantees, and with the support of the RPDC, to ensure that all necessary permits and/or authorizations to implement the activity are obtained

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- Responsible for the implementation of ongoing activities; advises the RPDC on practical solutions to maximize the efficient implementation of the activity and compliance of the grantee
- Assisting the RPM, RPDC and if necessary Senior Engineer organizing any community labor or other in-kind contribution that may be necessary to implement the activity
- Submit weekly activity notes on each grant activity being implemented to the RPDC /RPM
- In collaboration with the procurement team, ensure that all goods and services are delivered to grantee in accordance with the approved list of goods and services
- Initiating the process of requesting grant amendments and/or extensions by submitting the corresponding proposals to the RPDC / RPM
- Responsible for (or delegation of) all implementation documentation
- At the end of all approved activities, s/he transfers responsibility back to RPDC for the close-out process
- Contributes to the drafting of the final evaluation
- Ensures taking photos throughout the course of field activities

#### **Grant Close out**

- In collaboration with the finance and procurement teams, ensure that all the purchases were made and delivered to beneficiaries
- Contribute to activity reconciliation to ensure that all payments were finalized
- Support the acquiring of all related grant documentation to be uploaded to One Source in coordination with the Information Team

#### **Main Financial Responsibilities:**

- Review & reconcile physical cash to the cash tracking sheet daily, and to the cash book weekly and send to Juba finance office on a weekly basis
- Maintain petty cash, ensuring all expenses are appropriately authorized and recorded according to USAID and AECOM Standard Operating Procedures (SOPs)
- Issuing and tracking field cash advances and ensuring they are cleared on a regular basis
- Maintaining excel cash books, ensuring all transactions are recorded and coded to the approved Chart of Accounts and correct grant code if appropriate
- Ensuring all payment requests are accompanied by required and accurate documentation, if **incomplete, the payment request cannot be processed and must be returned to the submitter with appropriate feedback**
- Assist in review of cheque register and reconciliation of bank book to bank statement monthly
- Working closely with the program team, provide cash projections to the RPM (timing at the discretion of the RPM)
- Ensuring payroll remittances are made each month as per the defined schedule. Follow up with HR to ensure that legal deductions for permanent and temporary staff are made
- Maintain a scanned or hard copy of all original documentation that is sent to Juba
- Assist in facilitating any internal / external audits if applicable
- Inform RPM/Finance Director of all major finance issues.
- Understand and enforce the Program's policy of zero tolerance for fraud and corruption
- Any other duties as designated by your supervisor or Senior Management Team

#### **Required Qualifications and Skills:**



- Bachelor's Degree or diploma in finance or related field
- Two – three years finance and grants experience, in international organizations preferred
- USAID funded project management experience preferably in grant making experience is preferred
- Experienced in financial management, budgeting, financial reporting, and procurement processes
- Accounting and bookkeeping skills
- Ability to excel in a culturally diverse team with integrity
- Ability to interact effectively with international and national personnel
- Proficiency in oral and written English
- Proficiency in MS Word, Excel and Outlook

**HOW TO APPLY FOR THIS JOB:**

Interested candidates who meet the above mentioned conditions should submit their application letter and CV listing three references and a phone number or other contact details to: **The Human Resources & Administration Director, AECOM International- Kololo Road, Road No 5, Block No 3 K South Tongping, near the Immigration Office, Juba, South Sudan Or e-mail to [vistas.recruitment@aissudan.com](mailto:vistas.recruitment@aissudan.com). Not later than July 30<sup>th</sup> 2017.**

Note, AECOM International South Sudan is an equal opportunity employer; it does not discriminate on the basis of religion, race or political affiliation. Female candidates are highly encouraged to apply. In the subject line of thee-mail, please put the job title and location of the position.

**Only shortlisted candidates will be notified for interview,**

