



## TERMS OF REFERENCE

### REACH Finance and Administration Officer



**Position:** REACH Finance and Administration Officer

**Department:** REACH, ACTED South Sudan

**Base:** Juba with potential travel to ACTED bases

**Date of advert:** 18/April/2018

**Expiry Date:** 7/May/2018



**ASSIGNMENT:** the REACH Finance and Admin Officer is responsible for supporting planning and follow up of REACH project finance and human resources. Liaison between REACH project/field teams and the relevant supporting team (administration, finance and Human Resources). Support information flow between REACH and the supporting teams of ACTED. Also the Admin Officer should be up to date with ACTED HR, finance and security procedures and ensure they are applied as relevant to the projects and activities of REACH.

#### CHAIN OF COMMAND

REACH country coordinator  
GIS/IM Manager  
GIS Officer/Assessment Officer

#### WORKING RELATIONS

##### Internal Relations:

Country coordinator, assessment manager, Project Manager, Assessment Officer, GIS Officer, Senior Field Coordinators, junior field coordinators, data entry assistants  
HR Manager, REACH FLATS officer, HR officer, Finance manager, Finance officer, Logistics Manager, Logistics Officer, Admin Officer, Assistant Admin Officer, Security Officer.

#### FUNCTIONS

The REACH Finance and Admin Officer is responsible for completing the following tasks:

##### **Administration:**

- Supporting REACH recruitment by planning staff needs with REACH project focal points, placing requests and following up their progress.
- Keeping up to date with any new HR policies and communicating them to the different project teams via Officers or (Senior) Field Coordinators.
- Collecting, consolidating and following up on Attendance Sheets/Contracts/ and other





Human Resources documentation of REACH national and international staff.

- Ensure to send the entire leave request forms for the staff at base level to ACTED HR.
- Control and supervise the filing of staff personal folders.
- Ensure valid contracts of staff at the base level are kept up to date
- Organize staff induction, management of appraisals with the line managers at the base level.

#### Finance:

- Following up with any tasks as requested by REACH project teams, including reimbursement of mission expenses and ensuring paperwork from field missions submitted according to ACTED procedures
- Ensure proper documentation for all payments.
- Submit administrative and financial inputs to REACH management team and REACH Finance.
- Send the cash flow needs on a monthly basis to ACTED Finance.

#### Other:

- Maintain close contact between field/project teams to be informed of developments in project activities which may require FLATS support and following up as needed with administration and finance teams.
- Any other duties as required to support the running of REACH activities.

Additional general information about ACTED and the policies of ACTED is included in the HR manual.

### QUALIFICATIONS/SKILLS REQUIRED

- Bachelor degree in Accounting, Business Administration, Human Resource or a related field.
- A minimum of two years of relevant experience, preferably in a similar position in an NGO.
- Deep and clear understanding of humanitarian principles and activities.
- Sound understanding/experience in financial processing and management
- Excellent skills in Microsoft Word, Outlook, and Excel.
- Strong organizational skills and meticulous attention to detail.
- Excellent interpersonal skills and demonstrated ability to establish effective work relations at all levels.
- Proven ability to prioritize tasks, meet deadlines and work with limited supervision, proactive and a good team-player.
- High level of integrity and honesty.
- Fluency in English and Arabic





# ACTED

Agence d'aide à la coopération technique et au développement.

ACTED HR Manual  
Form N9

## Applications

Applications should be submitted **in English**, and should include:

- detailed CV
- cover letter
- photocopy of all university degrees
- photocopy of national ID card,
- photocopies of work certificates related to past jobs
- All applications should be submitted to the ACTED Country Office in Juba (**Hai Cinema**, in hard copy or Email to [alejandra.gaviria@reach-initiative.org](mailto:alejandra.gaviria@reach-initiative.org), [juba.hrofficer@acted.org](mailto:juba.hrofficer@acted.org) latest by 7/May/2018  
**Time:5:30PM**
- Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.
- **Application materials are not returnable**, therefore applicants are strongly recommended not to submit original documents.

**Note: This position is open to South Sudanese Nationals & Women are encouraged to apply**

