



STEWARWOMEN

Munuki Block A, Plot № 108, BILPAM Road, about 100 Meters to UNMISS POC 1
stewardwomen.jobs@gmail.com

Job Advert

Date: 23th January, 2017

Position: **Finance and Administration Assistant - Juba**

Introduction:

STEWARWOMEN is an indigenous South Sudanese women organization founded in 2009 to address the problems of sexual and gender based violence; lack of access to justice by women; lack of participation of women in leadership and decision-making and poverty among others. It is registered as a not for profit non- governmental organization with the government of South Sudan in 2009. Our vision is a South Sudanese society "free from the violations of the human rights of women and children". Our mission is "to develop, shape and empower South Sudanese women to advocate for policies that foster equal economic opportunity and secure human rights for women and children".

Our 2015-2017 strategic intervention areas are; 1) Access to justice; 2) Legislation and law reform; 3) Psychosocial support to GBV survivors; 4) Protection of adolescent girls in schools; 5) Women leadership and empowerment; 6) Governance/peace building.

We are a member of the Solidarity for African Women's Rights [SOAWR] that campaigns for the ratification and/or domestication of the Protocol to the African Charter on Human and People's Rights on the Rights of Women in Africa [Maputo protocol]. We are also the lead agency of a national coalition of 25 CSOs that advocates for the ratification of the Maputo protocol in South Sudan. Our field offices are located in Romich in Tonj East county [Tonj state) and in Nimule in Magwi county [Imatong State], and a national coordination office in Munuki Block A, Plot No. 108, BILPAM Road, Juba.

We are in search of a candidate who shares our vision and mission as a Finance and Administration Assistant to be based in Juba head office.

Key roles and duties of the post-holder:

Under the supervision of the Finance Officer, the key roles and duties are;

- Maintain daily petty cash and reconciliation records up to date.
- Assist the Finance Officer in book-keeping and posting of expenditures using the appropriate accounting system and software.
- Assist the finance officer to view and verify receipts and payment vouchers according to organization and donor policies and financial procedures.
- Assist the finance officer to prepare timely financial and management accounting reports.
- To prepare monthly operational budgets based on the project budgets.
- Financial advisor to support staff.
- Keep up to date record of assets register
- Manage office phone.
- Manage program files
- Manage program logistics

- Supervise support staff.
- Ensure the office is well organized.
- Receive and usher visitors
- Manage duty roster of support staff.
- Any other responsibility assigned by the supervisor.

What kind of person are we looking for?

- Good computer skills especially Ms Word and Excel.
- Good accounting and administration skills and methodical approach to work.
- Diligent, honest and attention to detail.
- Excellent written and spoken communication skills in English.
- Pro-active approach and ability to work unsupervised but also as part of a team.
- Creative and solutions-oriented thinker.
- Ability to communicate with a diverse range of people at different levels.
- Ability to proactively identify and respond to problems arising.
- Experience of working with tight deadlines and ability to remain calm under high pressure.
- Certificate in the relevant field with relevant trainings in finance and secretarial studies.
- At least 2-3 years' working experience with NGO in a similar position.
- Ability to speak basic Arabic is an added asset.

Assumption of Duty:

This position is very urgent and will be filled as soon as possible. The initial duration of the job holder shall be three [3] months. Contract extension is dependent on the availability of funds and excellent job performance.

Submission of Application:

Qualified South Sudanese nationals are asked to submit their updated CV, copies of academic transcripts, contacts of two previous supervisors and relevant photocopies of nationality documents addressed to "**Human Resources & Administration Officer, STEWARDWOMEN**"

Send to our e-mail address: stewardwomen.jobs@gmail.com or deliver hard copy to STEWARDWOMEN Office at Munuki Block A, Plot No. 108, (500 meters off Bilpam Road) Juba.

Please indicate the position applied for in the email subject, for hard copies; please indicate the position applied for at the right upper corner of the envelope. Applications should be submitted latest, Friday, 3rd February 2017. Note that, applications submitted will not be returned and only shortlisted candidates will be contacted.

Human Resources & Administrative Officer

