



**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children**

JOB TITLE: ADMIN & FINANCE ASSISTANT - RENK

World Vision is a Christian relief, development and advocacy organisation dedicated to working with children, families and communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic **Admin & Finance Assistant (Man or Woman)** who is willing to share in our vision and promise to Children, to join us as Admin & Finance Assistant in Renk..

Purpose of the Consultancy: Job.

To provide financial and administrative support for **Renk** operation as well as play a key role in establishment of appropriate accounting system incorporating necessary internal control. To provide efficient and timely administrative support to World Vision South Sudan Emergency Program, Renk operational area with the aim of enhancing the program's response to relief/ rehabilitation needs of timeliness, appropriateness and accountability. *Communicate World Vision's Christian ethos and demonstrate a quality of spiritual life that is an example to others.*

Major Roles and Responsibilities:

- Timely funding requests, and cash accountability reports and custody of cash as per the program needs and grants requirements Participate in designing and implementation of ECD, primary education, ALP, GBV and Child protection activities in accordance with the project documents and donor requirements.
- Proper documentation, filling, referencing and review employee expenses reports and journalizing expenditures.
- Update asset listing, inventory listing, coding, verification, disposal and tracking of asset movement.
- Facilitate External and internal Audits and implementation of audit recommendations.
- Update and reconcile advances, loans to staff, prepayments, receivables, payables and the flow through account for the response.
- Carry out and assist in setting up administrative procedures and office systems; ensure that the residential area is kept tidy and clean at all times and provide hospitality to visitors, for meeting etc. and manage the food and other supplies required for the compound and staffs, etc.
- Maintain office supplies and inventory; monitor office equipment and notify the appropriate staff or vendors when repairs or maintenance are needed; supervise the cleaners and the security guards on daily basis, etc.

KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE REQUIRED

- Diploma in Accounting or related fields
- Experience: 2- 3 years
- Technical Skills & Abilities:
 - Excellent computer skills in Excel, Word & Sun-systems software.

- Good planning and organizational skills
- Tact and diplomacy in dealing with staff-related to work environment needs
- Ability to maintain effective working relationships with all levels of staff

HOW TO APPLY:

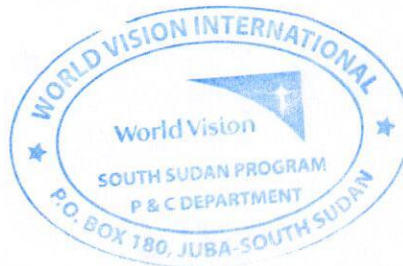
Interested applicants who meets the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts.

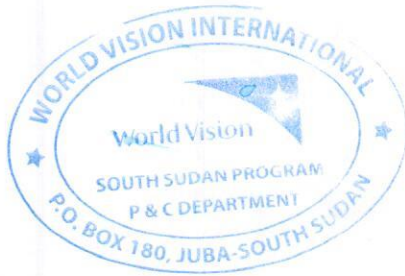
Address your application to: The Human Resource Manager, World Vision South Sudan and indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org

Closing date for receiving applications is: August 25th, 2017 at 5 PM

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.





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JOB TITLE: FOOD SECURITY & LIVELIHOOD – PROJECT MANAGER X 2 –

(1 position for Juba and 1 position for Tonj North)

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World Vision South Sudan is now seeking for a qualified and dynamic **FSL Project Manager x 2 (Man or Woman)** who is willing to share in our vision and promise to Children, to join us as Food Security Livelihood Project Manager overseeing the (ANCP) Australian NGO Cooperation Program (Tonj North) and FAO Voucher Project (Juba)

Purpose of this Job:

The core responsibilities of this position are to take the lead in overall project management and implementation of ANCP (Tonj North) and FAO Voucher Project (Juba) projects. These projects aim to achieve improved household food and income security through increased agricultural production and productivity and through increased incomes which can be used to enable families to purchase food and diversify diets. The project will utilize proven models and approaches to achieve the intended results.

Major Roles and Responsibilities:

- Provide leadership in implementation of ANCP FSL projects in the areas of covered by this project (Juba and Tonj North)
- Provide technical support and training in the following FSL project activities such as FFS, Demo plot, seed multiplication, VSLAs/IGAs and FMNR.
- Lead the proper planning, implementation, monitoring, and reporting of the project activities in
- Prepare work plan, DIP, Cash flow, procurement plan for the project.
- Prepare and submit quality project report as per the report requirement of the project
- Build and maintain effective relationships with implementing partners, staffs and stakeholders during the period of this project.
- Ensure that the project beneficiaries' identification and selection is done based on gender sensitivity and disability consideration as requires by ANCP grants protocol. PWD and women are required in this project throughout the implementation phases.
- Ensure the physical welfare, well-being, and professional development of staff directly assigned to the project through trainings and coaching.
- Ensure proper budget planning and expenditure monitoring.

- Do other task given by his supervisor.

Qualifications: Education/Knowledge/Technical Skills and Experience

Qualification required: Degree in Agriculture (crop or Livestock) or related field like agri-business or but with direct experience in food security.

Experience: Minimum 2 years with similar experience as Project Manager/Project Coordinator in food security and livelihoods and or 3-5 years of experience as FSL Officer

Technical Skills & Abilities: Knowledge and experience in Farmer Field School, Farmer Demonstration, Farmer Managed Natural Regeneration, Vegetable production, post-harvest management, improved grain storage etc is desirable.

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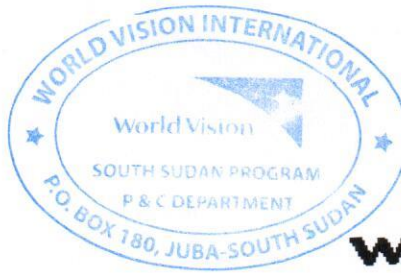
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JOB TITLE: GRANTS & COMPLIANCE OFFICER – CORE GROUP POLIO - JUBA

World Vision is a Christian relief, development and advocacy organisation dedicated to working with children, families and communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic **Grants & Compliance Officer (Man or Woman)** who is willing to share in our vision and promise to Children, to join us as Grants Accountants overseeing the Core Group Polio Partners implementing Bill and Melinda Gates Foundation and USAID funded project.

Purpose of this position:

The purpose of this position is to ensure effective management of the project grants funded by Bill & Melinda Gates Foundation (BMGT) and USAID by ensuring that Core Group Polio Project implementing partners in South Sudan fully comply with donor funding requirements, including financial risk management and mitigation, internal audit management and fiduciary oversight. The incumbent will review partners fiscal and performance activities with regards to grants compliance, track partners grants performance and reports to project management. S/he will work in coordination with the project team to effectively manage and strengthen the capacity of the implementing partners in financial management and grants compliance.

Major Roles and Responsibilities:

Grants financial reporting:

- Ensure all grants/projects reports are discussed with the project team and passed to donors and support offices within the required time schedule.
- Assist the Grant manager in responding to respective queries from our donors, support offices and internal related ones.
- Ensure high quality standards are maintained in our budget development (proposal, grant and matches) in co-ordination with program personnel.
- Ensure proper co-ordination with our Sub-recipients /Sub-grants and our office and built their capacity where need be in assuring office risk is minimized due to non-compliance with donor regulations. Also ensure timely disbursement of funds to sub-recipients and reporting of the same.
- Analyze grant expenses against the approved budgets and advice Finance manager on potential risk of under/overspending through variance analysis
- Assist the Grant Manager in corresponding with WV support offices and management regarding grants and reporting.
- Assist in preparation and response to both internal and external Audits engagement and queries with duty to advice the management on the level of risk exposure
- Keep track on timely monthly submit of all grants reports for all regions to internal and external users/donors.
- Ensure that all grants documents are well maintained updated and file accordingly.

Project cycle Management:

- Project proposal/budget preparation in regard to compliance issues for all prospective sources of funding.
- Take part in the programme and project performance monitoring, evaluation and reporting in accordance to donor requirements.
- Ensure timely submission of project financial reports and follow up on the project closure-out procedures relating to financial aspects.

Financial accounting & management:

- Observe and monitor all internal control issues around grants.
- Be a key player in the issues of grants accounting and management to ensure fully compliance with our internal and donor requirements.
- Together with other finance team members, participate in responding to internal audit queries.
- Supporting financial accountants on their day to day activities.
- Reviewing of payment vouchers and other journals to ensure proper coding and completeness per required financial standards
- Prepare monthly financial & management reports ensuring that all the data reflected is accurate and correct.

Others:

- Build capacity on grants and finance management for Finance Staffs of Core Group Partners.
- Any other duties as may be assigned from time to time by the Grant Finance Manager or Finance & Administration Director.
- Other assignments as required.

Qualifications: Education/Knowledge/Technical Skills and Experience

- Bachelor of Commerce (Accounting Option) or any other related degree and/or CPA finalist.
- Must have practical knowledge of Generally Accepted Accounting Principles and a thorough knowledge of financial systems and internal financial controls.
- Must have strong Grants experience especially with major donors such as USAID CIDA, ECHO & Multilateral grants and also experience in managing sub-grants.
- Prior experience with World Vision finance & WV systems is preferred.
- Experience with computerized accounting systems, preferably SUN systems, Ms- Word, and Ms-Excel.
- Required a minimum of 3 years working experience, two with an international NGO.
- Attend and participate/lead in daily devotions and weekly Chapel services.
- The ability to speak Arabic and other local languages is a major advantage.
- Experience working with NGOs will be an added advantage.
- The candidate should be self-motivated and able to work without supervision.
- South Sudanese Nationals only

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