

JOB OPENING

War Child Holland is a Dutch Charity International Non-Governmental Organization founded on October 9, 1995 and is registered at the Amsterdam chambers of commerce in the Netherlands. Charity number 41215393, War Child in South Sudan is registered with the Ministry of Legal Affairs and the South Sudan Relief and Rehabilitation Commission.

War Child Holland strives for the healthy mental development of children who have lived through war and conflicts. This will enable them to contribute to a peaceful future. War Child specializes in providing psycho-social assistance to children in former war zones, using all kinds of creative methods. The organization has projects in Juba, Bor, Malakal and Torit

Job opening	Finance and Human Resource Manager
Position open for:	All qualified candidates; preference given to South Sudanese nationals
Advertisement date:	24 th May, 2017
Desired start date:	July, 2017
Duty Station:	Juba with regular visits to the different field locations.
Position reports hierarchically and functionally to	Country Director and Finance & HR Units in Head Office respectively
# needed	01
Duration of contract	1 Year with possibility of extension
Closing date:	9 th June, 2017

General Purpose

- The Finance & HR manager is responsible for financial management and accountancy and human resources (HR) in the Country Programme.
- The Finance & HR manager is a member of the Country Management Team
- The Finance & HR manager implements policies, guidelines, manuals and instructions of departments at the Head Office on Finance and HR

Purpose of the Job

Ensure that financial and HR supporting processes are running effectively and efficiently to enable programme staff and partners to carry out the War Child Holland Programme, to report to donors and to enable head office to have a timely and transparent insight in to the financial and HR status, risks and forecast of the country programme. The Finance and HR Manager reliably generates management information for the stakeholders.

Position in the organization

- The Field Finance and HR Manager is accountable to the Country Director, hierarchically and functionally to the Manager Finance and HR at the head office.
- The Finance & HR Manager manages finance and HR staff at the country office and provides technical supervision to the finance and HR staff in the field locations

Specific Job Description

1. Finance Management & Administration

- Ensures financial management policy and guidelines are followed by War Child and by implementing partners.
- Ensures proper financial grants management: budgeting, financial reporting, forecasting and keeping relations with financial contact person of the donor
- Ensures accurate and correct bookkeeping and other financial records and its timely compilation in to monthly financial report for Head Office.
- The Finance & HR manager is involved in proposal development for donors to ensure proper budgeting and reporting
- Advises the Country Director and Project Coordinators on financial management
- Review and understand all budget guidelines and instructions of various donors. Ensure compliance

with all donor financial procedures and guidelines for audits, prepare for financial donor audits and annual audits.

- Monitor individual budget lines and alert budget owners and project team and the Country Director about any significant over or underspending or problematic spending practices
- Work with War Child Finance Officers to hands-on manage all aspects of day to day finance department activities, support and train the finance staff in the country, review appropriate accounting coding.

2. Budgeting and Accounting for Local partners

- Support, train and develop local partners' capacities in accounting and accountability
- Review on behalf of Project Coordinators all reports from and payments to local partners with proper and adequate back-up documentation and report any inconsistencies to the Field Location Managers/Project Coordinators.

3. Human Resource Administration

- Ensures that the National Staff HRM policies, following the War Child policies, are in place and adhered to
- Ensures proper HR administration throughout the mission and enhances HR administration (including salary payments, personnel files, etc)
- Ensures that HR administrative policies and practices are in line with local legislation. Ensure compliance with all local government taxation and labour regulations concerning employment contracts
- Reports relevant developments on HR administration and policies in the field to the support department at Head Office
- Manages NGO registration, contracts, work permits and Visa
- Directly responsible for all administrative aspects of local staff management and recruitment in accordance with War Child national staff policy and that of the labour law of the applicable country.

4. Capacity Building staff

- Build capacity of the support staff in the country office through on-the-job training as well as trainings and workshops.

5. Management of Staff

- Manages the finance and HR support at the country office and provides technical supervision to support staff in the different field locations.
- Manages his or her staff by guiding, coaching, instructing and motivating
- Conducts appraisals, team development and discusses career perspectives with his/her staff and provides input for appraisals of the support staff of the field locations

Requirements

Education Qualifications.

- Minimum of Bachelor's degree from a recognized university in Accounting or Finance, Business Management studies or in a related field.
- Expertise in Accounting/finance and management is an added advantage.

Work Experience

- A minimum of 5 years of relevant working experience in a management position, preferably with an (I)NGO
- Shown experience in a similar position especially financial and HR administration and grant management

Competencies required

- Advanced oral and written skills in English.
- Intermediate oral skills in Arabic.
- Social and communicative skills for coaching and leadership
- Planning and organising skills.
- Strong leadership skills and ability to make decisions.



- Ability to organize and prioritize work
- Demonstrated ability to work in multi-cultural environment and establish harmonious and effective working relationships within and outside the organization
- Result focused and persistent to reach goals.
- Good reporting skills
- Affinity WCH mandate.
- Commitment to child safety

Commitment to the vision and goals of War Child Holland in South Sudan including adherence to the Child Safety Policy, is essential.

Note: Female candidates with the right expertise are preferred and highly encouraged to apply.

How to apply:

Application letters along with an updated CVs with details of three most recent referees, copies of certificates and National ID addressed to the Human Resource Department and be delivered to **War Child Holland Office-in TongPing, Juba; opposite Turkish Embassy**, you can also drop by email to info.ssdco@warchild.nl . The position "**Finance & HR Manager**" must be clearly indicated in your subject line of email or on the envelope

Please note that any application letter received is not returnable and War Child Holland is not obliged to give feedback/notices to none shortlisted applicants.

War Child Holland South Sudan values your applications, however, only shortlisted candidates will be contacted.

*Approved as per
AAC - Juba
Rachman*

