

<b>I. Position Information</b>	
1. Job Title:	Principal officer Revenue Accounting
2. Type of Contract	National
3. Post Level	Lower Level Management
4. Duration of Assignment	Permanent and Pensionable
5. Duty station:	Juba
6. Starting date:	8 <sup>th</sup> April 2019
7. Deadline:	6 <sup>th</sup> May 2019
8. Host Agency/Host Institution	National Revenue Authority
<b>II. Organizational Context</b>	
<p>The Republic of South Sudan became an independent state on July 9, 2011. The attainment of independent by South Sudan has opened an unprecedented window of opportunity to turn the devastation of over 20 years of civil war, displacement and underdevelopment into a new era of peace and prosperity.</p> <p>The government through the Ministry of Finance and Planning is embarking on revenue modernization and tax policy reforms to boost non-oil revenue generation in a transparent and accountable manner. The continued volatility of the oil price resulting in drastic fall in oil revenue receipts has created fiscal distortion in the fiscal year budgets thereby curtailing government ability to provide adequate services to the people.</p> <p>The government of the Republic of South Sudan through loan facility from the Africa Development Bank is establishing National Revenue Authority as a single collector to take up the responsibility of collecting all national revenues in an efficient manner. In this regard, a Commissioner General has been appointed to manager the day-to-day administration of the new institution.</p>	
<b>III. Descriptions of Duties:</b>	
<p>Via in-depth expertise and experience in the Non-Oil Revenue administration field, the Principal Revenue Officer for Revenue Accounting is expected to advice and support the Assistant Commissioner for Finance in Fiscal Administration to achieve the reform of the non-oil revenue administration in line with international best practices.</p> <p>Under the direct supervision of the Chief Revenue Officer for Management Accounting, the Principal Revenue Officer for Revenue Accounting will undertake the following specific tasks;</p> <ol style="list-style-type: none"> <li>a. Prepare Annual Plan and Budget for revenue accounting division;</li> <li>b. Prepare monthly plan of work for central revenue accounting operations;</li> <li>c. Assist in implementation of recommendations produced by Internal and External Auditors;</li> <li>d. Recommend improvements on Revenue Accounting procedures to ensure integrity of</li> </ol>	

- revenue accounting information and safe custody of collected funds;
- e. Ensure commercial banks are fully complying with contract terms on fund transfers;
- f. Ensure timely submission of weekly and monthly revenue collection reports by divisions and respective state offices;
- g. Prepare revenue accounting management reports;
- h. Update Authority's Government Financial Statistics Codes and inform users;
- i. Ensure that revenue books of accounts are properly maintained;
- j. Assist in the implementation of recommendations produced by Internal and External Auditors;
- k. Perform other duties assigned by Supervisor.

**V. Corporate Competencies:**

- a. Demonstrates commitment to NRA's mission, vision and values;
- b. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Functional Competencies:**

- a. Development and Operational Effectiveness;
- b. Ability to perform a broad range of activities pertaining the job, including data/ schedule management, maintenance of protocol, information flow;
- c. Ability to handle information and documents with confidentiality;
- d. Ability to provide input to business processes re-engineering, elaboration and implementation of new data management systems.

**Leadership and Self-Management**

- a. Shows initiative;
- b. Focuses on result for the client and responds positively to feedback;
- c. Consistently approaches work with energy and a positive, constructive attitude;
- d. Remains calm, in control and good humored even under pressure;
- e. Demonstrates openness to change and ability to manage complexities;
- f. Knowledge Management and Learning;
- g. Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

**VI. Skills, Experience and Qualifications Required**

The successful candidate should have the following skills, experience and qualifications:

- a. Minimum of 5 (five) years of general professional experience in the area of the assignment;
- b. Minimum of 3 (three) years of experience in applying general accepted accounting principles in performing day to day accounting activities and knowledge on modern concepts and international best practice, especially in accounting for public entities;
- c. First University Degree in Finance and Accounting, Business Administration and any relevant qualifications;
- d. Certified Public Accountant (CPA) required;
- e. Knowledge of accounting computer packages will be an added advantage.
- f. Excellent in written and oral communications;
- g. Strong interpersonal skills;
- h. Can perform and prioritize multiple tasks seamlessly with attention to details;
- i. Proactive approach in problem solving with strong decision-making capability;
- j. Highly resourceful team player and can work independently; and with ability to handle confidential information with discretion;
- k. Proficient in Microsoft Office Applications;
- l. Strong ability to organize effectively, delegate responsibility, solve problems quickly and communicate clearly;
- m. Leadership skills, including the ability to manage time effectively and handle both internal and external complaints.

#### **Application Information**

All applications must be submitted in sealed envelop clearly marked the title of the position and Address to: **The Office of the Commissioner General of the National Revenue Authority, Opposite National Security office at Jebel.**

**Application Received after the deadline will not be considered.**