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**PROPEL-SOUTH SUDAN**  
Promoting Resilience through Ongoing Participatory Engagement and Learning

## Vacancy Announcement/Advertisement

**Job Title:** Grants and Finance Officer  
**Department:** Field Teams  
**Reports To:** State Team Lead  
**Location:** **Duk County**, South Sudan  
**Prepared Date:** November 2016



### ESSENTIAL DUTIES AND RESPONSIBILITIES

Promoting Resiliency through Ongoing Participatory Engagement and Learning (PROPEL), will engage and empower 54 communities in South Sudan through a process of community-driven development and associated assessments. PROPEL's inclusive mobilization will emphasize grant disbursement as an engagement incentive, and will focus on building the capacity of local community leaders, NGOs and CSOs to sustain the program's success beyond the life of the project. The program will be based in Juba with three field offices.

Grants and Finance Officer in Duk Office will ensure that program finance administration and controls are on track, especially regarding grants administration, financial reporting and procurement. He/She will process all documentation for sub-awards in compliance with USAID regulations, and will also work with sub-grantee organizations throughout the program to build their capacity in financial management, accounting and reporting. Under the guidance of the Grants Fund Manager, they will develop RFAs or RFPs for contracts and subgrants to carry out CDD and peacebuilding activities on behalf of CETs, participate in the selection of subgrantees or contractors through a transparent process, and monitoring and documenting subaward activities, among other responsibilities

### SPECIFIC RESPONSIBILITIES:

- Comply with Global Communities Field Finance and Accounting practices
- Submit monthly financial reports to the Finance Manager in the head office.
- Prepare monthly cash projections for the submission of monthly drawdown requests to head office.
- Manage petty cash imprest fund, dispensing funds upon written authorization of the Director or his/her designee. Analyze all invoices and receipts; ensure the coding of all transactions and reconciliation of petty cash on a weekly basis.
- Serve as financial liaison with vendors, consultants, sub-grantees and others doing business with Global Communities as necessary.
- Review all purchase orders, consultant agreements, sub-awards and other commitments issued.
- Receive, review and analyze all Global Communities payment vouchers; ensure proper documentation, including cost center is attached and submit for check request.
- Maintain all accounting and procurement filing systems/documentation.

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- Assist in planning and coordinating the administrative and financial services required for managing the Global Communities projects in field, with particular reference to accounting, budget, personnel, and other admin/finance-related processes, and in accordance with Global Communities regulations and established procedures.
- Implement and maintain administrative procedures for office support, IT, HR and related systems.
- Assist with any other duties as required by Supervisor.

#### QUALIFICATIONS

- Excellent communication skills; proven ability to work in a multicultural context as a flexible and respectful team player.
- Excellent organizational skills and ability to determine priorities.
- Capable of working under pressure and is results-oriented with the ability to meet deadlines.
- Ability to prepare clear and concise reports.
- Demonstrated computer and typing skills; Excel and Ms. Word skills are essential.
- Proficiency in use of QuickBooks accounting software, a plus

#### EDUCATION and/or EXPERIENCE

Degree in related field, preferable in accounting or business management, with at least 3 years' experience OR accounting Diploma with at least five years of financial management experience.

#### LANGUAGE SKILLS

Fluent in written and spoken English and at least one local language spoken in Duk County will be preferred. Must be able to read and interpret documents, and communicate with others as necessary to perform job duties effectively.

#### WORKING CONDITIONS

Ability to live and work in assigned field locations

#### APPLICATION PROCEDURE

**Global Communities will continually review applications received and reserves the right to fill the position before the deadline for the application.**

Interested candidates should submit their applications and updated CV, by November 30<sup>th</sup> 2016, either by email to, [ssvacancies@globalcommunities.org](mailto:ssvacancies@globalcommunities.org).

**Please Note, this position is Open to South Sudanese nationals only, Global Communities is an equal employment opportunity employer and strongly encourages qualified female candidates to apply.**

