

world relief™



Vacancy Announcement:

World Relief is an International Non-Governmental Christian Humanitarian and Development Organization. The Organization has been providing humanitarian assistance to the vulnerable population of South Sudan since 1998.

World Relief South Sudan is looking for a suitable South Sudanese National to fill in the below position:

Title of Position: Field Admin & Finance Officer
Department/ Unit: Finance
Work Location: Abiemnom
Reports to: County Coordinator

Job Summary (Overall Purpose)

He or She will ensure proper management of finances through establishing systems that are relevant and reliable.

Specific Responsibilities:

- Champion the process of strengthening the capacity of county health department by promoting effectiveness, strengthening management capacity in finance and administration
- He/she will work closely with the technical team to organize, design and implement appropriate finance and administrative capacity building interventions (Internal control systems).
- Responsible for preparation and management of payroll and accounting for any expenses incurred by world relief under the project in the designated county.
- Scrutinize all documentation before making disbursement (cheque or cash) request form to determine whether; the request is adequately supported by documentation and has been properly approved and conforming to donor and world relief regulations.
- Ensure county health department's financial and administrative policies are developed, reviewed, disseminated and adhered to.
- Ensure that field teams are able to prepare monthly transfer request/budgets according with their real needs and level of activities.
- Ensure that all supporting documentation and audit information is prepared and ready for audit purposes.
- Mentor, support and train finance (non-finance) staff ensuring knowledge and compliance with internal financial procedures, accounting procedures, donor's procedures, etc.
- Provide support to the staffing of the county health department in recruitment and performance reviews.
- Monitor contracts end dates and ensure contracts renewals are processed efficiently

- Maintain HR filing system and ensuring that all paperwork is up to date
- Perform other duties and specific projects as assigned by the immediate supervisor

Qualifications and Requirements:

- University degree/ Diploma in Accounting, Business Administration, or other related field and at least 3 years of relevant experience
- Extensive Knowledge on South Sudan Electronic Payroll System (SSEPS), Access Excel QuickBooks Word and PowerPoint and other database systems
- Knowledge of internal control systems and financial audits
- Proficiency in developing and managing a budget, work plans including management of human resources
- Experience in facilitation and training as well as production of training and capacity assessment reports

Applications Procedures:

Applications desiring consideration for this consideration should submit the following:

- Application letter, expressing your motivation for the position you are applying;
- Current CVs, copies of diplomas or certificates, including nationality certificates
- List of three former Supervisors who can serve as job references one of whom should be from the church with the **valid email address and contact numbers.**

Interested candidates should submit the above requirements to the HR & Administration Manager, World Relief email WRSSrecruitment@wr.org, and hand delivery to World Relief Office located at Hai-Cinema **not later than 21st November, 2017 at 5:00pm**, include job title in the subject line of the email.

Due to the urgency, Applications will be reviewed as they are being received and the shortlisted candidates will be invited for interviews.

