

## JOB ADVERTISEMENT

### Who we are?

ChildFund Korea, a member of ChildFund Alliance is an international non - governmental organization that focuses on the well being of children. We believe in human rights, dignity, and respect for children and pay careful attention to children to fully realize their potential. We make an effort to open a positive future for children by suggesting solutions continuously which could get rid of ultimate causes and evils of child poverty around the whole world. We are making daily changes for children who need our help by working with them, their family, and the community where they belong.

ChildFund Korea has worked in South Sudan since 2012, supporting and implementing initiatives in Education, Health, Water and Sanitation and Livelihoods.

CFKSS is seeking to recruit:

<b>Job title:</b>	Finance and Administration Officer
<b>Location:</b>	Bor, Jonglei State
<b>Reporting to:</b>	Area Office Manager
<b>Duration:</b>	Six months with possibility of renewal
<b>Start Date:</b>	July 2016

### Position Summary:

Under the direct supervision of the Area Office Manager, the Finance and Administration Officer is primarily responsible for the efficiency and effectiveness of the administration and financial coordination components of ChildFund Korea South Sudan, Bor office.

### Key tasks and responsibilities will include:

#### Finance:

- Make all necessary payments and ensure that data is correctly entered in to bookkeeping templates.
- Ensure that financial management routines and systems are respected, and that ChildFund Korea regulations, policies and standards are adhered to, in a timely manner and in accordance with policy requirements.
- Manage up to date accurate accounting system.
- Guide staff on correct coding and proper documentation.

#### Administration:

- Manage all Childfund, Bor staff leave schedules in collaboration with Area Office Manager and the Training Manager.
- Ensure timely payments of recurrent expenses – internet, fuel etc
- Supervise the cleaner and the driver on their day to day activities.
- Receive all procurement requests and ensure that procurement procedures are followed.
- Provide guidance and orientation to new support staff on contract entitlements, benefits and office procedures, and where requested, provide on-the-job advice/training.
- Monitor attendance and absences for staff in the sub-office.
- Perform other related duties as required.

### Qualifications and experience:

- Minimum of diploma from a recognized university in Finance, Accounting, Administration or relevant field.



- At least 3 years of practical experience in relevant field, with hands on involvement and knowledge of finance and administration coordination.
- Basic knowledge of Microsoft Office software
- Excellent written and verbal English and intermediate oral skills in Arabic. Knowledge of Dinka is an added advantage.

**Skills/Competencies:**

- Strong interpersonal skills
- Ability to work with a high degree of professionalism
- Able to work in a team.
- Ability to work under pressure safely and efficiently
- Transparency and honesty.

**Application Procedure:**

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates.

*The position must be clearly indicated in your subject-line of the e-mail.*

**Deadline for Applications is 30<sup>th</sup> June, 2016 by 5.00 PM via email to: [cfk.annaroba@gmail.com](mailto:cfk.annaroba@gmail.com)**

**Please note that:**

- This position is open to South Sudanese nationals only.
- Female Candidates are strongly encouraged to apply!

**Only candidates who meet the selection criteria will be contacted**

Approved by Labour officer JS

*[Handwritten signature]*

