



VACANCY ANNOUNCEMENT

JOB TITLE	FINANCE & HR OFFICER
JOB LOCATION	KUAJOK-GOGRIAL EAST & GOGRIAL WEST
REPORTING	HPF-LOT COORDINATOR
POSTING DATE:	13 TH MARCH 2019
CLOSING DATE:	26 TH MARCH 2019

General Description of the Programme:

GOAL, an International Humanitarian Non-Governmental Organization (INGO) with a presence in South Sudan since 1985 and has been responding to the ongoing crisis since 2013; with a focus on responding to needs in health, nutrition, WASH and Food security and livelihood. GOAL in South Sudan imp emergency, early recovery and development focused programs through a multi-sectoral programs approach in all the sites including Greater Upper Nile and Abyei Administrative Area—while our resilience-building programmes in Upper Nile State focus on food security and livelihoods. GOAL plans to expand its work to support MoH in delivery quality health care under the HPF3 in Gogrial East, Gogrial West and Twic Counties

Health Pooled Fund is a consolidation of funding from the British Government's Department for International Development (DFID), the Government of Canada, The Swedish International Development (SIDA) and the United States Agency for international development (USAID). The Health Pooled Fund (HPF) began its third phase in July 2018 and has funding to run until 2023. HPF3 will support delivery of essential health care at community (through Boma Health Initiative-BHI), Primary Healthcare centres and Units (PHCC/Us) and secondary referral hospitals. It will enable the strengthening of the referral system at all levels of health care. In addition, HPF3 will support the stabilization of local health systems and the strengthening of community ownership and governance structures. GOAL South Sudan will be working with MoH County levels to support the County Health Departments in Gogrial East and Gogrial West under this fund.

General Description of the Role:

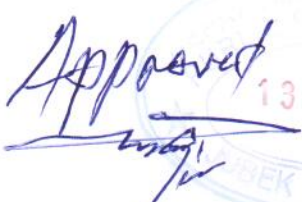
To coordinate and implement finance and administration work in GOAL's field Project by providing financial support in GOAL's finance policy and procedures and administration as well as personnel support in GOAL's personnel policy and procedures and carrying out other administrative duties as required by the Supervisor

General Description of the Role: Finance

The role will be primarily ensuring that all expenditure is made in accordance with GOAL policies; and that appropriate financial controls are implemented.

Key Duties:

- Ensuring that all expenditure has been incurred in accordance with GOAL policies before payment is made
- Cash Recording: Preparations of cashbooks, ensuring proper filing of supporting documents and recording cash books balances with physical cash balances, ensuring transactions are accurately recorded (correct coding, accurate descriptions etc), ensure cash management sheet is appropriately updated, ensure all expenditure is

Approved

13 MAR 2019
SOUTH SUDAN SERVICE UNIT
UPPER NILE STATE - JUBA



VACANCY ANNOUNCEMENT

appropriately authorised, checked by Finance field in line with guidance and submitting the cashbook in line with agreed deadlines.

- Carry out daily, weekly and monthly cash count & bank reconciliation
- Monitor outstanding floats, and clear as required.
- Cash flow: Responsible for day- to- day cash flow of the office, ensuring that the monthly cash request is submitted in line with agreed deadlines and is accurate and in line with the BMTs
- Budgeting: Provide support to the Programme Manager and Project Managers to create accurate and realistic annual project, equipment and core cost budgets
- Rolling budgets/ BMTs: Providing assistance to the programme managers and individual project managers where applicable to review monthly financials and maintain BMT, to submit the BMT in line with agreed deadlines
- Conducting asset spot check every end of the month
- Participate in the routine stock and 100% asset check
- Ensure any DIK documents delivered in the field are sent to Juba office in time
- Conducting regular training on finance (finance forms) to other non-finance staffs
- Any other duties as may be assigned by the Finance Manager or HR Manager

HUMAN RESOURCES:

The Finance & HR officer will be responsible for providing support to the Area Coordinator and to other managerial staff in the field Site. The job will involve most aspects of HR including areas such as contract writing and managing staff issues with the assistance of Juba HR and area coordinator. This position demands good HR knowledge and strong organisational skills. The incumbent must have good management, interpersonal and organisational skill and the ability to report accurately.

Key Duties

- Responsible for the day to day running of the HR department
- Ensure that all staff abide by GOAL work and ethics policies;
- Support the AC and line managers in HR issues and provides technical advice in line with the GOAL South Sudan HR Manual;
- Support Juba office in ensuring that staff files in Juba are updated with leave requests and other important staff documents.
- Provide reports to the AC and HR on a weekly basis in the agreed format.

Recruitment

- Ensure all recruitment in the field site is carried out in line with the GOAL South Sudan HR Manual
- Provide support to line managers on the recruitment process, including the drafting of the JD and Employee Request Form (ERF) for sending to Juba.
- Liaise with Juba and feedback to relevant line manager and AC as the recruitment progresses.
- Manage all local recruitment: advertising, receiving applications, short listing, scheduling interviews and appointing staff. Be present as part of the panel at all interviews conducted in the field.
- Send all necessary recruitment records to Juba for local hires for filing.
- Ensure that new staffs sign all recruitment document as indicated in file checklist
- Conduct HR orientation for all new staff.



VACANCY ANNOUNCEMENT

Contracts

- Liaise with Juba HR to ensure all staff have up to date contracts
- Ensure all staff whose contracts are not going to be renewed are informed at least one month prior to the end of their current contract.
- Ensure staff whose contracts are to be renewed are informed in writing prior to the end of their current contract.
- Support the area coordinator to ensure all contract terminations are appropriately documented and all owed monies are paid to the departing staff member.

Payroll

- Prepare payroll accurately based on information received from the clinics and each department.
- Ensure payroll is sent to Juba and AC to agree schedule

Timesheets

- Ensure timesheets are completed and forwarded to Juba in a timely manner

Leave

- Keep paper and soft copies of all approved leave requests.
- Maintain tracking sheet of relocatable staff R&R in consultation with the AC
- Send tracker with weekly report to HR

Staff Grievances:

- Support the area coordinator and line managers with any staff disputes including reviewing all warning letters to check that they are coherent with the South Sudan labour Act 2017.
- Ensure all staff members involved in disciplinary procedures are aware of their rights and responsibilities as set out in the GOAL HR Manual and the Labour Act 2017.
- Ensure all warning letters are copied to the SRRC and more complex disciplinary cases are discussed with the director of the SRRC.

Performance Appraisal

- Liaise with all line managers to ensure appraisals are being conducted regularly and appropriately and track them accordingly
- Create and update training tracking sheet to monitor the training identified during appraisals and record all training completed.

Trainings

- Ensure that all new staff are trained on administrative agreement in relation to GOAL Policies, Whistle blowing policy, Conflict of interest, Bribery and corruption, Antifraud policy, Child protection (CPP)& Protection from Sexually exploitation and Abuse (PSEA) as well as code of conduct

Other Duties

- Keep track of issues in the field site relevant to HR such as the introduction of new policies by SRRC
- Network with the HR Officers from other NGOs to keep informed of HR-related issues.



VACANCY ANNOUNCEMENT

- Ensure AC is informed about any HR issues which could impact on security or be detrimental to programme activities.
- Ensure all staff have a valid ID card
- Ensure all new relocate-able staff are registered with SRRC within 24 hours of their arrival in the field.
- Ensure all memos received from Juba are posted on the notice board then filed after two weeks.

Requirements (Person Specification)

- Diploma or Degree in business administration.
- Previous experience in finance
- Previous experience working in a HR role would be an advantage.
- South Sudanese nationality with previous working experience in South Sudan
- Staff management experience and good inter-personnel skills
- Fluent in spoken and written English (Arabic or other local language desirable)
- IT literate
- Report/proposal writing skills
- Very enthusiastic and keen to work hard to achieve the objectives of the programme
- Work experience in busy, changing environment
- Excellent written and spoken English, outgoing personality with excellent communication and training skills
- Ability and willingness to work in a remote area.
- Excellent computer skills including proficiency in Microsoft Excel and Word and if possible, have knowledge of Sage desirable or a similar package.
- Ability to implement effective projects sometimes with limited resources.
- Good team player, flexible and capable of working with a multinational country team.

Equal Opportunities

GOAL practices and does not discriminate because of ethnic background, colour, age, disability, marital status, religion or gender and will practice positive gender employment as far as possible however female candidates are encouraged to apply.

Child protection

GOAL recognises the rights of all children within our care to be protected from harm in accordance with the United Nations Convention on the Rights of the Child (CRC). GOAL takes seriously its duty of care and it undertakes to create an organisation that is safe for children where all efforts are made to prevent abuse. GOAL sees the best interests of the child as paramount.

APPLICATION PROCEDURE

Applications should be addressed to the Human Resource Department, Goal South Sudan office Munuki, Juba or alternatively email your applications to goaljobs@ss.goal.ie before **26th March 2019**. Please note that only shortlisted candidates will be contacted. Do not submit original documents at this stage of recruitment. Hard Copies of Applications can be dropped at our office located at Midan Rambo in Hai Kuwait **This is a national position therefore ONLY South Sudanese are encouraged to apply.**