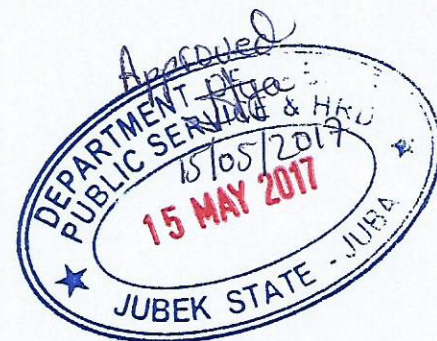




South Sudan Mission

VACANCY NOTICE



Action Against Hunger (ACF)-USA is part of the ACF-International Network which works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities, through nutrition, food security and Livelihoods, water and sanitation, health and advocacy.

ACF-USA is current looking for suitable candidates to fill the position of **HR/Admin Officer (Emergency programme) (1 Position)**.

Position open date: 12th may 2017
Closing date: 31st May 2017
Starting date: As soon as possible (ASAP).
Duty Station: Juba Base

Objective 1	Accounting services for the Emergency programme
Tasks & responsibilities	<p>Activities:</p> <ul style="list-style-type: none"> Ensuring that the Emergency programme accounting procedures are respected by the teams in the deployment locations. Ensure the comprehensiveness and precision of entries and the correct budgetary allocation. Ensure the correctness of cash stocks at field level. Collect and check the eligibility of invoices submitted for payment and compliance with the supporting documents and procurement process. Enter credit and debit entries in the SAGA software along with accounting and financial allocation as per ACF Procedures. Install SAGA software, import general parameters, import Mission parameters, sending provisional writings, receiving final writings. Translate accounting documents as needed. Follow up on cashbooks from field deployment area, collect and consolidate it for final monthly accountancy closure.

	<p>Close the cash account every month: physical counting, printing of accounting documents, check supporting documents, edition of bundle and timely forward it to the Finance Coordination team.</p> <p>Providing information pertinent to the correct budgetary charging of expenses and monitoring budget entries.</p> <p>Filing accounting supporting documents in accordance with ACF procedures.</p>
Objective 2	Cash Management
Tasks & responsibilities	<p>Activities:</p> <p>Ensure Cash Management policies are respected at field level.</p> <p>Guarantee the availability and safe keeping of the necessary cash</p> <p>Direct management of cash box</p> <p>Release advance</p> <p>Collecting and compiling cash forecast from the MET and SET teams.</p> <p>Following up with Finance Coordination team the payment of on-going/new contracts.</p> <p>Upon request of Emergency Coordinator, providing relevant information to the actual costs per deployment</p>
Objective 3	Supervise and participate in the national staff recruitment process
Tasks & responsibilities	<p>Activities:</p> <p>Focal point for field recruitments and recruitment policy and procedure</p> <p>Prepare advert for positions, ensure approval from the Labour Office and post vacancies as appropriate.</p> <p>In collaboration with HR manager, short-list applications and organize written and oral interviews. Arrange and participate into the recruitment interviews (delocalized staff).</p> <p>Check and send interviews grids and recommendations to the EMG Coordinator and PMs.</p> <p>Collect references from the selected applicants and ensure required documents are provided (diplomas, certificates, etc.)</p> <p>Prepare the recruitment documents along with contract requisition to submit to HR Coordinator to issue contract.</p>

	<p>Present job offers and explain HR package to selected applicant.</p> <p>Prepare new employees personal file, collecting all information and documents needed according to ACF procedures</p> <p>Liaise with HR Officer for requesting ACF ID for new employees, and update with the logistics department the ACF equipment list</p> <p>Collect casual requisition forms from Field location and prepare contract when required.</p>
Objective 4	Supervise national staff files, HR database update, payroll and manage staff administration for the base
Tasks & responsibilities	<p><u>Activities:</u></p> <p>Be the focal point for national staff regarding HR administration.</p> <p>Keep the personal files up-to-date and secured, and share with HR Coordinator personal documents as required (CV, payslips, disciplinary records, etc.)</p> <p>Check and file the personnel documents in the staff's file, ensure the personnel files are complete.</p> <p>Maintain records of leaves, advice employees and managers about leave and R&R policies and ensure those are respected.</p> <p>Verify the leaves, overtime, loans,</p> <p>Advances, periderm in line with ACF policies.</p> <p>Check contract dates and liaise with EMG Coordinator of their expiry dates.</p> <p>Keep the list and contact of staff members up to date.</p> <p>Facilitate reimbursement of medical expenses as per policy.</p> <p>Submit monthly HR reports per schedule.</p> <p>Handle other tasks related to national staff administrative follow-up.</p> <p>Prepare and collect all documents and information required for the monthly payroll.</p> <p>Manage the payslips edition, their follow up and filing as per ACF Procedures</p> <p>Answer questions related to payroll issues and ensure payslips are signed on a monthly basis Update recruitment tracker and share with Juba</p> <p>Ensure attendance sheet is filled by employees and copies submitted to Juba Monthly.</p>

Objective 5	Participate to the development of field staff (appraisals, trainings) and personnel policy orientation:
Tasks & responsibilities	<p>Activities:</p> <p>Be the focal point at field level for appraisals, trainings, assignment to new positions and explain/sensitize the staff on these processes.</p> <p>Organize the induction of new employees in coordination with all departments.</p> <p>Monitor probation period in coordination with line managers and technical supervisors (if applicable) and report to EMG Coordinator.</p> <p>Prepare the appraisal plan (probationary and annual) for the MET and SET team.</p> <p>Ensure that staff performance appraisal (3 months review and annual appraisal) are done on time in coordination with line managers and technical supervisors (if applicable).</p> <p>Consolidate trainings needs expressed at base level and communicate them to the EMG Co.</p> <p>Receive requests and complaints from the employee and share with the HR Coordinator if needed.</p> <p>Attend disciplinary procedures, ensure proper documentation of the process and send it to the coordination under the supervision of the field coordinator.</p>
Objectives 6	Participate in the activities of the base and of finance & HR departments
Tasks & responsibilities	<p>Activities:</p> <p>Participate to base coordination meetings and provide finance and HR inputs.</p> <p>Assist the EMG Coordinator in internal communication and in the management of daily HR issues.</p> <p>Contribute to staff general meetings and write & send the minutes</p> <p>Suggest improvements of Finance and HR policies and procedures</p>

POSITION REQUIREMENTS

QUALIFICATIONS

- At least three years working experience in the same field or expertise
- Degree or diploma in Finance, Human Resources, Business Administration or related
- Previous experience with NGOs or UN agencies

SKILLS & EXPERIENCE

ESSENTIAL	<ul style="list-style-type: none"> • Good communication and interpersonal skills • Good presentation skills • Good analytical skills and organizational capacity • Knowledge of a variety of ICT systems including Excel, Word. • Knowledge of fund accounting principles. • Experience of recruitment and induction of a diverse workforce Training experience and good interpersonal skills • Ability to work under tight deadlines and to share relevant information.
PREFERRED	<ul style="list-style-type: none"> • Flexible personality and negotiation skills. • Willing to travel in remote areas with basic living conditions • Conflict-management and mediation skills • Ability to work in a multi-disciplinary and multi-cultural environment

To apply send your application with CV, cover letter and three professional references to recruitment.ssd@acf-international.org specifying **HR/Admin Officier (Emergency programme)** in the title of your email, or deliver your application to: Action Against Hunger Office at Hai Cinema next to Bari church, Juba Town.

The deadline for applications is ~~Friday~~ **31-MAY** 2017 at 5:30 pm. Note due to urgency of the position we will be reviewing the applications as they come and interviews may be done before the closing date.

Note: Applications submitted are non-returnable

