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D. [Signature]
30-4-21



Job Description

Job Title	Financial Development Officer
Job Identification	008
Location	Juba, South Sudan
Starting Date: 30/4/2021	Closing Date: 19/5/2021



Duties and Qualifications

Financial Development Officer Profile

Various Locations

Aqua-Africa, a National Organization that focuses on delivering reliable access to clean water, sanitation and power to the people of South Sudan, is seeking a talented, compassionate, skillful, capable and ambitious candidate with high-integrity to strengthen its capacity to deliver reliable services with the right skills. Given the nature of Aqua-Africa's work, it is essential that its workforce has the right mix of skills and qualities to fulfill its mandate. Aqua-Africa's Financial Development Officer will oversee, develop, improve and monitor the organization's financial systems. The Financial Development Officer will also be charged with the responsibility to prepare the organization to qualify for in country funding opportunities. Lastly, the Financial Development Officer will also be expected to foster relationships with individuals, institutions and groups in an effort to get the organization's mission recognized throughout the country.

Responsibilities include:

- Manage the day-to-day financial functions of the office.
- Make all necessary administrative arrangements to have the organization qualified for in country funding.
- Research, apply and secure grant opportunities.
- Plan fundraising activities to raise awareness and funding for the organization.
- Create and maintain relationship with (potential) donors, suppliers, industry colleagues and relevant government officials.
- Ensure compliance with Republic of South Sudan laws, and to work with the organization's attorneys to develop standardized legal agreements to be used in all vendor and community relationships, and that protects the organization from legal liability arising from these relationships.
- Oversee procurement processes.



Aqua-Africa, Inc.
Tecno Center, Mobil Roundabout, High Cinema #F11
Juba, South Sudan
www.aqua-africa.org , Mob. No. 0922870166
Without Water, Nothing Can Grow.



- Ensure compliance with financial internal controls, paying local, state and national tax for employees and ensure that transactions are processed, and assets managed in accordance with Aqua-Africa's Financial Rules and Regulations.
- Develop and monitor field office budgets
 - Gather monthly accounts (SSP and USD) mini-statements
 - Provide training and advice on human resource, financial and administrative issues
 - Support the office on audit, financial risk management and fraud prevention issues

Minimum Qualifications and Professional Experience Required:

- Education: Degree in Accounting, Finance, Public or Business Administration, or related field OR degree in another field combined with a professional qualification in accounting or finance.

Job experience: Minimum 2 years of relevant job experience.

Language: Proficiency in English and some Arabic is required.

****INTERESTED CANDIDATES MAY CALL 0924668611 / 0922870166 BEFORE COMING TO THE OFFICE TO TURN IN THEIR C.V.****

THANK YOU!



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