



Christian Mission for Development

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Vacancy Announcement

Finance & Admin Officer, Duk County, Jonglei State, South Sudan

Date: 7th May 2021

Background

The Christian Mission for Development (CMD) is implementing the South Sudan Multi-Year Resilience Programme (SS MYRP) for Year 1 in Duk County, Jonglei State. This Project is supported with generous seed funding by **Education Cannot Wait (ECW)** and managed in South Sudan by the SS MYRP Consortium made up of **Save the Children International (SCI)**, **Norwegian Refugee Council (NRC)** and **Finn Church (FCA)**. **SCI** is the lead agency and the Consortium oversees implementation of the MYRP Project by INGOs and NNGOs across 6 States of South Sudan. The Project seeks to support out-of-school children (OOSC) to go back to school again and stay on to complete their education.

Education Cannot Wait (ECW) is the first global multilateral fund dedicated to education in emergencies and protracted crises. It was launched by international humanitarian and development aid actors, along with public and private donors, to address the urgent education needs of 75 million children and youth in conflict and crisis settings. ECW's investments are designed to usher in a more collaborative approach among actors, ensuring relief and development stakeholders join forces to achieve quality education outcomes. Additional information is available at www.EducationCannotWait.org

The overall objective of this CMD's MYRP Project is to increase equitable access to, and participation of 20, 500 (9, 225 girls) out of school children (OOSC) in education at all levels; improve quality of teaching and learning; bridge the gender gap in access to education; improve access to quality education for 615 (276 girls) children with disabilities; and improve management of education service delivery in Duk County of Jonglei State.

| Job Description | | |
|---|--|---|
| Job Title: Finance & Admin Officer (FAO) | | Expected Start Date: 1 st June 2021 |
| Reporting to: Project Finance Officer and works closely with Field Coordinator & Education Coordinator | | |
| Basic Position Description: The Finance and Admin Officer will provide the CMD's Duk Team with appropriate finance, human resource, and administrative support to effectively implement MYRP program activities in Duk County of Jonglei State, as outlined below. | | |
| Country: South Sudan | Base: Field location: Duk County, Jonglei State | |

Main Roles & Responsibilities

Finance:

1. Keep financial records and perform financial procedures (e.g, receipts, payments requests, petty cash).
2. Track monthly office petty cash expenditure and prepare petty cash reconciliation statements for sign off by the Field Coordinator.



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Person Specification

1. University degree/diploma in finance and accounting or other relevant disciplines.
2. At least 3 years' experience in finance, HR, and office administration, ideally for NNGO & INGO.
3. Experience in book-keeping and computerised accounting systems.
4. Experience in making improvements to financial systems; an aptitude for this work is an advantage.
5. Experience in reporting to donors in an NGO environment.
6. Experience of setting-up and managing office systems.
7. Excellent IT skills, including Microsoft Office (Outlook and Excel).
8. Good planning and organisational skills and efficient work methods.

Desired Attributes

1. Willingness to be based in Jonglei State for months at a time, with frequent travel to field sites within the Duk County or sub-region.
2. Fluent in English and Dinka.

HOW TO APPLY

1. Interested Candidates are requested to submit their Applications, Updated CVs and a scanned copy of their nationality ID/passport to: **HR Department, CMD South Sudan** OR email them to jobs@cmd.org and info@cmd.org NOT later than Friday 21st May 2021.
2. Applications in hard copies must be bound in one document and sent to the following address: **Christian Mission for Development (CMD)**, Juba, South Sudan. Tongping Area, Juba Na-Bari, Plot No. 157 Block No. III, 3rd Class Residential Area, Near Catholic University of South Sudan, Juba-South Sudan. Please, call 0924772829/0915578012 for direction or any other queries.
3. The position is open **only to South Sudanese** nationals and preferably for nationals from Jonglei State.
4. Only shortlisted candidates will be contacted, and applications submitted will not be returned.



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