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Approved by [Signature]
24 NOV 2021

VACANCY ANNOUNCEMENT

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 9 countries: Kenya, South Sudan, Nigeria, Pakistan, Cambodia, Tanzania, Uganda, Somalia, Haiti. Action Against Hunger-USA has over \$110 million in programs, and approximately 2000 staff based in the various country offices and the three Head Quarter Locations of New York City, Washington D.C and Nairobi. Additional growth is anticipated.

Action Against Hunger USA is currently looking for a qualified **South Sudanese National** to fill the vacant position of **Finance/HR Officer -01 position Based Malualkon Office, Aweil East**

Position open date: **November 23 2021.**

Closing date: **Dec 07, 2021.**

Expected Start date: **Jan 2, 2022**

Contract Duration: **1 Year**

Location: **MALUALKON**

PURPOSE AND SUMMARY OF THE POSITION

As part of the Human Resources Department, based in the Action Against Hunger - USA South Sudan, Juba Office, the HR/Finance Officer will be involved in managing and processing payroll and benefits including developing, implementing and monitoring and performing internal audit and control procedures to ensure accurate salaries, taxes, Treasury Forecasting, mission Staff cost allocation and statutory legal compliance (TIN & Registration Certificate etc). The HR/Finance Officer will undertake management of Grant invoicing and Receivables including WFP, Advances Monitoring, follow up and Reconciliation, Monthly Accountancy consolidation and support to Base HR/Finance teams,

The HR/Finance officer provides comprehensive HR assistance to implement activities, which will positively influence retention & growth of Action Against Hunger employees.

Take lead in preparing employee remuneration, compensation and final benefits for employees exiting. Ensure process integrity in all transactions and follow the Action Against Hunger approved compensation/remuneration guide. Understand and safeguard process integrity through oversight, review of payroll, systems and approaches that guide quality service.

The incumbent will work together with mission Finance Teams to ensure prudent accountancy management, reporting, grant management, preventive checks and compliance

Engagement:

Communicate with staff and address issues affecting payroll, process execution and services delivery. Advise HR Manager and HR HOD on issues affecting payroll and services delivery. Collaboratively work with Finance/Admin Manager, HOF, DHOF, Head of Bases, PMS, all mission and Finance staff to facilitate timely and accurate delivery of financial services.

Delivery:

Anticipate and address issues to ensure timely delivery of services and identify and resolve operational factors, which have an impact on the specific HR and Finance standard procedures and processes to uphold compliance.

TASK & RESPONSIBILITIES

1. **Prepare Payroll for HCNs :**
 - Process payroll for salaried employees on time considering salary advances, working days, unpaid leave etc and administering statutory deductions as per the labour law of South Sudan.
 - Implement and maintain payroll best practices to improve efficiency and consult Finance/Admin Manager and HR HoD to improve payroll and benefits processes.
 - Evaluate and implement payroll systems upgrades and changes.
 - Prepare quarterly reports and submit to Finance/Admin Manager i.e. summary of Leaves, advances etc.
 - Maintain employee records in HOMERE and provide reports when required.
 - Resolve Payroll discrepancies, reporting and maintaining payroll operations by following policies and procedures.
 - Produce scheduled and ad-hoc reports pertaining to payroll and human resources requirements.
 - Monitor and track annual leave, sick leave, compassionate, study leave etc in the payroll.
2. **Benefits (NSIF/Full & Final Settlement) for Exiting Employees :**
 - Maintain employee details/record in the payroll and ensure next of kin is always updated.
 - Work closely with Finance/Admin Manager to clear employees after end of contracts.
 - Prepare NSIF calculation and Final and full settlement for employees exiting on time.
 - Presents benefits presentations to ensure employees gain an understanding of benefit plans and enrollment provisions.
 - Fulfills all governmental regulatory mandates (change of taxes etc) and ensures filings are performed as required.
3. **Treasury Forecast for HR Department:**
 - Support the preparation of forecast required by HR department considering work permits, visas, NSIF's, salaries etc.
 - Liaise with Finance/Admin Manager and Head of HR department for upcoming events that requires forecasting
 - Ensure timely submission of forecast to Finance Department.
4. **HR Audits (Personnel Files)**
 - Audits employee files (electronic & hard copy) every two months. Works with the Head of Department, Finance/Admin Manager and other support staff to ensure that all files are updated and filed correctly at all times.
 - Spot-checks the data in routine reports to ensure it is correct before analyzing trends & identifying issues for review.
 - Take lead in submitting HR documents during Audits.
 - Promotes a culture of excellence within the organization and upholds the core values of Action Against Hunger USA in the day to day work.

FINANCE

1. Monthly Accountancy and Reporting :

Upon request from Head of Finance/Deputy Head of Finance:

- Work jointly with the team to facilitate review of monthly accountancy, consolidation, closure and reporting to HQ within scheduled timeline.
 - Support the Finance Department in various tasks including pre-audit, archiving, monthly payroll review and reconciliation of related journals.
 - Oversee review and maintenance of an accurate and updated cash flow report and bi-monthly treasury forecasting.
 - Ensure consistent update, review, and reconciliation and follow up of Class 4 advances to facilitate monthly clearance.
 - Work jointly with the Bases Finance teams to improve financial systems to provide timely, accurate and appropriate financial information to budget holders and donors
 - Work together with the Base and Juba teams to facilitate preparation and update of monthly staff cost allocation
 - Support prepare mission staff cost analysis to ensure any existing variations in staff costs coverage is consistently identified to support management decision making.
 - Facilitate monthly reconciliation of all payroll journals to facilitate cleaning of related class 4 outstanding items
 - Support monthly reconciliation of all third Party Class 4 outstanding items including but not limited to Insurance and WFP flight advances.
- ### 2. Donor Receivables Management (Invoicing, Reconciliation, Tracking & Follow up):
- Keep and maintain an updated donor receivable tracking and reconciliation tool capturing all invoices, receipts and pending transfers.
 - Responsible for Generating submission and Tracking of all WFP invoices payments for costs and other related invoices and documents on Monthly basis.
 - Maintain collaborative contact with WFP to establish status of invoices submitted and pending transfers.
 - Carry out monthly reconciliation to identify all outstanding receivables and underlying issues to facilitate prompt follow up.
- ### 3. Staff Training and Management:
- Identification of procedural or training issues to be addressed to improve the quality of report data i.e. maintaining track of noted issues.
 - Support Field Finance Teams through field visits to provide timely support during replacement, induction of new Finance Staff and or/ trainings.
 - Support the Coordination and Base Finance teams on leave management through coverage when respective finance staff are away on leave

I. Supervisory Responsibilities

Take lead in supervising Guest house cleaners

II. Physical Demands

- While performing the duties of this job, the employee is required to sit for long periods and to concentrate on her work, including calculation, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with interruptions.
- To travel to the field, the employee must attest to a level of physical fitness capable of enduring physically difficult, highly stressful situations, which may include the necessity to walk long distances, eat a limited diet and/or to reside in potentially uncomfortable housing or tents.

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

III. Working Conditions, Travel and Environment

- The duties of the job require regular job attendance at least five days per week. Must be available to work outside normal office hours or on the weekends as required.
- Must be able to travel as required for standard domestic and international business travel as well as to base offices when require. While visiting the country offices, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well is to infectious diseases.
- All Action Against Hunger-USA employees are required to engage with and follow the performance management program in place

GENDER EQUALITY COMMITMENTS

- ❖ Fostering environment that supports values of women and men's equal access to information.
- ❖ Provides an environment where women and men must be promoted based on the performance objectives.
- ❖ Respect for beneficiaries, women, men, children (boys & girls) regardless of gender, sex, disability, religion, etc.
- ❖ Value and respect for all cultures.
- ❖ Promote and uphold the PSEA and procedures.

INTERNAL & EXTERNAL RELATIONSHIPS

INTERNAL	<ul style="list-style-type: none"> ❖ <u>Heads of Bases</u>: technical support - exchange of information ❖ <u>Other Heads of Departments</u>: collaboration - exchange of information ❖ <u>Finance, Logistic and HR heads</u>: exchange of information and collaboration on financial, logistics and recruitment matters ❖ <u>M&E Coordinator</u>: hierarchical relationship (report to) - technical support - exchange of information and close collaboration on reporting and proposal writing ❖ <u>Head of Emergency Department</u> : exchange of information, departmental reports
EXTERNAL	<ul style="list-style-type: none"> ❖ <u>Sectorial governmental and non-governmental stakeholders</u>: partnership, technical exchange or experience sharing, coordination, training, participation to meetings ❖ <u>Donors</u>: on technical matters or as representative of Program Directors,

DELIVERY

- ❖ Design quality Emergency Program database (APR) at the start of each new grant, in line with the activities outcomes as approved in the proposal. He/She shall establish program/service performance metrics which support sustained delivery of data for Emergency Program monitoring and donor report writing.

POSITION REQUIREMENTS

QUALIFICATION

- ❖ Bachelor's degree preferably in Accounting/Finance or equivalent field.
- ❖ At least 2 years INGO experience in a similar role.

SKILLS & EXPERIENCE

ESSENTIAL	<ul style="list-style-type: none"> • At least 2 years of professional experience in the area of Accounting and/or Human Resources • Work experience should include knowledge of minimum/advanced human resources, payroll practices, benefits administration, and compliance or other related experience. • Must be comfortable explaining complex technical & procedural requirements in straightforward language • Knowledge of MS Office Suite (high proficiency in Excel), Must be comfortable working with computers with minimal IT support, • Keen eye for detail and strong proof reading skills • Strong self-awareness and commitment towards result delivery and continuous improvement • Self-motivated and always flexible, • Excellent organizational and time management skills, • Excellent interpersonal and communication skills (written and oral). Experience communicating in diverse cultural or work environments preferred. • Fluent in both written and spoken English, • Willingness to travel, • Willingness to learn and develop skills in training, • Genuine interest in and commitment to humanitarian principles, • Ability to work in a high-pressure environment, taking initiative & prioritizing multiple tasks with minimal supervision, • Proven ability to model core HR values of confidentiality, fairness and discretion • A proactive individual who fits within the culture of the organization while enhancing the value of the human resources function, • Must be a South Sudanese citizen,
PREFERRED	<p><i>Functional Competencies (required)</i></p> <ul style="list-style-type: none"> ❖ Candidates must have a strong understanding & experience of Humanitarian Principles, ❖ Conflict management and effective mediation skills, ❖ Previous experience with Action Against Hunger is an added advantage.

To apply, please! Send your cover letter and CV with three professional References to recruitment@ssd-actionagainsthunger.org specifying **Finance/HR Officer**; as the title of your email. Hand Deliver the Hard Copy of your Applications to our Field Offices in Aweil Town or Aweil East Malualkon field Office, you can also drop your Application in our Warrap Field Office Located in Alek,

The deadline for applications is **Tuesday December 07, 2021** by or before 4:00PM CAT we do appreciate your interest to work with us; However Only shortlisted Candidates will be contact.

"This Position is Open to South Sudanese Nationals Only and priority will be given to the Residence of the Duty Station"

"Qualified Female Candidates are encouraged to apply"

"Applications sent after the Deadline shall not be considered"

Approved by Labour Officer

