

50-14-3
Approved by Senior Inspector
MOL/ISS/01
07/02/2025



VACANCY ANNOUNCEMENTS

PROGRAM/DEPARTMENT SUMMARY:

Mercy Corps has been present in South Sudan since 2005, focusing its interventions on Water Security, Economic Opportunity, Good governance, and Food Security. With funding from FCDO, Mercy Corps has been able to work together with communities in South Sudan to respond to these priorities/ needs bringing benefit to direct and indirect program participants in the sector of Peace Building & Good Governance

The Operations Department provides key support to the entire country program in procurement, asset management, warehouse management, fleet management, and facilities & office management for successful program implementation.

Vacancy: SENIOR FINANCE & SUBAWARDS OFFICER.

Reports to: Finance Manager

Duty Station: Juba, South Sudan.

Start Date: ASAP.

Deadline of Application: 27th February 2025.

GENERAL POSITION SUMMARY:

Working in the Finance Department under the direction of the Finance Manager, the Senior Finance & Subawards Officer will ensure the accuracy and completeness of Mercy Corps accounting records and will have primary responsibility for managing the monthly accounting cycle.

ESSENTIAL JOB FUNCTIONS:

FINANCIAL MANAGEMENT

- Daily management of the finance officer(s) and the assistant finance officer.
- Oversee the cash count with the assistant finance officer.
- Manage the month end accounting close process, ensuring the accuracy and completeness of the country ledger and all supporting documentation in all country offices.
- Primary responsibility for maintaining accurate data on the general ledger.
- Prepare revenue recognition entries and other final closing journal entries.
- Enter, post and maintain the filing of monthly journal entries.
- Prepare month-end balance sheet account reconciliations.
- Coordinate the preparation and ensure the on-time submission of the monthly reporting package to HQ.

SUBAWARD MANAGEMENT

- Assist the Subawards Manager in managing the subaward process, including preparing subgrant agreements, ensuring compliance with donor regulations, and supporting partners in adhering to contractual obligations.
- Oversee subaward documentation, including maintaining accurate records of agreements, amendments, and reports.



- Coordinate with finance and program teams to facilitate timely disbursement of funds to subrecipients.
- Conduct due diligence assessments of potential subaward partners, assessing their financial and organizational capacity.
- Identify any compliance or capacity gaps and recommend corrective actions to strengthen partners' management practices.

TEAM MANAGEMENT

- Create and sustain a work environment of mutual respect where team members strive to achieve excellence.
- Promote accountability, communicate expectations, and provide constructive feedback via regular performance reviews.
- Supervise, hire, and orient new team members, as necessary.
- Provide team members with information, tools, and other resources to improve performance and reach objectives.
- Contribute to country team-building efforts, help team members identify problem-solving options and ensure the integration of all team members into relevant decision-making processes.

KNOWLEDGE AND EXPERIENCE:

- Four or more years of general ledger accounting experience is required.
- A university degree in accounting or related field is required.
- Two years' experience in the Finance Department of an international NGO is preferred.
- Demonstrated competency with computerized general ledger software.
- Advanced computer skills in MS Office programs, particularly Excel.
- Prior management experience is preferred.
- Excellent oral and written English skills.

SUCCESS FACTORS:

The successful Senior Finance & Subawards Officer will be good at problem-solving and work out methods to deliver successful programs while demonstrating excellent stewardship of donor funds and compliance with Mercy Corps and donor regulations. They will maintain strong cooperative relationships with other departments and interact effectively with international and national personnel both in a managerial and training capacity while demonstrating the ability to multi-task, meet deadlines and process information in support of changing program activities. The most successful Mercy Corps staff members have a solid commitment to teamwork and accountability, thrive in evolving and changing environments and make effective written and verbal communication a priority in all situations.

Consent Language

Mercy Corps collects your personal data for the purposes of managing Mercy Corps recruitment related activities as well as for organizational planning purposes globally. Consequently, Mercy Corps may use your personal data in relation to the evaluation and selection of applicants including, for example, setting up and conducting interviews and tests, evaluating and assessing the results thereto and as is otherwise needed in the recruitment processes including the final recruitment.

Mercy Corps is an international organization consisting of multiple affiliated companies in various countries. Mercy Corps has international sites and uses resources located throughout the world. Your data may be held on secure platforms globally, including outside of the EU.



All personal data whether relating to recruitment or employment, is held on a secure platform and system which is subject to regular testing and audit. Unless stated in the job description that the post involves other organizations with which the information will be shared as part of the recruitment process, your personal data will only be shared with third parties where consent is given.

Mercy Corps participates in the Inter-Agency Misconduct Disclosure Scheme (the "Scheme") (www.schr.info/the-misconduct-disclosure-scheme). Accordingly, we request information from a job applicant's previous employer(s) about any investigations which found that the applicant committed sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents of misconduct under investigation when the applicant left employment. By applying, you confirm your consent to Mercy Corps collecting your prior employment history under the Scheme as part of the application process. Your data will be stored for up to four years.

Attestation Language:

"By applying for this position, I attest that I have never violated a sexual misconduct, sexual exploitation and abuse, child safeguarding or human trafficking policy and that I have never been disciplined for violating an employer's code of conduct."

Apply to: Mercy Corps Juba Office

All applications will include CV, and all relevant copies of official documents, should be submitted in person or by email:

ss-apply@mercycorps.org



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MOL/RCS/J
Chad
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The Operations Department provides key support to the entire country program in procurement, asset management, warehouse management, fleet management, and facilities & office management for successful program implementation.

Vacancy: SUBAWARDS MANAGER.

Reports to: Country Finance Manager or Director.

Duty Station: Juba, South Sudan.

Start Date: ASAP.

Deadline of Application: 27th February 2025.

GENERAL POSITION SUMMARY:

The Subawards Manager will play a critical role in managing, coordinating, and monitoring subawards for the SUCCESS project and all other projects, including partnerships with national NGOs, and other community-based organizations. This role is essential to ensuring the effective and compliant management of sub-grants to achieve programmatic and strategic goals. The ideal candidate will have experience in grant management, compliance, and capacity building with a strong understanding of working with CSOs in humanitarian / fragile local context.

ESSENTIAL JOB FUNCTIONS:

Subaward Management

- Lead the process of sub awarding, throughout the subaward life cycle.
- Lead pre-award assessment phase, including review of capacity and budget, and assigning appropriate risk level.
- Lead contracting phase, including reviewing all required documents, and assisting in drafting subaward agreements. Ensure all subaward documents are compliant with donor regulations and Mercy Corps policies.
- Support efficient implementation, including quick and accurate review of financial reports and accompanying documents, and review / processing of payments as delegated per the AAM. Ensure timely submission and review of subaward financial reports and monitor timelines of submission and approvals of reports and payments. Provide information to the FM / FD on submissions and delays.



Financial Management and Reporting

- Monitor, plan and prepare cash flow requirements relating to subaward payments, and coordinate with other team members of the finance department to ensure effective cash flow monitoring and smooth implementation of Mercy Corps programs.
- Work with the finance team to align budget versus actual reports, forecasts and proposal budgets with regards to subaward information.
- Analyze spending patterns and provide feedback to sub awardees to ensure effective management of funds.

Compliance

- Perform ongoing monitoring and capacity assessments of subawardees to mitigate risks and ensure accountability, including travelling regularly to other locations as required.
- Conduct regular monitoring to review compliance with subaward terms and conditions, conduct spot-checks and ensure that all activities align with donor and Mercy Corps' standards.
- Maintain comprehensive subaward documentation in line with Mercy Corps' and donor requirements. Ensure all documents are properly filed and accessible for audits and reviews.
- Support subaward audit processes, including supporting partners through the processes as required.
- Create and sustain a work environment of mutual respect where team members strive to achieve excellence.

Capacity Development

- Recruit, train, support, and review the work of team members including the Subawards Officer and Senior Finance & Subawards Officer as needed.
- Provide training and support to both team members and sub awardees on topics such as financial management, compliance, reporting, and subaward management.
- Work with Mercy Corps' field teams to design training and support interventions that help sub awardees strengthen their operational and programmatic capacities, including implementation of the capacity development plans.

KNOWLEDGE AND EXPERIENCE:

- Bachelor's degree in finance, Business Administration, International Development, or related field (master's preferred).
- Minimum of 5+ years of relevant experience in finance, and 3+ years in grant/subaward management required in an international NGO setting.
- Demonstrated experience with donor compliance, financial management, and capacity-building initiatives.
- Experience of managing teams as well as portfolios of subawards.
- Demonstrated ability to lead and manage large, multi-disciplinary teams in challenging environments. Excellent communication skills, both verbally and in written.
- Proven solid analytical and problem-solving skills.
- Excellent writing and verbal skills in English is required.
- Extensive travel to program areas is required.



SUCCESS FACTORS:

The ability to interact effectively with international and national personnel is required. A demonstrated ability to multi-task, meet deadlines and process information in support of changing program activities is necessary. A professional standard of program, finance and procurement ethics as well as the willingness and ability to enforce compliance with Mercy Corps and donor policies and procedures is essential. The post must be willing to travel to Mercy Corps field offices and project sites.

Living Conditions / Environmental Conditions

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