



Torit Health Resource Center, Behind Wildlife Authority Office,

Hai Batary Residential Area, Torit Municipality

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JOB ANNOUNCEMENT

Job Title	Finance and Administration.
Reporting to	Executive Director
Duty Station	Torit Municipality
Duration	Six (6) Months With possibility of extension
Starting Date	ASAP

The Eye of Mercy Organization South Sudan (TEMO-SS) is a National Non-Governmental Organization formed in 2012 in Torit County of former Eastern Equatoria State, TEMO-SS is legally registered National Non-Governmental Organization with South Sudan Relief and Rehabilitation Commission (SSRRC) in Juba Under Chapter 10 of NGOs Act 2016 with Registration Certificate No. 2482 and its Head office located at Torit Health Resource Centre, Hai Batary, Torit Municipality and our field office at St. Bakhita PHCC in Nimule Town council, Pageri County, Torit State former Eastern Equatoria State. Eye of Mercy operates in Greater Magw County, Greater Torit County and Greater Budi County.

Eye of Mercy is looking for a dynamic person to fill the position of Finance and Admin (Man or Woman) for its Democratic International, SUCCESS Education Project, based in Torit Municipal, Torit State, South Sudan.

Duties and Responsibilities

Under direct supervision of executive director, the finance and administration officer will have the following responsibilities;

- Management of the administration and accounting of The Eye of Mercy Organization South Sudan. (TEMOSS).
- Preparation and control of accounting and administration document database and filing system.
- Maintaining detailed recording for all financial transaction in an organization in professional manner.



- Management of accounting duties and reporting to country administration/finance officer as per rules and regulations.
- Perform daily functions including recording all cash, maintaining cash book advances & filed expenses reports & reconcile cash at hand.
- Book keeping
- Prepare monthly budget control and receiving the budget with actual expenditure.
- Compile overview concerning relevant dates and requirement e.g. expenditure.
- Daily cash count protocols
- Weekly cash count protocols
- Check eligibility of invoices
- Facilitate, support and assist in processing payments to projects.
- Providing enough information during internal and external audit.
- Ensure donors rules and regulations are adhered to in day to day financial management.
- Ensure maintenance and update project files with hard copies of all required documents.
- Manage the repair and maintenance of office assets such as vehicles, computers and motor bike and updates all assets register.
- Lead in day to day office administration and support roles ensuring all essential requirement are in place for smooth running of the office
- Under take regular market survey/assessments and inform the managements of any new trend/developments at the local markets for immediate consideration/actions.

Specific Task

- A stickler in policy implementation and compliance to safeguard donor funds
- Any other duties agreed with the supervisor or project team

Administration Duties

- Maintain proper filing system for the organization.
- Facilitate, support and properly control document supporting payments to project according to procurement guidelines.
- Link the organization with government agencies e.g. National Revenue Authority.
- Making sure all certificate is up to date
- Follow up registration of all vehicles, motor bikes and manage drivers.

Logistic Duties

- Following procurement policies and procedures strictly.
- Responsible for procurement of equipment's, stationeries and furniture's for the office.
- Organizing transport of good purchased during transportation.
- Conduct travel arrangements of project personnel.
- Responsible for the proper maintenance of field vehicle and planning of all movement.

HR Duties

In the absent of HR Finance and Administration will do the following;

- Preparing attendant sheet for staffs and filling it.
- Tracking of leave days for all staffs.
- Make sure the organization rules and regulation are followed and respected.



- Preparation of administrative documentation and supervision of support staffs.

Qualification

- Degree/diploma in business administration or related filed
- Certified public Accounting (CPA) certificate will be preferably consider.

Experience and Competence

- This position is open to south Sudanese
- Minimum working experience of at least 1-2 year in finance better within NGO.
- Strong interpersonal and planning skills
- Self-motivation & initiative
- Excellent communication skills
- Ability to work under minimal or no supervision
- Team building attitude
- She/he has good knowledge of core humanitarian standard, 9 principles including DO NO Harm (DNH) Principle
- Good knowledge of MS Office (Word Excel, Outlook).

NB: This position is open to South Sudanese Nationals Only and the position is subject to funding approval by the Donor.

APPLICATIONS SHOULD BE SENT TO:

The Eye of Mercy Organization South Sudan, Head Office, located at Hai Batary, Torit Health Resource Center, behind wildlife Authority, Torit Municipality or by **Email:** temoss2016@gmail.com

Your application should include: A cover letter addressed to the Human Resource Officer, The Eye of Mercy Organization South Sudan, comprehensive CV. The closing date for applications is **January 25, 2020**. Only shortlisted candidates shall be contacted. The candidate finally selected

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