



SUPPORT FOR PEACE & EDUCATION DEVELOPMENT PROGRAMME

P.O Box, 414 JUBA - SOUTH SUDAN

+211 (0) 925 002 060

spedpng@gmail.com



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JOB ADVERTISEMENT

Organizational Background

Founded in 2007, Support for Peace and Education Development Programme (SPEDP) is one of the leading National NGOs in South Sudan. SPEDP believes in an Inclusive and Transforming Society and Lives in Peace and Dignity through building resilience and empowering communities towards finding durable solutions to their civic and social economic challenges. SPEDP support projects in Resilience Building (education, food security and livelihood, peace building, human rights and governance); Health and Nutrition, Humanitarian Response (WASH, NFI, Protection/GBV, Climate Change and Environmental Conservation) and Research and Innovative (MEAL, Communication and documentation) in three counties; South Sudan, Uganda and Democratic Republic of Congo (DRC).

Details for the position:

Job Title:	Operation and Compliance Director
Duty Station:	Juba
Position Reports to:	Chief Executive Director
Desired Start Date:	ASAP
Closing Date for Applications:	Sept 12, 2024

Position summary

Department Summary

The department is to oversee Human Resource, Procurement and Logistic, and Audits and compliance units within the organization, to ensure the relevant department provide quality job to the organization and support those units in their day-to-day operations.

General Position Summary

Operation and Compliance Director is a member of senior management team and as such is responsible for all aspects of internal control, procurement, audits, ^{Human} resource and safety and security of the organization. Working collaboratively to ensure compliance with SPEDP internal policies and procedures as well as donor regulations. The position works under the supervision of the Chief Executive Director.



Essential Job Responsibilities

FINANCIAL MANAGEMENT

- Lead project financial risk management and timely communicate to the Chief Executive Director and Senior Management Team.
- Review, approve and reconcile project funds, ensuring alignment with SPEDP annual forecast and resource allocation plans
- Ensure effective and transparent use of financial resources in compliance with SPEDP and donor policies and procedures.
- Support the development of long-term financial plans and forecasts, including informing financial sustainability and growth strategies for the organization.
- Regularly report to and provide financial insights and recommendations to the Chief Executive Director and senior management contributing to strategic planning and decision-making.
- Oversee development of financial reports on a monthly, quarterly, and annual basis conducting quality and accuracy checks to ensure compliance.
- Support development of budgeting on new funding proposals toward expanding SPEDP Programs
- Support the Development of annual fiscal year budgets in collaboration with the Finance Manager. Identify any funding shortfalls, and provide recommendations for addressing them.
- Oversee the development and regular updating of master budget and personnel level-of-effort tracking tool.
- Ensure that checks and balances for tracking expenditure and cost center utilization are properly aligned with their intended purposes.
- Support Timely monthly budget reports to Chief Executive Director and SMT, including expenditures by project, partner reporting and other financial information.
- Lead project financial risk management and timely communicate to the Chief Executive Director and Senior Management Team.
- Review, approve and reconcile project funds, ensuring alignment with SPEDP annual forecast and resource allocation plans.

OPERATIONS & HR OVERSIGHT

- Oversee operations ensuring that procurement and logistics systems are appropriate, effective, transparent and accountable.
- Lead sub-granting processes including managing financial relationships with partners and ensuring compliance with SPEDP policies and donor regulations in the administration of sub-grants.
- Ensure all existing and new HR policies are researched, written, implemented and reviewed in line with those issued by Headquarters and national Labor Law working in collaboration with the operations and HR global, regional, and country teams.
- Coordinate the revision, implementation and monitoring of specific HR, Procurement, Logistics, and Administration policies, procedures and guidelines for ensuring they are in line with organizational policy and guidelines.



COMPLIANCE

- Lead the review of program contracts, MoUs, and any other documents in consultation with SPEDP Internal Audit and Compliance, SPEDP country program teams, where appropriate,
- Lead project audits coordinating and liaising with the program team and audit managers.
- Perform follow-up and resolutions for internal and external audit recommendations to improve and enhance the internal control environment.
- Prepare the Compliance Tracker and provide inputs into Country Office Risk Registers in conjunction with the Program Director, Program officers. Country Directors and Chief Executive Director updating them quarterly.
- Ensure compliance with local and international tax regulations, as well as other legal and regulatory requirements.
- Lead SPEDP with fraud assessment, investigation process and assess the risk associated, with support from the relevant units.
- Help identify efficient and effective solutions to compliance issues while ensuring adherence with SPEDP policies and donor regulations

TEAM MANAGEMENT

- Develop the technical capacity of the team, deepen understanding of their roles and assist with coaching, performance management, mentorship and career development.
- Provide regular and timely feedback on performance and priorities to staff.
- Assist team members with sourcing the information, tools and resources to manage the department effectively.
- Create and sustain a work environment of mutual respect where team members strive to achieve excellence and actively engage in decision-making processes.
- Ensure all staff contracts and Human Resources procedures and requirements are in place and up to date.
- Establish leadership and personal credibility with the SPEDPs team, and implement and create an organizational culture of accountability, responsibility and quality of services.
- Support the recruitment, onboarding and ongoing training of new finance staff on SPEDP policies and procedures - coordinate any external training as needed.
- Manage and optimize financial software and systems to improve efficiency and accuracy, and stay updated on emerging financial technologies and tools.

REPRESENTATION

- Interface with donor representatives to convey financial information about programs as appropriate.
- Communicate with partners and sub-grantees to validate their financial, grant management systems, and ensure adhere to SPEDP procedures and guidelines.
- Participate in best practice sharing with relevant SPEDP teams and with NGOs and governmental agencies.
- Ensure representation at relevant NGO and NGO coordination board meetings and forums as relevant to SPEDP operations.



Accountability

Reports Directly To: Chief Executive Director

Supervision: Audit and compliance Unit, HR and Procurement and Logistic

Support: Finance Manager. Program Director



Knowledge and Experience

- A BA/S/Com or equivalent in accounting or finance required; advanced degree preferred.
- At least 5 + years of progressive financial management experience, including supervisory experience required.
- At least 4 years' experience in grants management as well as an understanding of donor regulations required.
- At least 3 years' international experience is required; international NGO/UN experience is preferred.
- Demonstrated experience and skill with budget preparation and analysis, financial reporting preparation and presentation and the proven ability to translate technical financial data into informative reports.
- Strong accounting skills and experience, including management of the general ledger, journal entries, payroll, payables and balance sheet.
- Prior management experience and strong organizational skills, including managing staff in remote locations.
- Advanced computer skills in MS Office programs, particularly Excel.
- Effective verbal and written communication, multi-tasking, organizational and prioritization skills.
- Excellent oral and written English skills required.
- Ability to work effectively with an ethnically diverse team in a sensitive environment.
- An internationally recognized qualification in project or program management or a commitment to obtain the qualification in the early months of work.

Application procedures:

Interested candidates should drop their application Letter, Updated CV, academic documents National ID and three referees addressed to Human Resources Department, SPEDP Head Office – Juba, located at Hai Seminary, Gudele Road Behind Furniture World Co. Ltd.

P.O. Box Number: 414, Juba, South Sudan For online applications you can use through the following email address; recruitment@spedp.org. Or visit our website: www.spedp.org not later than **Sept 12, 2024 at 4:00 PM Central African Time**

"Qualified Female applicants are highly encouraged to apply"

