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 Approved by Senior Inspector  
 MOL/PSS  
 [Signature]  
 24 JUL 2023  
 MINISTRY OF LABOUR  
 REPUBLIC OF SOUTH SUDAN, JUBA

**CARE South Sudan**

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

<b>Position:</b>	<b>Grants and Contracts Officer</b>
<b>Department:</b>	<b>Programs Support</b>
<b>Location:</b>	<b>Juba Head Office</b>
<b>Reports to:</b>	<b>Senior Grants &amp; Contracts Manager → Grants and Contracts Manager</b>
<b>Status:</b>	<b>Non-Relocatable</b>

**JOB SUMMARY**

The primary role of the position is to provide finance and awards management support to the Country office. The position is expected to support and strengthen the Care South Sudan Grants and Contracts management function including information management.

The Grants and Contracts Officer supports the proposal development team with budgeting ensuring they comply with donor and CARE’s Country Office budgeting guidelines and maximizes the cost recovery.

He/She also ensures that expenditure reports are shared with and signed off by budget holders on monthly basis to enable them to effectively monitor the budgets under their respective portfolios.

He/She monitors the donor reporting schedule and ensures that donor financial reports are prepared, reviewed and submitted to donors in time as and when they fall due to meet CARE SS obligations and compliance with donor rules and regulations.

He/She supports the budget holders to analyze spending ratio, outliers, and over or under expenditures, and to plan for any budget realignment or expenses reclassification as appropriate.

The Grants and Contracts Officer also supports external audits as required by different donors.

**Roles and Responsibilities**

**R1: Budgeting-35%**

The Grants and Contracts Officer supports proposal development team in budgeting to support CARE South



Sudan to comply with donor and Country Office budgeting guidelines and also support CARE South Sudan to maximize the cost recovery. This includes but not limited to the following:

1. Participates in proposals development workshops and meetings to obtain knowledge of projects or programs at an early stage.
2. Ensures the country office uses the correct donor budget format and currency.
3. Ensures appropriate budgeting of Shared Program Costs using CARE SS budgeting guidelines to maximize costs recovery.
4. Verifies the proposal budget to ensure accuracy on unit costs, formulas and other required financial details before management signoff and submission to the donor.
5. Supports any budget revision as requested by the donor or initiated by CARE SS.

## **R2: Preparation and analysis of internal monthly budget utilization reports and donor reports- 20%**

The Grants and Contracts officer has a responsibility to prepare and share the monthly expenditure reports to budget holders and prepare donor reports as per donor reporting schedule. Key activities include:

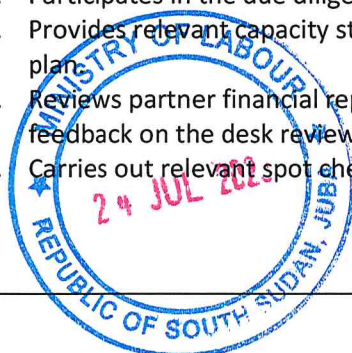
1. Extracts expenditures from People Soft (ERP) after monthly close, prepares a monthly budget utilization report and sends the report to the budget holders with relevant stakeholders in copy.
2. Analyzes the report and sends informative narrative comments to the budget holder along with a transactions list extracted from People Soft.
3. Maintains a donor reporting schedule to enable the country office to meet donor reporting deadlines.
4. Prepares the donor reports as per donor reporting calendar and ensures the donor reports are complete (with all required annexes and information)
5. Reconciles donor reported expenditures to the General Ledger from People Soft
6. Shares the draft donor report to the budget holders with appropriate narrative comments and receives feedback to enable submission to the donor through the appropriate contact person in CARE SS.
7. Follows up on donor receivables and reconciles grants receivables and payables to enable request of funds from the donor when due.
8. Liaises with the Shared Services Centre (SSC) to validate and close off projects in People Soft after submission of final reports to the donor.

## **R3: Maintaining the Awards and subawards related filing and facilitation of external audits-15%**

1. Puts in place and maintains a proper hard copy file for each award containing the following information (proposals budget, donor signed contract and approved budget, all donor financial reports, statements of donor receipts, any documentation on contract revision, any other important communication with the donor, such as non-cost extension, cost extension, budget revision)
2. Maintains the electronic contractual information in the prescribed form on Share Point
3. Facilitates contractual external audits by obtaining audit information from relevant stakeholders, for example, policies and procedures, asset lists, vouchers, and Human Resource information.
4. Responds or supports in responding to audit queries before escalation.

## **R4: Subaward Management-30%**

1. Participates in the due diligence and capacity assessment of new partners.
2. Provides relevant capacity strengthening to partners as jointly agreed in the capacity strengthening plan.
3. Reviews partner financial reports, verifies the completeness of the physical vouchers and provides feedback on the desk review.
4. Carries out relevant spot checks at partners' premises and physical verification of assets.





## Key Outputs

- Budget holders receive expenditure reports monthly and timely in a detailed format to enable monitoring of their budgets and ensure they sign off.
- CARE South Sudan donors receive the financial reports within the due dates and ensures proper closure of projects.
- CARE South Sudan budget portfolio is updated in People Soft timely to enable accurate budget versus actual comparison.
- Limited temporary recording to UNR, with prompt reclassifications to proper restricted FC/PID/AID
- Budget holders are supported to mitigate over and under-spending.
- CARE South Sudan management has relevant information to make informed decisions on restricted awards.
- Subaward management is implemented according to the sub award management policy and all risks mitigated as much as possible.
- The awards and subawards hard copy and Share Point filing systems are properly maintained.
- Orient project staff during onboarding and during project start up
- Facilitate proper close out of projects including grants receivables and payables validation.
- Facilitate project audits.

## Qualifications

1. Undergraduate degree in Business administration/ Accounts or Finance
2. Relevant professional qualifications with at least CPA stage 2
3. Grants Management Experience with major donors – UN Agencies, BHA, ECHO, GAC, GFFO, is an added advantage.
4. Experience in PeopleSoft financial/accounting system

## HOW TO APPLY

The position will be based in **Juba Head Office**. This position is ONLY open to South Sudanese Nationals.

Opening Date **24<sup>th</sup> July 2023** and Closing date CARE South Sudan receiving application will be **11<sup>th</sup> August 2023**.

Applications and CVs should be delivered to: [jobs.southsudan@care.org](mailto:jobs.southsudan@care.org) Or Hand delivery to CARE **Juba Head Office**

**CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.**

### Attention!!!

CARE South Sudan has a **ZERO TOLERANCE** approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

