



SO-H-3
MOL/2022
Approved by S/inspector
06/06/2022
06 JUN 2022
MINISTRY OF LABOUR
REPUBLIC OF SOUTH SUDAN

**Head Office: Jebel Kujur – Next to Toyota Service Center,
P.O Box 308 / +211-927222333
Juba – South Sudan**

EXTERNAL ADVERTISEMENT

Humanitarian and Development Consortium (HDC) is a legally registered National Non-Governmental Organization (NNGO) operating across seven (7) states out of (10) states in South Sudan. Within the seven (7) states, HDC is working with the Refugees, IDPs, returnees and Host communities to improve their livelihoods of needy people, enable them realise their potential and enjoy dignified lives. It also provides protection to the most vulnerable individuals with specific needs. It endeavours to promote human dignity and create peaceful environment for individuals to realize their full potential. It is in this framework, that HDC is to recruit

JOB TITLE:	Area Manager (1)	Duty station	Maban
REPORTS TO:	Head of Programs		
CONTRACT PERIOD:	Six (6) Months with possibility of extension	TYPE:	Full-time
OPENING DATE	6 th June, 2022		
DEADLINE OF SUBMISSION:	23 rd June, 2022		
NATIONALITY	South Sudanese		

Scope of work

Humanitarian and Development Consortium (HDC)'s Area Manager will ensure an overall leadership, administration and supervision of the activities implementation. He/she will also create conducive working environment which promotes healthy employee's relationship and with organization. Promote team spirit to ensure high performance among the staff and provide solution to identified issues. To take charge of daily operations of the organization in the area of assignment reporting to Head of programs.

Duties and Responsibilities

Management



- Manage daily operations of the of field office to meet organizational mission, vision and goals;
- Oversee employees' work on a daily basis to ensure adherence to organizational standards, policies and guideline;
- Supervise and guide a team of professionals to maximize effective and efficient delivery of service to the needy people/ beneficiaries among the host and refugee communities;
- Conduct meetings regularly with employees to ensure the encouragement for efficient and effective performance and address the issues of the staff at workplace;
- Develop safe and positive work environment for the staff;
- Ensure beneficiaries' satisfaction by delivering timely and quality services to the needy persons;
- Develop strong working relationship with partners and potential donors for new funding opportunities within the assigned area;
- Analyse project budget and expenses to find opportunity for cost effectiveness and activities implementation;
- Develop activities work plan for optimal use of resources and implementation of project activities;
- Supervise Human Resources activities and issues such as interviewing, recruitment processes, problem-solving, training of staffs and increase visibility within the assigned area;
- Organize regular meetings with management to discuss about projects implementation updates, issues and funding opportunities;
- Train staff on code of conduct, policies and evaluate employee's performance and develop individual development plans;
- Address beneficiaries, stakeholders, government agencies and local authority's issues and queries in accurate and timely manner;
- Track employee's activity to include successful completion of designed task
- Liaise with senior managers to coordinate and report on ongoing issues and activities implementation;
- Identify organizational or employees related issues and create effective solutions;
- Perform other duties and responsibilities relevant to the assignment and mandate of the organization.

Finance

- Participation in preparation of annual budgets and guide the management team in strategic financial thinking and decisions;
- Work with finance Officer to ensure that financial objectives and reports are submitted on time and all documents for audit are prepared in advance;
- Support the finance Manager/ head of Finance in smooth implementation and updating of robust and adequate financial systems and procedures in line with HDC finance policy and good accounting practices
- Develop and update the finance diary that covers all the required activities on a monthly basis and lead staff to ensure that the diary is strictly adhered to.



- Ensure that all financial transactions are fully supported and that they are all captured on a daily basis; make sure that regular backups are taken and stored off site.
- Prepare monthly and quarterly financial diaries for office and finance systems and ensure its strict adherence to the donor deadlines
- Maintain and ensure the integrity of the donors reporting guidelines
- Responsible for timely, accurate and efficient financial reporting (both electronic and manual field returns) to the Executive Director
- Responsible for all internal management reporting to budget holders/Head of Operations.
- Ensure safe security of cash in the office and coordinate weekly and monthly cash counts, including spot counts.
- Ensure that systems are put in place to assure document security for a complete audit trail from the accounts records to supporting documentation and vice versa.
- Ensure the effective and efficient use of all HDC resources in order to keep costs reasonable.
- Assess and identify gaps on the capacity of finance staff and propose training and capacity building as required
- Assist Facilitation of external audits on timely basis and ensuring that audit recommendations are implemented.
- Manage and strengthen finance management and administration across the programme and ensure appropriate audit functions are carried out.
- Carry out the responsibilities of the role in a way which reflects HDC's commitment to our programmed.
- Any other duties as may be assigned by the Head of Finances and Grants Management

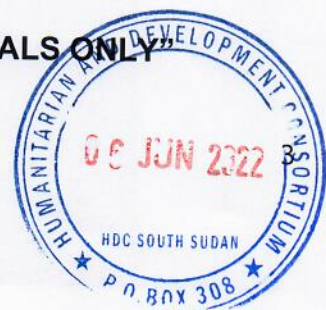
Requirements:

- Bachelor Degree in Business Administration and Management and preferably MBA and other relevant qualifications in related fields
- At least (3) years' experience as a Project Coordinator or Admin/Finance Manager with National organisations, international organisations and governmental institutions.
- Hardworking, committed and focused.
- Excellent in English writing skills and fluent in Arabic & local languages.
- Willingness to work in remote areas

Skills required

- Exceptional Communication and interpersonal abilities
- Excellent organisational and leadership abilities
- Excellent Problem- solving abilities
- Knowledge of performance evaluation
- Excellent reporting skills
- Excellent knowledge in computer soft wares

“POSITIONS ARE FOR SOUTH SUDANESE NATIONALS ONLY”



INTERESTED QUALIFIED APPLICANTS:

Send the followings in an envelope to HDC office at Rock city next to Toyota Service Centre in Juba or send to info@hdcafrica.org before 5PM on Thursday 23rd June, 2022.

- 1) **Cover Letter/ application letter**
- 2) **Detailed CV**
- 3) **Reference/Recommendation Letters from previous employers**
- 4) **Copies of Education Certificates**
- 5) **Copy of National ID**

NB: Females candidates are highly encouraged to apply for the positions. BE ADVISED: *Do not submit original certificates / diploma / documents. However, you may be asked prior to the interview process to bring the original documents / certificates / diploma with you for verification. Be reminded that the submitted application documents are not refundable.*

- ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED

HDC is an equal opportunity employer and qualified women are encouraged to apply.

