

Approved by Director Labour office

Warrap state



mDh

NORWEGIAN REFUGEE COUNCIL (NRC) SOUTH SUDAN

Vacancy Announcement

JOB TITLE:	Finance Officer
REPORTING:	Finance Coordinator
DUTY STATIONS:	Alek , Warrap State
DURATION AND TEPY OF CONTRACT:	4 Months renewable subject to funding
STARTING DATE:	As soon as possible
SALARY:	As per NRC National Scale

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer emergency humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core competencies include Education, Shelter, WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

Being an employee of the Norwegian Refugee Council (NRC) in South Sudan, the Finance Officer is expected to represent NRC in a responsible manner and always act in accordance with NRC's Code of Conduct.

REPORTING TO

Finance Coordinator

DUTIES AND RESPONSIBILITIES:

1. Ensure adherence with NRC policies, tools, handbooks and guidelines
2. Implement delegated support function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the support function
6. Ensure proper filing of documents.
7. Ensure accurate and verified expenses and post at field level
8. Produce monthly & Bio-Weekly financial report for an over view at field level
9. In absences of Finance coordinator verifies expenses related to particular grants by participating in bid committee
10. Liaise with Juba country finance office for timely supplier's payments and fund request for area.
11. Supports the area office in finalizing the support budget
12. Undertake proposal and grant application reviews to assess compliance with NRC and donor guidelines
13. Participate in the closure of projects
14. Attend grants opening meetings
15. Other responsibilities as delegated by the line manager

Qualifications and Competencies

1. University Degree preferably in Accounting & Finance, Business Administration & Management, Economics or other relevant discipline
2. Experience from working as a Finance Officer in a humanitarian/recovery context
3. Previous experience from working in complex and volatile contexts
4. Documented results related to the position's responsibilities





5. Fluent in English
6. Excellent command on excel
7. Must be able to prioritize and have excellent multitasking and documentation skills.
8. Good problem-solving skills, diplomatic and self-directed.
9. High-level competency in computer skills (common Microsoft Windows and Office applications)
10. Proven communication, interpersonal, representation, negotiation and leadership skills
11. Fluent speaker of Arabic is an advantage

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- Please do not submit original certificates. Submitted application documents will NOT be returned.
- Applications must be submitted no later than **23rd August 2022**, in an enclosed envelope clearly marked "Application for Position of **Finance Officer, Alek Warrap State to NRC Offices (Hard copy only accepted)**"

Only short-listed candidates will be contacted, by e-mail or by phone.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

Note: Due to the urgency of position, NRC will review applications on rolling bases and will select a suitable candidate before closing date.

