



ORGANIZATION FOR AGRICULTURAL OPPORTUNITIES (OFAO)

Head Office At Hai Gabat Residential Area, Yei Town Payam, Yei River County
Central Equatoria State - South Sudan

Agriculture Thrives For All

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JOB ADVERTISEMENT:

Organization Background

Organization For Agricultural Opportunities (OFAO), formerly known as Organic Farming Advisory Organization, is a National Non-Governmental and Non-profit Organization founded in 2015 and legally registered with the SSRRC (Reg No: 1060). OFAO is committed to supporting vulnerable groups through food security, livelihoods, and climate-smart agriculture. With the upcoming **SMAC+ Project**, OFAO is expanding its financial and operational systems to Juba, Terekeka, Torit, and Magwi to ensure high-quality project delivery.

Project Summary

The **SMAC+ project** utilizes a Market Systems Development (MSD) approach combined with Natural Resource Management (NRM) and peacebuilding. It aims to increase the productive capacity, income, and climate adaptation of smallholder farmers in Eastern and Central Equatoria through the "Triple Nexus" approach.

Position Overview

SECTION	DETAILS
Job Title:	Finance Assistant
Project Name:	Strengthening Market Actors and Communities (SMAC+) Project
Number of Positions:	01
Department:	Finance & Administration
Reports to:	Project Finance Accountant
Duty Stations:	Torit (with oversight for Magwi).
Desired Start Date:	09 th - April - 2026.
Duration:	06 Months (including probation) with possibility of extension
Application Deadline:	20th March 2026.



Key Roles and Responsibilities

Responsibility Area	Key Activities
Financial Processing	Process daily financial transactions; ensure all payment vouchers are fully supported by receipts, invoices, and distribution lists (e.g., training participant signatures).
Cash Management	Manage petty cash funds for field activities; perform weekly cash counts and reconciliations; ensure safe custody of cash and financial documents.
Compliance & Audit	Ensure all expenditures align with EU/SDC donor regulations and OFAO's financial policy; prepare documents for internal and external audits.
Budget Monitoring	Track field activity expenditures against the approved budget; alert the Finance Officer of potential overspends or underspends.
Reporting	Assist in generating monthly financial reports; ensure accurate coding of expenses according to the project's chart of accounts.
IT & Digital Finance	Utilize accounting software (e.g., QuickBooks or SAPI systems) for data entry; maintain secure digital backups of financial records.
PSEA & Ethics	Adhere to zero tolerance for financial fraud and sexual exploitation; report any suspicious financial activity or safeguarding concerns immediately.
Vendor Management	Review vendor invoices and waybills for accuracy before payment; ensure all service providers (e.g., caterers for Green Days) meet OFAO's ethical standards.
Admin & Filing	Maintain a rigorous physical and digital filing system; ensure all finance folders are clearly labeled, chronological, and easily retrievable.

Required Qualifications, Skills, and Experience

Category	Requirements
Education	Diploma or Bachelor's Degree in Accounting, Finance, Business Administration, or a related field. Professional accounting certification (CPA/ACCA Part 1) is an asset.
Experience	Minimum of 03 years of professional experience in finance or accounting, preferably with an NGO in South Sudan. Experience with EU or SDC funded projects is highly desired.
Technical Skills	Strong understanding of generally accepted accounting principles (GAAP); experience in petty cash management and bank reconciliation.
Organizational	High level of integrity and attention to detail; ability to work under pressure and meet strict month-end reporting deadlines.



IT & Language	High proficiency in MS Excel and accounting software. Fluency in English and Juba Arabic is mandatory.
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Application Process

Instructions	Detail
Submission	Interested candidates should submit their detailed CV, a cover letter summarizing qualifications, and contact information for three professional references.
Email and Non-Subject	Must clearly state: " Application for Finance Assistant -Preferred Duty Station "
How to Apply	<p>Please send your application including your cover letter, CV and copies of academic papers and testimonials as one PDF document to the Human Resource Department through ofao-recruitment@ofao.org.ss , clearly indicating the preferred duty station.</p> <p>OR; Hand-deliver your hard copy application to the following offices nearer to you in these respective locations:</p> <ol style="list-style-type: none"> 1. Torit: RRC State Office.
Important Notes:	<ol style="list-style-type: none"> 1. The Job title MUST be clearly mark in the application and on the envelope. 2. Only South Sudanese nationals are eligible to apply. 3. Clearly mark the position and duty station on the envelope/email subject. 4. All the applications submitted including scanned or photocopied documents are non-returnable. 5. Only short-listed applicants will be contacted for interview. 6. OFAO reserves the right to cancel the recruitment process at any time. 7. OFAO is an Equal Opportunity Employer. Qualified female candidates are strongly encouraged to apply.

