



External Advert

Oxfam is an international non-governmental organisation with a mission of working with others to alleviate poverty, suffering and distress.

Oxfam has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on Saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy.

Oxfam currently operates via eleven area offices in ten states (Upper Nile, Unity, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el Ghazal, and Northern Bahr el Ghazal.

Position: Funding & Systems Compliance Officer
Location: Juba
Grade & Level: D Zone 2 National
Contract Type: Fixed Term
Number of post: 01

Key Responsibilities:

- Support and engage with budget holders in any discussions with donors requiring financial inputs and /or contract management issues
- Follow up on all donor funds commitment to ensure they are transferred on time and support finance to address donor financial related queries

Work with International finance to ensure that all incomes are matched on crimson

- Liaise with donors and Oxfam affiliate colleagues on contract management and compliance tasks
- Support Programmes and Finance teams to monitor, validate and submit expenditure documentation related to key contracts
- Ensure that all completed contracts are reconciled and timely closed in the system by working closely with Finance Team
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- Liaison with logs, HR and other support team to ensure donor compliance
- Provide quality checks on all financial report reviewed by the Donor accountants to ensure they comply with donor requirements.
- Build the capacity of managers to ensure that they have knowledge of all donor reporting requirements when they are preparing budgets.
- Act as primary CRIMSON management focal point for the Oxfam South Sudan team
- Maintain team information systems and records on donor contracts and monitor and submit income data
- Maintain comprehensive, up to date and user-friendly filing systems for contracts and other documents

- Monitor and ensure accuracy of internal monitoring systems in collaboration with the team and IFU Oxford.
 - Provide support for the analysis of donor trends, financial and contract information
 - Support Funding team and wider country programme (Finance, Programmes, etc) with preparation and submission of proposals and reports to donors
 - Provide training and support to programme and other staff on the use of funding systems and procedures including support to programme and finance staff on completion of internal procedures related to compliance, contract management and audit readiness
 - Work with others to ensure cost effective resource management by the Funding team
- Provide up to 50% support to the WFP account

SKILLS AND COMPETENCE:

Essential:

- **A Bachelor's degree in Business administration, development studies or any other related field**
- **Proven, extensive experience in financial statements preparation**
- **Experience and understanding of contract management and financial audit methodologies**
- **High level of numeracy, accuracy and analytical skills**
- **At least 4 years NGO experience preferably in a similar role**
- **Experience of working with multi-donor contracts and knowledge/experience of their reporting requirements**
- Attention to detail
- Ability to juggle multiple requests and to liaise with many different levels of staff internally and externally
- Experience of training and capacity building
- Attention to detail
- Ability to work effectively with others across teams, with competing demands and have driven to achieve results within deadlines
- Strong facilitation and inter-personal and communication skills
- Ability and willingness to work in a physically and mentally arduous environment, travel extensively to remote and sometimes high security environments, and preparedness to work unsociable hours
- Commitment to the aims of Oxfam and to learning about the region and its business purpose
- Strong interpersonal and communication skills, occasionally at a distance
- Ability to work well in a diverse team and under pressure
- Fluent written and spoken English



NB: Female candidates are strongly encouraged to apply.

Only shortlisted candidate will be contacted.

Deadline for submission of applications is 14 February 2023. Interested Applicants should send soft copies of their CVs and Cover letters to Hrsouthsudan@oxfam.org.uk or drop hard copies of their CVs to Oxfam Office in Juba opposite Dr. John Garang International School.

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment.

We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us.

This post is subject to a range of vetting checks.

