



YO' CARE SOUTH SUDAN

Plot No. 206. Munuki Block C, Gudele Rd, Antipas Pharma, Along Upper Nile University – near Life Care Clinic
P. O. Box 433 Juba – South Sudan | yocare.southsudan@gmail.com | +211 922 222 906

JOB DESCRIPTION FOR ADMINISTRATION & FINANCE OFFICER: INTERNAL AND EXTERNAL CANDIDATES.

JOB VACANCY: Yo'Care-VA-03-G4S1-2023. Internal Candidates

Yo' Care South Sudan is seeking a qualified person for the position of Admin & Finance Officer.

Yo' Care South Sudan (NNGO No.3006) is a not-for-profit, non-political and non-governmental healthcare organization incorporated under the laws of the Republic of South Sudan. Its mandate is to create, develop & provide comprehensive and integrated packages of healthcare (human, animal and environmental), nutrition and WASH services to the South Sudanese public. It has been operating in South Sudan since 2010 and currently implements Health, Nutrition and WASH programmes in Central Equatoria, Lakes, Unity, Jonglei, Eastern Equatoria, Western Bahr el Ghazal and Western Equatoria States.

Yo' Care South Sudan is a consortium partner for the USAID funded Advancing HIV & AIDS Epidemic Control (AHEC) Activity in South Sudan and in this regard, would like to use some of the proceeds from the funding to recruit interested and qualified applicants for the following position:

For more information, please visit Yo' Care's website at <https://yocare.org/>.

JOB DESCRIPTION FOR THE ADMIN & FINANCE OFFICER

Job title:	Administration and Finance Officer (1 Position)
Department:	Admin & Finance
Directly responsible to:	Chief Financial & Administration Officer
Staff supervise	Finance Assistant, Procurement Assistant and Cleaners & cooks
Hours:	40 hours per week
Duty station	Yo' Care HQ based in Juba with some frequent travel to field offices
Opening date	May 8, 2023
Closing date	May 26, 2023 @ 4.30 PM
Starting date	As soon as possible
Period of performance	06 months (with possibility of extension)
Remuneration	Depending on Yo' Care grading and steps

POSITION SUMMARY:

Yo' Care South Sudan | Nurturing Healthier Societies in South Sudan
Juba | South Sudan | Email: yocare.southsudan@gmail.com | +211 922 222 906





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We are looking for an experienced Finance & Administration Officer to who will be responsible for preparing financial statements, maintaining cash controls, maintaining account payable and receivables, banking and reconciliation as well as processing payments.

SPECIFIC DUTIES & RESPONSIBILITIES:

Specifically, and under the overall guidance of the Chief Financial & Administration Officer (CFAO) of Yo' Care, the Admin & Finance Officer roles, responsibilities and engagement includes but not limited to:

- Contribute to the effective running of Yo' Care project, providing financial and administrative supports to programme teams.
- Administer and monitor the financial systems in order to ensure that Yo' Care South Sudan finances are maintained in an accurate and timely manner using QuickBooks.
- Assist in the day to day accounting procedures and recording of all financial transactions accurately on the financial software.
- Assist in the monitoring and development of effective system of financial accountability and control in line with Yo'care financial requirements.
- Process all orders and invoices ensuring that the Yo' Care complies with authorization levels as prescribed in the internal financial procedures.
- Raise cheques and transfers for approve payment of suppliers ensuring that all payments are properly authorize and approved.
- Maintaining of a proper filing system for all financial records and documents.
- Prepare weekly and monthly financial reports
- Contribute to other activities as assigned by the Line Manager

SKILLS & QUALIFICATIONS:

Potential candidates are expected to meet the following Yo' Care's minimum requirements;

- Bachelor's degree in Accounting and Finance, or Business Administration,
- Proven continuous 2+ years' experience as Finance and Administration Officer or relevant experience in accounting and financial positions within the healthcare, NGO and/or business sector.
- Knowledge of USAID financial regulations
- Knowledge of QuickBooks is a **MUST**





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- Be able to diagnose financial problems quickly and have foresight into potential financial and risk issues and management,
- Excellent interpersonal, presentation, communication and public speaking skills

HOW TO APPLY:

Qualified applicants should send their updated CV, Motivation letter and copies of credentials, including contact details and three referees to:

People & Culture Office
Yo' Care South Sudan
Email: recruitment@yocass.org
Telephone: +211 924258882

Visiting & Mailing Address:

Plot No. 206. Munuki Gudele Rd, Antipas Pharma, along Upper Nile University – near Life Care Clinic.
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Notice: All interested Internal and External applicants should send their applications through the email provided above.

Applications received after May 23, 2023 by 4:30 PM Juba time will not be considered. Only qualified candidates should apply, and only those who have been short listed will be contacted for an interview.

Yo' Care South Sudan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, health status or sexual orientation.

