

SD: H3
4/2/2022
FEB 2022
MINISTRY OF LABOUR
PUBLIC OF SOUTH SUDAN

**NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANCY ANNOUNCEMENT**

POSITION	Finance Officer
Number of Position	One (1)
Reports to	Field Office Coordinator
Supervision of	N/A
Duty Station	Leer
Travel	10% To Project field location
Project Number	N/A
Duration	12 Months with possibility of extension

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 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 activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values. To be **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

1. Role and responsibilities

The purpose of the Finance Officer position is to assist in the day to day implementation of the finance functions responsibilities.

Generic responsibilities (max 10)

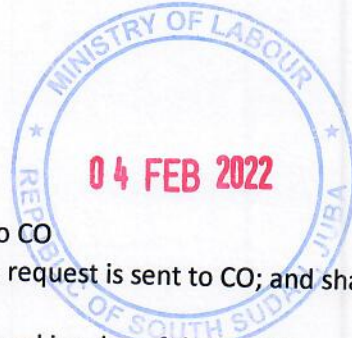
These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work- and Professional Development Plan.

1. Adhere to NRC policies, tools, handbooks and guidelines
2. Assist with the implementation of the 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

Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

- Cash payment to Internal Staff and External Vendors
- Preparing voucher slip and follow up for verification and approval
- Handing out cash advance and collection of unused balance



- Registration of documents for payment processing
- Finance Representation during Bid opening
- Review(verify) Advance Settlements from field mission
- Month end closure (Monitoring advance accounts)
- Ensuring sufficient cash flow in the field through timely request to CO
- Conducting weekly and end month cash counts and anytime cash request is sent to CO; and sharing with CO.
- Sharing of reconciled end month cash counts by COB on the last working day of the month.
- Sending scanned copies and originals of documents to COs
- Organize Finance induction to new staff and refresher training to NRC staff
- Handle vendors payment enquiry
- Creating suppliers contact list
- Paid Stamp after every payment
- Scanning of documents
- Initiate transaction online (incoming invoice registration) in CitrixAny
- Any other duties as delegated by the supervisor.

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Finance colleagues
- Vendors/service providers

Scale and scope of position

Staff:	N/A
Stakeholders:	Suppliers and government offices
Budgets:	List of budgets covered by potholder, and size of budget
Information:	Agresso
Legal or compliance:	NRC finance policy

2. Competencies

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies:

- Experience from working as a Finance Function Officer in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Some knowledge of English



2. Behavioural competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Handling insecure environment
- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect

3. Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework

How to apply:

- 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.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than **23rd February 2022** by Hardcopy in an enclosed envelope clearly marked **Finance Officer - Leer** to NRC Head Office Located in Juba Na Bari Area along American Residence Road and NRC field offices

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

**FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE
HIGHLY ENCOURAGED TO APPLY**