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by A/Inspector
13/10/2022
13 OCT 2022
REPUBLIC OF SOUTH SUDAN
MINISTRY OF LABOUR



Accountant – South Sudan – USAID Youth Empowerment Activity

Position Location: Juba, South Sudan
Project Name: USAID-Youth Empowerment Activity

EDUCATION DEVELOPMENT CENTER (EDC)

Education Development Center (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and underserved populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

EDC is committed to equity, diversity and inclusion in the workplace.

We are looking for candidates who share EDC's commitment and understand the importance of cultural responsiveness in today's context.

Project Description

The USAID South Sudan – Youth Empowerment Activity (YEA) will reach 25,000 South Sudanese youth in 13 counties across 5 states (Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) over a four-year period. This community-based intervention will establish a vibrant Youth Corps and support local organizations enhance youth-friendly service offerings. USAID – Youth Empowerment Activity will tailor its intervention to meet the realities of each implementation area and to best support a diverse group of youth with varied capacities and aspirations to reach their full potential.

Position Description

The Accountant will report to the Senior Accountant and will be responsible for managing project expenditures and accounts.

Essential Functions, but are not limited to:

- Manages day to day finance operations, including implementing EDC and USAID policies, procedures and systems, reviewing accounts payable documents for proper accuracy and completeness, and liaising with bank on all banking issues;
- Supports the Senior Accountant in the preparation of field office financial reports and tracking of spending;
- Review the work of the Accounting Assistant to ensure completeness, accuracy and full compliance with EDC's policies and procedures;
- Manages the process of clearing bills, payments, and vouchers from provincial field offices;
- Assists in the preparation of monthly financial spreadsheets, cash flow forecasts in accordance with appropriate procedures;
- Perform data entry into the accounting software;
- Maintain accurate record keeping;
- Perform other duties as required



The candidate for the position of Accountant shall have at a minimum the following qualifications:

Education:

A Bachelor's degree, additional educational qualifications is an added advantage

Skills and Experience:

- A minimum of 4 to 5 years of accounting experience;
- Experience supporting USAID or other donor-funded projects;
- Experience working with QuickBooks accounting system or similar product;
- Experience working with computers, especially MS Word and MS Excel;
- Detail-oriented and organized;
- Must be able to work within a cross cultural setting, negotiate diplomatically, and function well under pressure;
- Ability to work hands-on, independently, and within team in difficult work environment;
- Willingness to travel to provinces covered by the project.



Language:

Advanced proficiency in written and spoken English. Knowledge of and proficiency in at least 2 local languages spoken in Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal highly preferred.

Job Closing Date: November 2nd, 2022

Application Instructions:

To apply, Applicants are encouraged to visit the [Careers Page](https://go.edc.org/Acct-South-Sudan) at: <https://go.edc.org/Acct-South-Sudan> Or hand deliver applications, enclosed in an envelope, to the **Security Desk of River Camp/AFEX** addressed to the attention of **The Chief of Party, Education Development Center, (EDC), USAID-Youth Empowerment Activity**. Indicate on the envelope the position applied for.

Applications will be progressively reviewed as they are received.

Applications submitted without a resume will not be considered.

Due to the volume of applications submitted, only finalists will be notified. No phone calls, please.

EDC is committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women, minorities, and individuals with disabilities are encouraged to apply.

