



WOMEN FOR CHANGE

VACANCY ANNOUNCEMENT



Organizational background

Woman for Change (WFC) is a national non-governmental organization (NNGO) formed by a group of South Sudanese women professionals, from varied educational background and experiences. The Organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 172 under chapter 3, section 10 of the 2016 South Sudan NGO Act. We have been active in South Sudan since 2018 and are committed to the wellbeing and economic stability of widows, school dropouts and mitigating risks related to children's rights caused by intentional and unintentional actions. To date, we continue to offer financial support for widows and youths mainly school dropouts, together with provision of training within South Sudan. WFC targets assistance to obtain durable solutions, addressing beneficiaries' food security livelihood and education through entrepreneurial embedded skills.

Post Title: Finance/Administration Officer (FAO)
Number of Vacancies: One (1)
Duty Station: Juba
Contract lengths: 6 months (with Possibility of Extension)
Report to: Programme Officer

MAJOR RESPONSIBILITIES:

Main Duties and Responsibilities

Finance:

- ✓ Make all payments, and data entry into Excel bookkeeping templates.
- ✓ Ensure the financial management routines and systems are respected, and that WFC regulations, policies and standards are adhered to, in a timely manner and in accordance with quality and policy requirements.
- ✓ Manage the WFC office's day-to-day accounting functions including regular cash verification, bank and balance sheets, accounts reconciliation, monthly closing, timely submission of financial reports to programme officer at the head Office in Juba.
- ✓ Maintain up-to-date accurate accounting system, including computer data entry and paper file system.
- ✓ Guide staff on correct coding and proper documentation.
- ✓ Receive all partners finance reports and verify coding before submitting to Head office.
- ✓ Ensure timely submission of monthly report to the supervisor of all financial documents.



Administration:

- ✓ Manage all WFC Jubastaff and be responsible for the quality of the contracts engaged by WFC as far as they might be at Juba office (Renting premises/houses/vehicles, ICT maintenance, local consultancy contracts etc.).
- ✓ Organize and coordinate all transport arrangements to the field locations and to Juba. Use sharepoint.
- ✓ Supervise the cleaner on their day to day basis.
- ✓ Receive all procurement requests and ensure that procurement procedures have followed.
- ✓ Ensure timely payments of recurrent expenses - internet, phone, fuel etc.
- ✓ Ensure driver and motorbike users use fuel log sheet and odometer readings taken to track fuel usage.
- ✓ Generate monthly reports.
- ✓ Other assigned responsibility.



Minimum Required Knowledge & Experience:

- ✓ Bachelor's degree from a recognized university in Finance, Accounting, Administration or relevant field.
- ✓ At least (3) Three years' experience
- ✓ Good command in both Arabic and English
- ✓ Open to South Sudanese National Only





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Application Procedure:

- Handwritten application with comprehensive CVs, including three referees from former employers must be received at **WOMEN FOR CHANGE** office Along Gudele 1, Hai Referendum Road, Juba; not later than **4pm**; **the closing date of 07th Feb 2020**. Applicants are encouraged to submit their letter of application & CV through our E-mail address Womenforchange10@gmail.com Copy Tazitaanna@gmail.com please indicate clearly the position in the subject line;
- **NB:** Applications received later than the deadline will not be short-listed. **Only short listed candidates will be contacted.** Due to the urgency of this vacancy announcement, WOMEN FOR CHANGE reserve the right to fill this position prior to the closing date.

Women for change is an equal opportunity and affirmative action employer, Women are highly encouraged to apply.



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TOGETHER WE CAN