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Approved by
not 11/10/21



CARE South Sudan is looking for a suitable candidate to fill the position of **Finance and Administration Officer** to be based in Koch, Unity State. CARE South Sudan is an International NGO working in South Sudan with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance. CARE South Sudan is currently implementing two programs in Koch County; 1). Reconciliation, Stabilization, and Resilience Trust Fund program, abbreviated as RSRTF, is a two years Programme (2019 – 2021), funded by UNDP through World Relief, and other implementing partners include Mercy Corps and DRC. The program aims at lessening the destructive drivers of conflicts for peaceful, and ultimately, self-reliant communities. The program focuses on supporting activities to archive durable intra- and inter- community reconciliation to foster stable environments in which communities in Koch can engage constructively on resilience, through adaptive, supporting communities to realize the long-term, economic and livelihood gains of sustained peace. 2). South Sudan Joint Response Program (SSJR), a one-year program (Jan – Dec 2020), funded by Dutch Ministry of Foreign Affairs and implemented in consortium with HDC and UNIDOR as national organizations. This program aims at improving household livelihood, protection of children, and awareness raising on GBV prevention and response.

Position:	Finance and Administration Officer
Department:	Operations
Location:	Koch (Unity State)
Reports to:	Area Manager – Koch, also technically reports to departmental leads of Operations in Juba

Job Summary

The purpose of this position is to provide efficient and effective financial, administrative and personnel support services to all programs/projects within Koch and its project locations respectively. The position will specifically be tasked with the management of the Sub office and providing support to all projects underneath, including overseeing all administrative aspects, supervision of support staff, effectively managing the financial functions, supporting projects including undertaking and coordinating all local procurement and logistical services and ensure the efficient running of all aspects of the staff's residential compound and sub-office, stores, asset and vehicle management, and capacity building of local staff. The position will be based in Koch, Unity State, and the incumbent staff will reside in CARE guest house with other CARE team members.

Specific Responsibilities:

Responsibilities of the Finance and Administration Officer include but are not limited to the following:

Financial Management - 85%

- Review field financial reports generated at the field level and ensure that they are complete and accurate with correct cost coding
- Ensure cash accounts are reconciled and all support information is available before sending the field monthly reports to Finance office in Juba
- Manage petty cash/project advances and its disbursement ensuring that only valid and approved payments are made out.



- Timely processing of payments and reconciliation of records and accounts
- Ensure that all payment documents are correctly coded and amounts being paid are adequately provided for in the budget
- Maintain an accurate and up to date sub office financial record at all times
- Consolidate cash projections for the location and its programs and submit the same to Juba on a monthly basis
- Keep guesthouse collections separate from project advances keeping accurate records and showing accountability for such collections and reconciling daily collections
- Ensure that approved sub office/project liquidations are submitted to Juba on weekly if not monthly on the 25th of each month without delay
- Assist Area Manager/project managers during budget preparation
- Train staff on CARE/Donor policies and processes

General Responsibilities (Administrator - 15%)

- As required, train staff and partners on prudent financial management principles, administrative procedures and donor regulations
- As focal HR personnel, offer human resources and administrative support as necessary liaising with HR and administrative such as recruitments processes, monthly payrolls, follow up field staffs contracts and file it, track staffs leave days and handle minor misconducts.
- Ensure compliance with procurement procedures and make payments to suppliers/vendors in the field in compliance with donor and CARE procedures and policies.
- Ensure to analyse and attached summary bid analysis for selected vendors and close monitoring of field thresholds.
- Ensure vendors understand Purchase Orders terms and conditions, Issue purchase orders to suppliers and record invoices received.
- Assist in the coordination of internal and external audits
- Raising procurement requisitions for project related materials / equipment
- Project cash advance requisition for conducting project related training activities
- You may be required to accompany program staff to field sites to either train communities or provide such support as may be required, including field verification exercises
- Ensure effective management, support and development of all direct reports
- Ensure day-to-day supervision oversight to support staff including security guards, cleaners, and drivers making sure administrative procedures, policies and guidelines are adhered to at all times
- Provide oversight to warehouse/stores management and ensuring commodities, suppliers and equipment are accounted for and documented accordingly
- Ensure update weekly inventory trucker, coordinate project delivery items, inspections and standards of specified project materials.
- Ensure efficient fleet management system for motor vehicles such as cars, bikes, generators including any other aviation machinery for efficient operation.
- Ensure all support staffs at the compound and site facilities in executing their duties and responsibilities e.g. Drivers, Field Mechanic, Security guards, cleaners, Log Assistant and Store keeper
- In context specific, provide timely security updates from the field Sites to Country Office Security team Juba
- Develop and maintain effective and efficient leadership, support, quality control and reporting systems and processes with all staffs.
- Ensure proper compound management such as office internets, Printers, Office power, reporting time and gate control measures like Visitor forms and records
- Work closely with procurement, administration and IT department to ensure smooth programming and adhere to CARE operation policy.
- Adhere to the values and principles of CARE outlined in – *Code of Conducts*. In accordance with these values, CARE operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation



- Build relationships with partners, government, and other NGOs to strengthen effective activity delivery in a timely manner
- Any other duties as assigned by the supervisor

Required Qualifications:

Education/Training – Academic:

- Bachelor's degree in Commerce, Finance, Accounting or Business Administration OR CPA II
- Any other academic achievements will be an added advantage

Experience (Minimum Requirement):

- At least 2 years demonstrated experience in a similar position with a history of solid results in financial/admin, program and personnel management

Technical Skills:

- Ability to communicate in English language, both verbal & written
- Have self-drive with an ability to exercise independent judgment, prioritize, delegate while working under minimum supervision
- Report writing skills and ability to administer and develop other team members
- Accounting and financial budget management skills with experience with donors standards and guidelines
- Ability to develop skills of staff members, including implementation of performance management approaches
- Sound analytical ability as well as ability to receive and apply constructive feedback
- Computer literate (at least M-soft word & M-soft excel)
- Willingness to work in hardship areas

General Skills

- High problem solving skill and conflict resolution.
- Prioritize work under pressure and in difficult settings.
- Positive and professional attitude
- Meet deadline and high flexibility of working hours.
- Maintain high communication among team and supervisor.
- Coordinate multiple tasks and maintain attention to details
- Other responsibilities as needed



- Excellent interpersonal, problem-solving skills and flexibility.
- Excellent computer skills: MS Word, Excel, PowerPoint and email.

HOW TO APPLY

The position will be based in Koch. This position is ONLY open to South Sudanese Nationals. Opening Date **11th October, 2021** and Closing date CARE South Sudan receiving application will be **28th October 2021**.

Applications and CVs should be delivered to: jobs.southsudan@care.org Or Hand delivery to: CARE Office NPA Building 3rd floor, Martyrs Street. Or Koch and Bentiu Field Office -CARE South Sudan.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

Note: This position is subject to donor funding approval.

