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Approved by
MOL 23/7/2021

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NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANT ANNOUNCEMENT



Position: Finance Officer
Reports to: Project Manager
Supervision of: None
Duty station: Koch
Duration and type of contract: 1 August 2021 – 31 December 2021

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 officer position is day to day implementation of the support functions responsibilities.

Generic responsibilities (max 10)

1. Ensure adherence with NRC policies, tools, handbooks and guidelines
2. Implement delegated 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

- Ensure accurate and verified expenses and post at field level
- Prepare cash payments as well as informing suppliers to collect their money
- Review completeness of documents and ensure payments are conducted on time
- Produce monthly & bi-Weekly financial report for an over view at field level
- Provide voucher numbers for payments verified by the budget holder
- Liaise with Juba country finance office for timely staff salary, supplier payments and fund request for area.
- Supports the area office in finalizing the support budget
- Undertake proposal and grant application reviews to assess compliance with NRC and donor guidelines
- Input online payment data, collect, rename scanned documents and pass records for uploading
- Participate in the closure of projects
- Attend grants opening meetings
- Other responsibilities as delegated by the line manager

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons.

Relevant interfaces for this position are:

- Program staff, Project Manager, field team
- Juba finance Team





Scale and scope of position

Staff:	Nil
Stakeholders:	Suppliers, vendors
Budgets:	Various budgets for review
Information:	Nil
Legal or compliance:	NRC financial and logistic policy, and Term of employment

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. Value driven competencies

Values are aspirational attitudes and beliefs that influence the way people conduct themselves. NRC's values are: Dedicated, Innovated, Inclusive and Accountable.

2. Professional competencies

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

Generic professional competencies:

- A South Sudanese Nationals with all the requisite national documents.
- Experience from working as a Finance Officer in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Fluent in English

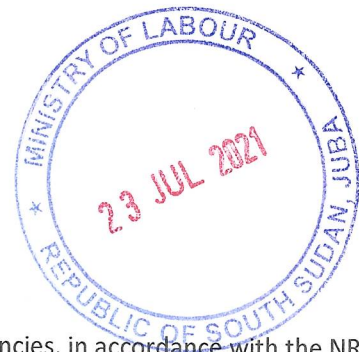
Context/ Specific skills, knowledge and experience:

- Degree/Diploma in Accounting/Finance/Business Administration
- High-level competency in computer skills (Microsoft Windows and Office applications)
- A proven track record in financial administration with demonstrable 2-3 years' experience in accounting and financial procedures for international organization
- Must be able to prioritize and have excellent multitasking and documentation skills.
- Good problem-solving skills, diplomatic and self-directed.
- Able to handle pressure and remain focused
- Ability to work in remote and hard to reach locations
- Fluent speaker of Arabic is an advantage

3. Behavioural competencies (max 6)

- Ability to work under stressful conditions and meet deadlines
- Be highly reliable, mature and able to work independently as well as a team
- Proven communication, interpersonal, representation and negotiation skills
- Flexible, creative and cooperative and a sense of humor is an asset
- Transparent and accountable
- Handling insecure environments
- All employees of the Norwegian Refugee Council should adhere to our Code of Conduct





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

Application Procedure:

- 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 on the **12th August 2021** by Hardcopy in an enclosed envelope clearly marked "Finance Officer - Koch" to NRC 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

