

**VACANCY ANNOUNCEMENT****SHEJEH SALAM ACTIVITY****SCOPE OF WORK**

**TITLE:** Finance & Administrative Assistant  
**GRADE:** 2 - 4  
**DURATION OF CONTRACT:** One-year, renewable  
**LOCATION:** Juba, South Sudan  
**SUPERVISOR:** Finance Manager

**Project Background:**

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year, Shejeh Salam Activity in South Sudan since 30 September 2020. Shejeh Salam is build a foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair and thorough information to mitigate the impact of rumor and misinformation. Shejeh Salam is currently programming in Juba, Unity, Upper Nile, Greater Bahr el Ghazal, Greater Jonglei, and Greater Equatorias regions, although geographic focus may shift.

**Position Summary:**

The main purpose of this position is to manage and account for day-to-day cash inflows and outflows and assist the Finance Director (FD) and Finance Manager (FM) in preparation of monthly reporting for the DT Global home office. The Finance and Administrative Assistant supports the finance team in establishing and maintaining Shejeh Salam financial systems and records according to DT Global South Sudan and US Government rules and regulations.

**Duties and Responsibilities:**

- Ensure payment vouchers are scanned and uploaded to storage databases on daily basis
- Maintain proper online filing system for financial documents and ensure all soft copies are appropriately saved in project's MS SharePoint folder
- Maintain the ledgers assigned and process petty cash transactions
- Assist in the preparation of monthly support schedules and month-end accounts
- Receive all vendors' invoices, update the invoice tracker, and share details with relevant department for processing.
- Assist the finance team to reconcile paid and unpaid invoices on regularly basis.
- Support Finance staff to verify all supporting documents before processing and posting all transactions in accounting system
- Under guidance of Finance Manager, check that all payments are properly coded and billed to the correct charge codes
- Ensure all financial documents have been stamped appropriately when paid and all relevant receipts are collected from staff and suppliers
- Other duties assigned by the Finance Manager and or Finance Director.



**Education and certifications:**

- Minimum completion of post-secondary education. A diploma or professional training in relevant field is an advantage.

**Key Position Competencies and Experience:**

- Minimum of one or more years of experience working on development / humanitarian program
- Prior experience working on USAID funded projects in the humanitarian and international development sectors, preferably including grant making programs preferred
- Proficiency in Microsoft Office programs
- Effective written and oral communication as well as interpersonal skills
- Be proactive, have strong prioritization skills, and ability to work cross-culturally
- Fluency in English, and Arabic preferred.

**DT Global Core Competencies:**

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust and commitment.
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
- **Customer/Client Focused:** Anticipates, monitors and meets the needs of customers and responds to them in an appropriate and responsive manner.
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.
- **Professionalism:** Displays appropriate and ethical behavior, integrity and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

**Application Process:**

To apply, please send your CV and Letter of Motivation **as one single document** to [shejehsalam-administration@dt-global.com](mailto:shejehsalam-administration@dt-global.com). Your attachment must be less than 1 megabyte in size; your CV must include your full name, email and phone number; and DO NOT submit any other recruitment documents at this time. In the email subject line, include the **title AND location** of the position you are applying for, as advertised at the top of this job vacancy announcement. Please **apply electronically**, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions is Monday, February 28, 2022, at 09:00AM, CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.