

**NORWEGIAN REFUGEE COUNCIL(NRC)-SOUTH SUDAN  
VACANCY ANNOUNCEMENT**

**Position:** Finance and Admin Assistant  
**Reports to:** Field Office Coordinator and Finance Coordinator  
**Supervision of:** None  
**Duty station:** Duk  
**Travel:** 10%  
**Project number:** SSFM2101  
**Duration and type of contract:** 11 Months/Definite Contract

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 emergency 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 competencies include Education, Shelter, WASH, Food Security & Livelihoods (FSL).

All NRC employees are expected to work in accordance with the organisation's core values: dedication, innovation, inclusivity and accountability. These attitudes and beliefs shall guide our actions and relationships.

Being an employee of the Norwegian Refugee Council (NRC) in South Sudan, the Finance/Admin Assistant is expected to represent NRC in a responsible manner and always act in accordance with NRC's Code of Conduct.

**REPORTING TO**

**Field Office Coordinator and Finance Coordinator.**

**1. Role and responsibilities**

The purpose of the Finance/Admin Assistant position is to assist in the day to day implementation of the finance and Admin support functions responsibilities.

Generic responsibilities (max 10)

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work- and Professional Development Plan.

1. Adhere to NRC policies, tools, handbooks and guidelines
2. Assist with the implementation of the 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

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

- Oversee the Logistic and HR Procedure as reflected in the financial documents.





- Request cash from Finance Officer to the small safe based on the needs and sign in the record book as receiver.
- Responsible to pay out cash via duly approved payment voucher or cash advance for SSP and provide voucher number as soon as cash paid out or advance settled.
- Ensure that all cash payments are properly supported and duly authorized per the authorization table before disbursement of Cash and Cheques
- Responsible to keep update daily transaction record of SSP cash.
- Responsible for daily cash counts of SSP, scan and send signed copy to FC in Alek and Head of office and file copies.
- Responsible to keep record of unsettle advance and inform the FO & FC if there is any advance which is not settled for more than 2 weeks during preparation of the salary payment.
- Responsible for photocopying and filling payment vouchers for Aweil field office.
- Update FO and FC on cash balance in the safe for withdrawal from the Bank following local financial hand book.
- Each month stamp original documents "PAID"
- Act in absence of Finance Officer.
- Any other duty assigned by the supervisor.

#### Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Finance colleagues
- Vendors/service providers

#### Scale and scope of position

Staff:	N/A
Stakeholders:	Suppliers and government offices
Budgets:	List of budgets covered by postholder, and size of budget
Information:	Agresso
Legal or compliance:	NRC finance policy



## **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. Professional competencies

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

#### **Generic professional competencies:**

- Experience from working as a Finance Assistant in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge of English

#### **Context/ Specific skills, knowledge and experience:**

- High-level competency in computer skills (common Microsoft Windows and Office applications, especially Excel)
- Fluent speaker of Arabic is an advantage

## 2. Behavioral competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Handling insecure environment
- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect

## **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

## **QUALIFICATIONS/ EXPERIENCE / SKILLS / PERSONAL QUALITIES**

All employees of the Norwegian Refugee Council should adhere to our Codes of Conduct and the four organizational values: **Dedicated, innovative, inclusive and accountable.**

Should be able to work with minimum supervision

Must be highly reliable, mature, and able to work independently as well as in a team

Flexible, creative and co-operative, and a sense of humour is an asset

Positive attitude and passionate about Protection in emergency is essential

### **Qualifications and Competencies**

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

#### **Generic professional competencies for this position:**

- Experience from working as Finance and Admin Assistant in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge about own manager skills/profile
- Fluency in English, both written and verbal

#### **Context related skills, knowledge and experience**

- Relevant experience and ability to work in insecure environments
- Experience of working with and/ or commitment to humanitarian standards eg SPHERE
- Excellent command on excel





- Finance Diploma/degree/BBA specialise in finance & accounting
- Must be able to prioritize and have excellent multitasking and documentation skills.
- Good problem-solving skills, diplomatic and self-directed.
- High-level competency in computer skills (common Microsoft Windows and Office applications)
- Proven communication, interpersonal, representation, negotiation and leadership skills
- Fluent speaker in Arabic is an advantage

**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.
- Please do not submit original certificates. Submitted application documents will NOT be returned.
- Applications must be submitted no later than on the **15<sup>th</sup> Feb 2021** on line or by email to [SS.job@nrc.no](mailto:SS.job@nrc.no) or in an enclosed envelope clearly marked "Application for: Position of Finance/Admin Assistant based in Duk to NRC offices in these locations:
  - Admin and Human Resource Office in Bor, Duk and Twic East

**Only short-listed candidates will be contacted, by e-mail or by phone.**

THE POSITION IS OPEN FOR SOUTH SUDANESE NATIONALS ONLY, WOMEN ARE STRONGLY ENCOURAGED TO APPLY

*Approved by Labour office  
Bor, Jonglei State*

