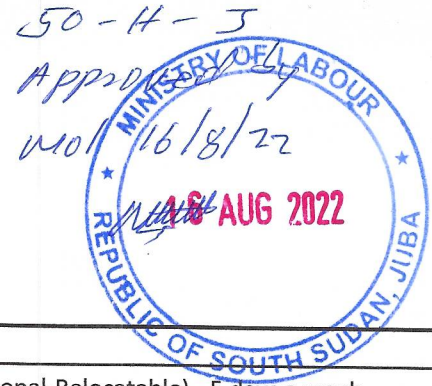




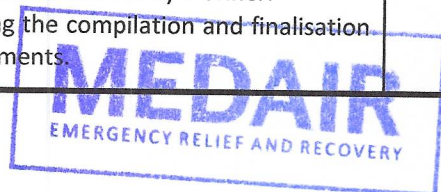
## Job Advertisement Finance/HR Officer Leer – South Sudan



<b>JOB TITLE</b>	Finance /Human Resource Officer
<b>LOCATION/CONTRACT</b>	Leer County, Unity State, South Sudan/ (National-Relocatable) - 5 days a week.
<b>REPORTING TO</b>	Project Support Manager (PSM)
<b>OVERALL PURPOSE</b>	<p>Working as an important member of a diverse team, committed to serving the world's most vulnerable with practical and compassionate care, the Finance/HR Officer is responsible for managing Finance operations and supporting all HR activities for Medair Leer, Project.</p> <p>Under the overall guidance of SDS Medair Finance and HR Departments based in Juba and direct supervision of Medair Leer Project Support Manager (PSM), the FIN/HR Officer will be responsible for ensuring effective and efficient delivery of Finance and HR services for all Project Sectors (Health, PSS, Nutrition, WASH and Base) in Leer with high quality, accuracy and consistency.</p> <p>The FIN/HR Officer will be responsible to ensure smooth implementation and adherence to Medair Finance &amp; HR policies, procedures, and in line with Donor requirements.</p>
<b>PROJECT OVERVIEW</b>	<p>The overall objective of Medair South Sudan is to reduce morbidity and mortality in vulnerable and crisis affected populations in South Sudan through the provision of multi-sector relief programmes across fixed and emergency response locations: primary health care; health and hygiene promotion (HHP); water, sanitation and hygiene (WASH); and non-food item (NFI) and emergency shelter distributions</p> <p>In Leer County Medair's projects include; Health and Nutrition, WASH, BCC and MHSSP activities across 7 different locations in the County.</p>

<b>FUNCTIONAL LINKS</b>	
<ul style="list-style-type: none"> <li><b>Internal:</b></li> </ul>	<p><b>Field level:</b> Project Support Manager, Sector Project Managers and other Project staff members.</p> <p><b>Country Office -Juba level:</b> HR Manager, Senior HR Officer, HR Officer and HR Assistant.</p> <p>Finance Manager, Deputy Finance Manager, Finance Officer, Senior Payroll Officer and Accountant.</p>
<ul style="list-style-type: none"> <li><b>External</b></li> </ul>	Counterparts in other NGOs, Local authorities and Local vendors.

<b>MAJOR DUTIES and RESPONSIBILITIES:</b>	
<p><b>Finance and Accounting</b></p> <p>Carry out the day-to-day accounting functions of the project including, but not limited to:</p> <ul style="list-style-type: none"> <li>Manage in-field cash, ensuring sufficient amounts are available at all times and that necessary security measures are in place and are being followed.</li> <li>Conduct regular cash reconciliations, verifying amounts held and reporting any discrepancies.</li> <li>Process payments for supplier invoices issued in the field in accordance to agreements made. Ensure supporting documents for each level of expense are in line with Medair's procurement and financial guidelines before expenditure is incurred.</li> <li>Manage and process payments for staff salaries and allowances as agreed, ensuring that all required statutory deductions are made and subsequently paid to the appropriate authorities.</li> <li>Support the team members in cash handling and financial transactions, providing coaching and guidance as required.</li> <li>Manage and process all Payment Disbursement Forms (PDF) raised by the teams in a timely manner.</li> <li>Produce accurate monthly accounts within the agreed timeframe, including the compilation and finalisation of monthly expense sheets for all cash accounts, including supporting documents.</li> </ul>	60%





- Gather cash need forecast from the project budget holders and liaise with Juba finance team to consolidate it in the monthly cash needs forecast for the Country Programme, ensuring that money is transferred between locations in a timely manner and that daily cash needs are met.
- Liaise with Juba finance to support internal and external financial audits, providing all information required.
- Provide analysis on monthly BvA's for the different sector budgets and share with PSM and sector managers.
- Assist in the preparation of annual budgets for each sector in liaison with the PSM and the different sector managers.
- Ensure all financial transactions are carried out in accordance with Medair's policies and donor requirements.
- Ensure a clear and transparent paper trail is adhered to for all financial transactions and that all filing and archiving is in line with Medair's guidelines and donor requirements.
- Serve as focal point for labour reports for all nationally recruited staff. Gather all labour reports from NRS supervisors according to procedures every month and liaise with Juba finance for consolidation.
- Scan all financial transactions documentation on a daily basis (ensuring high quality scans) and send them to Juba finance.
- Ensure colleagues are informed of the required finance procedures and be available to answer any finance related questions. Provide coaching and guidance where necessary.
- Adhere to all financial internal controls and ensure that all standardised formats are used and guidelines are followed.
- In liaison with Juba finance team, facilitate the transfer of cash to the field location according to the monthly CNF in a timely and secure manner.
- Be accountable for the immediate reporting of any evidence that leads to possible fraud and/or theft

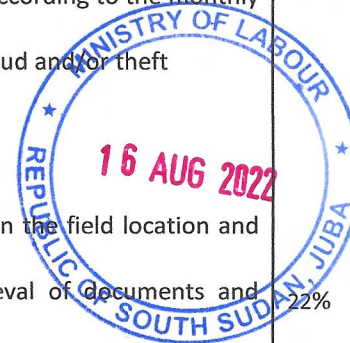
#### HR – (Administration, Recruitment, Contract Management, Training and Development)

##### a. Administration;

- Serve as focal point for NRS payroll preparation. Gather necessary HR/Admin data in the field location and finalize monthly payroll list and schedule salary and other related payments.
- Maintain an effective and accurate HR personnel filing system that make retrieval of documents and information easy whenever it's needed.
- Initiate and lead HR data cleansing processes and ensure that all required documents are correctly filled and maintained in line with the Medair's Retention Policy.
- Maintain records to ensure performance appraisals of locally recruited staff are conducted within the required timeframe and the necessary paperwork is completed according to Medair's guidelines.
- Work with line managers to ensure work-related records and documentation is kept according to programme procedures.
- Create files for new recruited staff and ensure that all the required documents are in the personnel file.
- Support line managers as necessary in implementing disciplinary action and grievance procedures, ensuring that the correct procedures are followed and records are kept in accordance with Medair's guidelines and local labour laws.
- Timely request of Medair staff ID cards to Juba HR department.
- Liaise with Juba HR department for any audit and documentation requests.
- Act as a focal point for communication regarding HR matters to local stake holders such as labour office and RRC office.
- Support line managers in filing labour reports in a timely and accurate manner.
- Keep track of training records, diplomas and other training documentation.
- Track the return of performance review documents and logging any subsequent training needs

##### b. Recruitment

- Serve as a main focal point for the entire recruitment process of national and locally recruited staff.
- Prepare job adverts and work closely with Juba HR for getting timely approval from the Ministry of Labour before circulating to the various advertisement boards.
- Record hard copy applications, ensure timely screening of both soft and hard copy applications and share the application screening sheet with the PSM and hiring managers on the first week of advertisement closing date.
- Liaise with the hiring manager in inviting shortlisted candidates for interviews and follow up with hiring managers to speed up recruitment. Responsible for all communication and coordination of interviews.
- Track all vacancies and update the recruitment status.
- Conduct reference checks for locally recruited candidates.
- Track and analyse the exit interviews for leaving staff and give feedback to the management quarterly.



10%





<ul style="list-style-type: none"> <li>Serve as main focal point for job inductions by ensuring new staff fully understand the terms and conditions of their employment including all Medair policies.</li> <li>Maintain a data base of applicants for different positions for quick reference.</li> </ul> <p><b>c. Contract Management</b></p> <ul style="list-style-type: none"> <li>Ensure that all contracts and all other contractual agreements are in place, accounted for, properly signed and follow up if needed.</li> <li>Proactively follow on contract copies and any other related documents that have impact on the payroll (end of contract notice, separation documents).</li> <li>Track all staff leave, medical allowances and other entitlements.</li> <li>Develop and maintain sound working tracking systems for staff contracts.</li> <li>Liaise with line managers in the process of performance reviews and appraisals.</li> </ul> <p><b>d. Training and development</b></p> <ul style="list-style-type: none"> <li>Support line managers in identifying training needs and provide appropriate training opportunities for staff (either in-house or external).</li> <li>Assist PSM in facilitating monthly refreshers on Medair's Policies and orientation of new policies and procedures to all project staff.</li> </ul> <p><b>Team Spiritual Life</b></p> <ul style="list-style-type: none"> <li>Reflect the values of Medair in how you interact with team members, local staff, beneficiaries, and external contacts. Work, live, and pray together in our Christian faith-based team settings. Fully contribute to the rich spiritual life of your team, including team devotions, prayers, and words of encouragement.</li> </ul> <p><i>This job description covers the main tasks that are anticipated. Other tasks may be assigned as necessary.</i></p>	5%
	3%



**CANDIDATE SPECIFICATION:**

Qualification / Experience	Essential	Desirable
<b>Vocational qualification</b>	Diploma in HR, Administration, Management or other relevant field. Diploma in Finance, Business Administration or Accounting	Degree in HRM or Business Administration. Degree in Finance, Accounting or Business Administration
<b>Work experience</b>	At least two years post-qualification professional experience in Finance and HR/Administration, preferably in an international humanitarian NGO setting. Relevant experience of working in South Sudan regions of Greater Upper Nile, Unity State will be of an added advantage	Two-year experience in a non-for-profit organisation managing, Finance, HR, Administration responsibilities.
<b>Languages</b>	Good English (spoken and written) and good Arabic (spoken)	Working knowledge of Nuer language is an asset
<b>IT</b>	Computer literate and good working knowledge of Microsoft Word, Excel and Outlook.	Previous experience with accounting software.

COMPETENCIES	ESSENTIAL	DESIRABLE
<b>Motivation</b>	<ul style="list-style-type: none"> <li>Strong Christian commitment</li> <li>Desire to serve others</li> <li>Enjoys a challenge and works hard to achieve objectives</li> <li>Solution-oriented approach</li> </ul>	Enthusiastic, compassionate, self-motivated, energetic and autonomous.
<b>Team building</b>	<ul style="list-style-type: none"> <li>Team-player</li> </ul>	Previous experience of living and





	<ul style="list-style-type: none"> <li>• Good inter-personal skills</li> <li>• Encouraging, supportive</li> </ul>	working in a multi-cultural team.
<b>Adaptability</b>	<ul style="list-style-type: none"> <li>• Capacity to work under pressure and manage personal stress levels</li> <li>• Creative, open-minded, flexible, self-learner</li> <li>• Good understanding of cross-cultural issues</li> <li>• Ability to multi-task, think ahead and prioritise work to meet deadlines</li> <li>• Able to cope with basic living conditions in the field and during field trips</li> <li>• Ability to work confidentially at all times</li> </ul>	Willingness to grow professionally, personally, and spiritually.
<b>Technical expertise</b>	<ul style="list-style-type: none"> <li>• Problem solving ability</li> <li>• Competent with administrative tasks</li> <li>• Commitment to best practice</li> <li>• Quick learner with practical, precise approach</li> <li>• Attention to detail</li> </ul>	Good numerical and report writing skills.
<b>Management &amp; Leadership</b>	<ul style="list-style-type: none"> <li>• Able to make decisions within a consultative and supportive framework</li> <li>• Respectful, accountable, honest</li> </ul>	Able to motivate others. Experience in coaching and training.



<b>WORK CONDITIONS</b>	This is a field-based position and working and living conditions may be very different to that previously experienced. The current security situation in South Sudan is dynamic and the location of the interventions may be in areas of relative insecurity.
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<b>Job Commitment</b>	
<b>Date Issued</b>	16/8/2022
<b>Deadline</b>	02/9/2022 at 5:00 PM South Sudan local time
<b>Planned start date</b>	As soon as possible
<b>Duration of commitment</b>	Contracts align with budget cycles to the end of the year, intention to renew if performance is positive and subject to availability of funds.
<b>Application Details</b>	<p>For the advert, use the below:  <b>Application details:</b>  To apply, go to this website address and fill out the form:</p> <p><a href="https://forms.gle/XJZrpeKmmB7iiwgm7">https://forms.gle/XJZrpeKmmB7iiwgm7</a></p> <p>Or Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to:  <b>Recruitment Human Resources Department Medair South Sudan - Theo Road, Hai Tong Ping</b> or e-mail: <a href="mailto:recruitment-sds@medair.org">recruitment-sds@medair.org</a>.</p>

Note: This position is for South Sudanese nationals Only. As the position is urgently needed, shortlisting shall be conducted on a rolling basis. Due to the large number of applications we receive, only shortlisted candidates shall be contacted.

According to South Sudan labour law, Medair does not discriminate, directly, against any job applicant especially based on race, tribe or place of origin, national extraction, colour, sex, pregnancy or childbirth, marital status, family responsibilities, religious, political opinion disability.

