

South Sudan

VACANCY ANNOUNCEMENT
(External)

Ref No. BBC MA/JBA/2023/04/JAN/001/GCO-LIL



Job Title:	Grants and Compliance Officer
Number of positions	One (1)
Line Manager:	Senior Finance Officer
Contract type/Time:	10 months fixed term
Location:	Juba.
Eligibility:	South Sudan National only
Deadline for submission:	18 th January 2024, 5 PM CAT
NOTE:	AS THIS POSITION IS URGENTLY REQUIRED, SHORTLISTING MAY START BEFORE THE APPLICATION DEADLINE.

ABOUT BBC MEDIA ACTION:

BBC Media Action believes in the power of media and communication to help reduce poverty and support people in understanding their rights. Our aim is to inform, connect and empower people around the world. We are passionate about people getting the information they need and in turn being able to communicate – to good effect – with those in power.

- To achieve this, Media Action partners with civil society, local media, and governments to:
- Produce creative programmes in multi-media formats, based on robust research, which inform and engage audiences around key development issues.
 - Strengthen the media sector through building professional capacity and infrastructure.

BBC Media Action delivers a portfolio of media and communication for development projects in South Sudan. We seek to expand this portfolio of work, ensuring that existing projects are delivered on time, to budget, to the highest standards, and in accordance with BBC editorial values as well as Media Action best practice.

PROJECT BACKGROUND:

Life in Lulu is BBC Media Action's long-running radio drama in South Sudan. In the past the storylines focused on beliefs about health, conflict, and peaceful co-existence. To date, 8 series of the drama have been produced and BBC Media Action is preparing to produce an additional 2 series. These will focus on youth civic engagement, including sexual and gender-based violence. The drama will be produced in local languages and broadcasted nationally and across community stations, use digital platforms and work with CSOs to implement community outreach activities.

OVERALL, PURPOSE OF THE JOB:

The Grants Compliance Officer will play an oversight role to ensure compliance with grant specific requirements. S/he will be responsible for preparing documentation and financial reports as required under various grants.

South Sudan

Main Duties:

- Ensure that all project expenses are duly supported according to the donor and BBC Media Action policies and procedures.
- Ensure that the project teams are conversant with all donor guidelines including GIZ, NMFA, USAID, FCDO, EU and others as appropriate.
- Ensure all costs are charged to the correct project budget lines.
- Conduct monthly and annual reconciliation of the financial accounts.
- Generate periodic project finance reports.
- Facilitate budget versus actuals review meetings including reforecasting with the project staff; raise any potential concerns that might lead to budget revisions.
- Arrange for project audits including the required supporting documentations.
- Provide technical support to the country program on grant management, covering all stages of project management and actively contribute to partners' financial management capacity strengthening.
- Responsible for month end and year end closure processes.
- Prepare new project budgets in accordance with donor and BBC Media Action guidelines.
- Maintain the shared support cost matrix.
- Set up new projects in the system and share the budget lines with the project teams.
- Arrange project kick off/closure meetings and follow up on compliance points.
- Support reducing the risks of fraud, corruption, and bribery by increasing awareness and training to adhere to donor and BBC Media Action procedures.
- Understand and comply with the Safeguarding Policy and the Staff Code of Conduct.
- Participate in relevant mandatory training on safeguarding and respect at work.
- Report any safeguarding concerns immediately, to your line manager, or using the Whistleblowing Policy.

PERSON SPECIFICATION - REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE

- University degree in Accounting, Finance, Economics, Business Administration, or a qualification in accounting (CPA/ACCA or equivalent) required.
- Proficient in MS Office packages (Excel, Word, PowerPoint).
- Knowledge and practice of Finance Software.
- Proven experience in presenting, facilitating, coaching, and capacity building on financial management topics to staff and partners.
- Experience managing grants from NMFA, GIZ, USAID, FCDO, EU and UNICEF.
- Experience generating internal and donor finance reports.
- Experience in developing Budgets.
- 3-5 years relevant work experience in an INGO environment.

COMPETENCIES:

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

- **Analytical Thinking** – Able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships, and construct frameworks, for problem-solving and/or development.
- **Decision making** – Is ready and able to take the initiative, originate action and be responsible for the consequences of the decision made.

South Sudan

- **Planning and organisation** – Is able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities considering all the relevant issues and factors such as deadlines, staffing and resources requirements.
- **Resilience** – Can maintain personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with provocative situations. Can demonstrate an approach to work that is characterised by commitment, motivation, and energy.
- **Influencing and persuading** – Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
- **Communication** – The ability to get one's message understood clearly by adopting a range of styles, tools, and techniques appropriate to the audience and the nature of the information.
- **Managing relationships**– Able to build and maintain effective working relationships with a range of people.
- **Self-development**– Is able to identify and apply opportunities for learning and development.

APPLICATION SUBMISSION CRITERIA:

To apply, please submit your **CV** of maximum 3 pages, **cover letter**, Copies of **Academic documents**, and **National ID Card** to email address Recruitment@ss.bbcmediaaction.org.

OR

Submit at the BBC MA office. Ensure to register before submission of your application.

MANDATORY:

The position should be clearly indicated in the email subject line as “**Grants and compliance Officer- BBC MA/JBA/2023/04/JAN/001/GCO-LIL**”.

SAFEGUARDING:

The role involves working with groups of vulnerable children and adults. BBC Media Action is committed to providing a safe and trusted environment for every person connected to the work we do; and to preventing any type of unwanted behaviour including sexual harassment and exploitation, abuse, and financial misconduct (a zero-tolerance policy). Any candidate offered a job with BBC Media Action is expected to share and demonstrate our values and adhere to BBC Media Action' Safeguarding policy and sign BBC Media Action' Code of Conduct. A police or any previous work place background check may form part of the recruitment process.

QUESTION:

Do you have anything in your history, either professionally or personally, that conflicts with BBC Media Action [Code of Conduct](#)?

Yes Please provide further comments in additional sheet of paper and attached with your application.

No

All declarations will be kept confidential. Please note, non-disclosure of something that could impact your role, may lead to termination of your contract, if successful recruited.