


VACCANCY ANNOUNCEMENT

FINANCE & ADMINISTRATION OFFICER - PROGRAM SUPPORT.

Job Title: Finance and Administration Officer - Program Support	Title of Supervisor: Finance and Administration Coordinator (FAC)
Department/Function: Finance and Administration	Location: Juba - South Sudan (with frequent movement to the field sites).
Direct reports: Finance & Administration Coordinator	
<p><u>I. General terms and conditions</u></p>	
<p>Diakonie Katastrophenhilfe is a German non-government organization (NGO) that renders humanitarian aid in 31 countries across the world. DKH supports people who are affected by natural disasters, war, and displacement and who are not able to cope on their own in the emergency they find themselves in. DKH focuses on locally-led responses by working through a global network of partner organizations where fostering localized humanitarian action and an equal partnership approach lies at the very core of its work</p>	
<p>Diakonie Katastrophenhilfe (DKH) presence in South Sudan dates back from 1998 acting without distinction of race, religion or political affiliation. All employees of Diakonie Katastrophenhilfe must adhere to, respect and undertake to ensure that the standards of Diakonie Katastrophenhilfe, the code of conduct of the International Red Cross and Red Crescent Movement and those of humanitarian NGOs are applied in the course of their duties.</p>	
<p><u>II. Description of the position.</u></p>	
<p>Under the supervision and advice of the Finance and admin Coordinator DKH South Sudan the Position ensures the coordination, monitoring and evaluation of partners project financial monitoring and compliance with reporting rules by Diakonie Katastrophenhilfe partner organizations in South Sudan. He/she will work in cooperation with the finance & Admin coordinator to ensure transparent and efficient management of the operational funds and implementation of partners' approved project funds as per cooperation agreements.</p>	
<p>Overall Job Purpose</p>	
<p>Supports the Finance and Administration Coordinator in all matters relating to Partners' financial project management to ensure integrity and compliance with donor requirements and Diakonie Katastrophenhilfe policies and procedures</p>	



Roles and responsibilities

Budgeting and Cash Management:

- Review and develop budgets for different partner projects in line with the logical framework
- Provide support and advice to partner organizations on Diakonie Katastrophenhilfe and back donor regulations and financial procedures.
- Develop financial reporting templates for partner organizations.
- Follow up on funds requests transfers from partners and DKH Desk Officer.
- Budget monitoring with partners and carrying out progressive budgeted vs. actual analysis.
- Financial documentation review to ensure support documents of the partner are in accordance with the donor procedures and regulations.
- Follow up on timely submission of reports from the partners.
- Review monthly financial reports for projects from partners and advise them accordingly.
- Share quarterly, interim, or any other requested financial report with RO, HQ & back donors.
- Monitor compliance of partners' procurement processes to Diakonie Katastrophenhilfe and/or back donors' procurement regulation,
- Monitor compliance of partners with special arrangements included in the project cooperation agreements, where applicable
- Monitor project-related stock-keeping of relief items and assets of partners purchased with back donors or funds of the organization.
- Conduct spontaneous or on-request project audits, spot checks, and verifications.
- In consultation with the program team, undertake field monitoring visits to the project areas.
- Coordinate audits including liaison with external Auditors for partners' project audits.
- Verify that the project transactions of partners are booked correctly.
- Support the partners in liquidity planning and execution.
- Training and Capacity Building - Support financial training for partner organizations.

Administration Functions:

- Support in managing overall relationships with relevant authorities.
- When called upon, represents DKH with other stakeholders – e.g. local authorities, ACT Alliance, NGO Forum
- Ensure systematic filing/documentation of partner documentation in accordance with DKH procedures.
- Process workshop and meeting clearances/approvals from relevant government authorities
- Procure project stamps for new projects and distribute them to the respective implementing partners.

Skills and Competencies/ Qualifications

- Bachelor's Degree in Business Administration, Accounting, or Management
- Minimum of three (3) years of solid experience in financial management, and administration in an INGO setting
- Knowledge and experience with grant management, grant financial reporting, revision of documentation, specifically sub-grants. Experience with European Union funding/GFFO/BMZ and other donors is an added advantage.



- Knowledge and experience with project/ donor compliance, specifically documentation. Provisioned in MS Excel, MS Word and computerized accounting software e.g. QuickBooks required

HOW TO APPLY.

Send your application, Copy of Updated CV with three (3) Referees, copy of academic transcripts and relevant training certificates, Copy of nationality ID to the following e-mail addresses: recruitment.ssd@diakonie-katastrophenhilfe.org not later than 20th November, 2023

NOTE:

- *** Only South Sudanese Nationals are encouraged to apply
- *** Only shortlisted candidates will be contacted.

