



Implemented by
giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

**WE ARE
HIRING**

50.4.3
MOL
Approve
Sufan
9/11/22



Position: Head of Administration and Finance (2)
Project: Food Security and Management of Natural Resources
Reports to: Programme manager
Contract Duration: 3 years
Location: Juba with occasional travel to field locations in South Sudan

Project Brief Background:

In South Sudan, GIZ works on behalf of the German Federal Ministry for Economic Cooperation and Development in the following three priority areas: Food and nutrition security and rural development, Urban water supply and sanitation, Rural development and good governance. GIZ's coordination office has been in the capital, Juba, since 2010.
The GIZ Coordination Office Juba is urgently seeking two (2) qualified candidates to fill two (2) vacant positions of Head of Administration and Finance for its project of Food Security and Management of Natural Resources.

Scope of the Position:

Generally, the Head of Administration and Finance performs his/her duties independently with guidelines defined by the Head of Programme and in accordance to GIZ processes and rules

Your Tasks

- ❖ Managing the programmes' finance, procurement, and administration departments
- ❖ Providing customer-oriented services to projects & programmes, GIZ Head Office, and key stakeholders / partners.
- ❖ Preparation, presentation, and implementation of various strategic measures to position the administrative team efficiently for new tasks (e.g. additional implementation volume, cost output monitoring and prognosis - KOMP).
- ❖ Ensuring that current GIZ policies are being implemented in the programmes
- ❖ Supporting the development, implementation and adaptation of digital tools, processes, and standards in the team (e.g. Onsite Reporting and Operations).
- ❖ Delivering high-quality service in the business areas of finance & accounting, procurement and administration within the programmes
- ❖ Management of up to 15 staff members in band 1-4
- ❖ Responsible for recruiting, selecting, grading, planning the assignment of his/her staff members (in coordination with HR and HoP)
- ❖ Responsible for the professional development of his/her staff, including the annual staff assessment
- ❖ Serving as the liaison for his/her business areas between Administrative personnel and Senior Management, as well as between programmes, GIZ Coordination Office and GIZ Headquarter in Germany
- ❖ Improving processes and structures within his/her business areas
- ❖ Ensuring that pertinent information is provided to project staff, partners, and other institutions
- ❖ Supporting the preparation of the project budget, financial planning and expenditure reports using the latest GIZ financial, planning and reporting tools (with FM)
- ❖ Supporting the yearly Cost Output Monitoring and Prognosis report (KOMP) to BMZ (with FM)



- ❖ Supervising the flow of the project budget (with HoP and FM)
- ❖ Managing the cash flow, the bank accounts, and the Finance Monitoring Value (FIMO)
- ❖ Preparing and supporting internal controls, audits, and internal / external revisions (with FM)
- ❖ Ensuring that processes across the three departments are in line with GIZ rules and regulations, the Code of conduct, and South Sudanese laws
- ❖ Ensuring that finance & accounting and procurement rules and regulations are well-known and adhered to
- ❖ Performing quality controls in the three departments and immediately reports discrepancies to the Head of the Programme
- ❖ Supervising and managing the daily financial and administrative operations.
- ❖ Identifying and coordinating training of administrative staff and development measures (in close coordination with Head of Programme), and develops and performs trainings

Your Profile

- ❖ Master's degree in business administration, accounting, economics, or similar area
- ❖ 10 years of progressive professional experience, with 4 years in a comparable position with management responsibility
- ❖ Advanced leadership skills, ideally proven by internationally recognized certificate
- ❖ Knowledge of cost output related monitoring (KOMP) for development organizations as required by the German Federal Ministry for Economic Cooperation and Development
- ❖ Excellent knowledge (proven by certificate) of WINPACCS (accounting software) and PROSOFT/COSOFT (Procurement/Contract Software)
- ❖ Excellent knowledge of relevant IT applications and virtual tools: SAP, MS Office, MS Teams, onsite applications (e.g. onsite reporting, onsite asset)
- ❖ Ability to motivate and support staff
- ❖ International experience, ability to work in an intercultural environment (cultural sensitivity)
- ❖ Outstanding office administration, management, and organizational skills
- ❖ High level of self-organization and ability to work independently
- ❖ Willingness to continuously update know-how and skills in a changing environment
- ❖ 10 years professional experience with an international NGO, international organization, or enterprise
- ❖ Experience in working with GIZ is an advantage

How to Apply

Applicants should submit their CVs and cover letters declaring interest for the position to the GIZ-Coordination Office along ministries road Juba town next to Juba town main mosque or by email to **HR-Suedsudan@giz.de**.

Please note that all applications must be submitted with **non-returnable** photocopies of all the relevant documents including recommendation(s) from previous employer(s) and a copy of the national certificate. Original documents will only be required for verification during interviews if requested. Ensure that you and your referees are reachable via the stated contact information during daytime.

Only shortlisted candidates will be contacted for interviews. If you didn't hear from GIZ in 3 weeks after closing date, please note that your application wasn't successful. This position is open only to South Sudanese nationals, foreigners with valid residence and work permits.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH provides equal employment opportunities to all, regardless of gender or disability. Qualified women are highly encouraged to apply.

Opening Date: 07/01/2022



Closing Date: 27/01/2022

