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Approved
19 JAN 2024
MINISTRY OF LABOUR
REPUBLIC OF SOUTH SUDAN

Grant-Paid Job Description

Job Title	Finance and Administrative Advisor, South Sudan
Reports to Position Title	Country Representative/Program Director of the South Sudan Office
Office Research Project Title	TBD
Department/ Faculty	African Center of Excellence, The Dallaire Institute
FTE (based on 35 paid hr work week)	100%
Duration	1-year, subject to renewal
Salary Range	TBD
Date Created/Updated	January 2024

About the Research

The Dallaire Institute African Center of Excellence's objective is to strengthen African capacity for research, training, and policy development and to foster innovative, regionally appropriate strategies to prevent the recruitment and use of children in armed conflict and armed violence. Over two decades of civil war in South Sudan led to massive loss of life, destruction, and displacement that impacted the region. Children were affected in different ways, and a large number of them are associated with parties to the conflict recruited and used in combat roles. This explains why the Dallaire Institute has an office in South Sudan to increase the impact and capacity of South Sudanese Security Sector Actors and CSOs to prevent the recruitment and use of children in armed violence to gain access to peace and security.

Job purpose

The Dallaire Institute's operations in South Sudan focus on increasing the operational capacity of the Security Sector Actors through the provision of capacity building and integrating children's and community perspectives into security sector actors. Reporting to the Country Representative, the Finance and Administration Advisor will be primarily responsible for providing support on the financial management processes encompassing A/P, A/R, G/L costing, financial analysis and reporting as well as day-to-day administration, logistical and HR responsibilities.

Duties and responsibilities

Financial Management:

- Support the effective supervision of management and office operations and administration including, but not limited to, supporting the preparation of financial and budget proposals and other related logistics operations.
- Assist on the strengthening of the internal control processes to mitigate any risks, by ensuring compliance with country's host financial policies, regulations and procedures highlighting control weaknesses and making associated recommendations related to finance and control (e.g. tax obligations);
- Produce timely financial reports and organize meetings with the Country Representative regularly to promote informed and accurate forecasting and variance analysis.
- Support the Country Representative to manage the online banking system and operations for the office of South Sudan and HQ as appropriate.
- Be in charge of regular and detailed maintenance of petty cash, receipts, and expenditure records;
- Be responsible of the weekly and monthly financial reporting in accordance with internal deadlines and engage with the HQ accordingly;
- Contribute to the monthly cash forecasting for the Office activities and ensure sound management of the petty cash reconciliation;
- Maintain meticulous soft and hard copies of financial documents and prepare originals to be sent to Headquarters on a monthly basis;
- Support the Country Representative in meeting audit, tax and social contribution requirements in all financial operations.
- Support the Country Representative in ensuring procurement processes are held according to Dalhousie University, donor and host country procurement good practices and guidelines.
- Follow existing Headquarters Financial Management policies and procedures and contribute additional/revised information to keep these up-to-date.
- Liaise with the Headquarters' Finance Manager on project funding expense management, budget controls and reporting.

Administration & Logistics:

- Provide financial administration to the South Sudan Office including processing all payments on time and developing strong, professional relationships with suppliers and service providers.

- Ensure all contracts, travel, accommodation, venue bookings, and all other administration and logistics tasks are dealt with according to deadlines and activity plans, efficiently and professionally
- Maintain an up-to-date inventory of supplies and assets for the office and manage the filing of all administrative documents.
- Provide support on facilitating international staff on settling in the country including those on short visit and those staying for a longer period (e.g. visa processing, accommodation and transportation)
- Ensure compliance with national procedures of operating in South Sudan

Human Resources Management:

- Support the recruitment process in South Sudan, in coordination with the Director and relevant HQ staff as appropriate.
- Make proper follow-up on staff contracts development and management in line with the labor laws of South Sudan and in conjunction Dalhousie recruitment policy.
- Work with HQ HR Advisor to identify changes to Terms of Reference for existing Staff positions, and new positions that are required, and provide up-to-date organization chart information to the Institute's Administrative Assistant.

All staff are additionally responsible to:

- Proactively participate in planning and performance processes as outlined in the Employee Handbook including annual appraisals, regular meetings, and ensuring that annual reviews are an integral component of workplans and priorities;
- Promote a safe and secure work environment in line with the organization's core values includes the Dallaire Institute Workplace Principles; and foster strong communication between teams within the organization;
- Demonstrate an ongoing commitment to promoting and protecting the rights of children, and particularly the prevention of the recruitment and use of children as soldiers;
- Comply with Dallaire Institute's financial and operational requirements and uphold high standards of honesty and integrity in personal conduct.

Qualifications

- Bachelor's Degree in a relevant field including Business Administration, Public Administration, Finance, Accounting etc.;
- Minimum 3 years' experience in finance, accounting and administration, preferably for an international-based non-profit organization (required);



- Experience working in complex environments, preferably in conflict-affected regions;
- Proven experience in managing budgets and multiple administrative and finance tasks in challenging environments (required);
- Ability to take initiative to organize time effectively within a range of often conflicting deadlines and competing priorities, within a busy program and while working to an agreed strategy;
- Effectiveness and flexibility to work in a team;
- Able to deliver in a variety of environments, including working remotely;
- The ability to forge strong working relationships quickly and gain the trust of colleagues, trainers, trainees and partners in the region;
- Advanced proficiency in Microsoft Excel and Word;
- Experience with supporting staff from different backgrounds both on site and remotely •
Fluent English (required);

Working conditions

Readiness to work long hours, on weekends or on public holidays when reasonably required.

In-person role: Due to operational requirements, the occupant is required to work in person in our offices.

Hybrid role: The occupant will be eligible for hybrid work (a combination of in-person work in the office and remote work) as agreed by all parties based on operational requirements and Institute guidelines.

Supervisory/managerial

NA

To apply, please send your CV and Cover letter to:

dallaireinfo@dallaireinstitute.org

Dateline, 9th, Feb 2024.

Please note that only shortlisted candidates will be contacted. Thank you