



National Empowerment of Positive Women United (NEPWU)

Job Title:	Finance & Admin officer.
Country program:	South Sudan
Location of the Position :	Juba, South Sudan.
Position Opened for :	South Sudanese National Only.
Reporting to:	Finance & Admin Coordinator.
Desired Start Date	ASAP
Advertised date	8/6/2021
Closing date for Application:	25/6/2021
Contract type:	Full-time, for 12 months (one year)

NEPWU Head Office in SSAC Compound, Juba, located in Jebel Kujur Yei Road.

BACKGROUND

National Empowerment of Position Women United (NEPWU) is a National Non-Governmental Organization of women and girls living with and affected by HIV in South Sudan. NEPWU was established in 2013 with support from SSAC, UNAIDS and UN Women. This was in accordance with the decision by the UNAIDS as articulated by its Global Plan (2011), to put women living with HIV at the Centre of the HIV response so as to stop new HIV infections among children and to keep their mothers alive. NEPWU with support from USAID is seeking for qualified **Project Finance and Admin Officer** for the project of community led monitoring (CLM) South Sudan who will undertake the following duties; -

Summary description

The Finance and Admin Officer (FAO) will be responsible for the overall administration and financial operations for CLM Project. The FAO will be responsible for controlling/managing all expenses made in the field and performing the day-to-day accounting. S/he will also work closely with the project Manager, Finance Coordinator and Logistic officer to ensure compliance with NEPWU and donor regulations and procedures and the running of the operation.

The duties assigned to the employee are as indicated in the following Job Description. However, they can be amended at the discretion of the management and the agreement of the employee. The employee may also be required to perform other functions, which are within his/her capacity, skills, aptitude and knowledge without additional remuneration.

Duties and Responsibilities:

Finance



- Assist in the production of financial statements and applications, preparation of spreadsheets, reports and correspondence as required;
- Work closely with the Logistics officer to ensure compliance with the procurement procedure and ensure that the proper validation cycle is respected;
- Maintain the safe as well as the petty cash and reconcile the accountancy with physical cash in the base and perform daily/weekly cashbox checks with the finance and Admin Coordinator and report any discrepancies;
- Review and approve all vouchers prepared for expenditures and ensure that expenses are in compliance with NEPWU and donor policies and procedures;
- Ensure collection of all the documents (hard and soft copy) from state offices and fully organized at the end of each month;
- Assist the Finance department in internal & external audits.

Administration

- Prepare and organize official correspondence with the government authorities and other stakeholder.
- Managing office supplies and ordering new supplies as needed;
- Develop and maintain effective office systems (e.g., IT support, office maintenance, fixed assets, supplier contact).

Human Resource

- Follow up on legal requirements regarding employment social security and income tax.
- Ensure management of HR databases, personal files and timesheets;
- Ensure new staff briefing on administrative and financial issues;
- Ensure the correct documenting and updating of leave records;
- Any other duties as required.

Qualifications & Preferred Skills

- Minimum of 3 years' experience in a progressively relevant role in the NGO environment is required;
- Extensive experiences in working with standard spreadsheets and month-end closing processes and managing expenses;
- Prior experience handling administrative responsibilities such as filing, scanning, translating and organizing.
- BSc/BA in Accounting, Finance, Business Administration or equivalent;
- Fluency, written and oral, in English and Arabic;



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- Experience with office management software like MS Office (MS Excel specifically);
- QuickBooks knowledge is added advantage
- Excellent time management skills and ability to multi-task and prioritize work;
- Attention to detail and problem solving skills.
- Ability to work efficiently, under pressure and adapt to difficult conditions;
- Self-motivated, honest, highly responsible, and punctual;
- Proactive to seek, identify and communicate potential problems and propose solutions;
- Willingness to travel to the field locations when required.

How to Apply

- Attach a detailed CV
- Appraisal forms (Internal candidates only).

Interested candidates are requested to submit their application in English through Email: hr.nepwu@gmail.com & wani.nepwu@gmail.com by midnight of the closing date specified above or hand delivery to:

Female candidates are strongly encouraged to apply.

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Handwritten signature 8/6/21