



Vacancy Announcement

JOB TITLE: Finance and Admin Officer
LOCATION: Mayendit
START DATE: ASAP

II Approve: for Advert.

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BACKGROUND: IRC began working in South Sudan in 1989. IRC South Sudan operates a country office in Juba and has field offices in Lakes, Unity, Northern Bahr el Ghazal and Eastern Equatoria states. Currently, IRC South Sudan implements programs in primary health care, community case management, women's protection and empowerment, protection and access to justice and livelihoods. In early 2012, in response to the increasing influx of Sudanese refugees from the Nuba mountains/South Kordofan into northern Unity State, the IRC began programming in Yida and Ajuong Thok Refugee Camp, providing essential services in the reproductive health and women's protection and empowerment and ERD sectors.

Scope of Work:

Under the direct supervision of the Field Manager, the HR admin and Finance Officer will ensure timely and quality recruitment for both regular & short-term staff as well as interns for the Field office. S/he will be responsible for all pro-active sourcing, advertising, screening, interviewing, reference checking and final negotiations for all open positions as well as for on-boarding and predeployment administrative cash reviews and management activities. The HR Admin and Finance Officer will be the focal person for processing of Field Office's payroll, associated benefits and statutory obligations cash in and out flow.

Specific Responsibilities:

Finance

- Prepare cash forecasts and Cash Transfer Requests for overall program keeping in view the monthly cash needs
- Checking of vouchers on monthly basis to ensure accuracy, authenticity with IRC policies and procedures before posting into excel sheet
- Checking of monthly payroll to ensure accuracy, identify problems and make charging according to approved budget. Process national payroll in keeping with IRC policies, procedures and standard practices. Make timely disbursements of cash for salary payments to all locations.
- Checking of purchase request with budgets
- Post-monthly transactions into Excel spreadsheet for onward posting to SUN system. Ensure that all information in the spreadsheet is correct and complete.
- Preparation of all bank account reconciliation statements on monthly basis
- Perform surprise cash count to ensure check and balance
- Produce timely and regular balance sheet accounts reconciliation for advances and prepayments. Identify differences or discrepancies and follow up as appropriate, in keeping with IRC policies, procedures and standard practices.
- Keeping updated records of prepayments in respect to staff insurance, rents and their monthly amortization.
- Participate in professional development activities, as needed or requested
- Perform other duties, as necessary and/or as requested

Staff Contracts

- Work directly with the Recruitment Officer and field based counterparts to ensure inclusion





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of new staff data, subsequent inclusion into the payroll and proper filing at both field office and country office level

- Facilitate the field based team in processing of change requests, any other changes related to payroll/contracts

Payroll

- Prepare payroll for Mayendit staff. reviews all the field office payroll and facilitate the process and follow it up at country office level
- Handle staff payroll inquiries and liaises with Finance and other units on relevant issues; provide advice and support to field offices on related payroll and benefits queries
- Ensures the prompt flagging of irregular level of expenditures and number of days work of staff to Field and HR Managers if any.
- Assist in the timely staff servicing including preparation of Change of Status forms, extension on contracts, promotions, change on contractual status, leave applications, coordinate with Recruitment Officer and finance on the release of final payments of departing staff once exit clearance is complete.

Terminal Benefits

- Be the Field office focal points for processing of terminal benefits for all departing staff. Review final settlement reports prepared by field based before and facilitate, follow their review and approval at the Country office leave.

Staff Database Management & Reporting

- Prepare HR monthly reports for Mayendit office
- Review field office HR and finance reports and collate them into an HR Monthly Report and share with the Country office
- Ensure all HR/Financial policies, procedures related to Compensation and Benefits are adhered to and recommend improvements

Exit management

- Manage staff separation including exit clearance procedures; coordinate with Country Office HR staff to ensure they hold and document staff exit interviews. This information will be shared with the HR Officer- Compensation and benefits for final payment submission to finance

Other responsibilities:

- Maintain and update leave tracker ; coordinate with Country office on leave in ensuring that all leave taken are substantiated by an approved leave forms and their proper filing in the concerned staff personnel file
- Maintain and update timesheet tracker; follows up with relevant staff/managers on timely submission of timesheets

Recruitment

- Take ownership for the recruiting, sourcing and identification of talent at the field level
- Assist in performing reference and background checks for potential employees prior to





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- onboarding.
- Ensure all recruitment policies, procedures and techniques are adhered to and recommend improvements.
- Provide responsive, high-quality service to candidates
- Expand the capacity of hiring teams to identify talent via improved interview skills and ability to respond in a timely manner on critical/emergency needs.
- Work collaboratively with peers in recruitment and contribute to a culture of shared success.
- Create Recruitment Reports and ensure their timely circulation to hiring managers
- Maintain an updated roster of candidates
- Liaise with relevant Government agencies on updated Government requirements on recruitment .

On-boarding

- Provide HR orientation to all low level new staff. Coordinate with Program and Operations team to facilitate the same
- Ensure the completeness of all recruitment documents for new staff. prepare and maintain auditable recruitment files for each position

Qualifications:

Personal Characteristics:

- Strong sense of personal integrity
- Attention to detail Ability to multi-task
- Team spirit and problem solving abilities
- Excellent interpersonal and communication skills
- Remains productive when under pressure
- Demonstrates a systematic and efficient approach to work
- Relates and works well with people of different cultures, gender and backgrounds



Job Requirements:

- Preferably a Bachelors degree in Business Administration/Human Resources or Finance and Accounting a closely related field or an equivalent diplom
- Fluent English (written and spoken) and Juba Arabic/Arabic
- Prior experience of Recruiting / On-boarding staff
- Good understanding of broad Human Resources related issues
- Good mathematical skills
- Ability to use sound judgment in maintaining confidentiality of employee information
- Flexible work attitude: the ability to take initiative and work pro-actively
- Solid Computer skills: ability to work effectively and accurately with MS Word, Excel and emails





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Standards for Professional Conduct:

All IRC staff must adhere to THE IRC Way Standards for Professional Conduct and the IRC country employment policies. These include Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation. *IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, or disability.*

Work Environment:

Security level orange. The situation in Juba is calm now. Hopes the signed peace agreement will improve the life of the people all over the country.

Housing:

In Mayneditt and Koch, sleeping accommodations is in tent and or traditional grass thatched structures. Electricity and internet are limited to several hours per day. Individual contributes towards food which is prepared in a communal kitchen in the hub by a hired cook.

How to Apply:

Interested applicants should submit a updated **CV with 3 references** (please indicate referees telephone number and email address) and copies of academic and training certificates, a copy of official **ID** and **day time telephone contact** addressing it to the Human Resources Department , IRC South Sudan and email the above documents to SS-HR@Rescue.org . Alternatively, applications can be hand-delivered to IRC offices in Mayiendit ,Nyal, Ganyliel, Bentiu, Koch and or Head office in Juba.

Deadline for submission: 5th june, /2021

NOTE: Only short-listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC

Name (Staff): _____

Name (Supervisor): _____

Signature: _____

Signature: _____

Date: _____

Date: _____

IRC is an Equal Opportunity Employer IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.

Females are Strongly encourage to Apply .

