


**Inclusive Education and Development Initiative (IEDI)**

Office Location: H-1 Jebel Bussere Jou Market Road opposite  
College of Economic, University of Bahr el Ghazal

Email: [info@iedi-ss.org](mailto:info@iedi-ss.org)  
Website: [www.iedi-ss.org](http://www.iedi-ss.org)  
Phone: +2119257109499 / +211925734387



Organization	Inclusive Education & Development Initiative (IEDI)
Job title	HR & Finance Manger
Reporting to	Executive Director
Location	Wau, WBG - South Sudan
Start date	As soon as possible
Advertisement opening date	July 1 <sup>st</sup> , 2020
Deadline for receiving application	July 14, 2020



### Background of IEDI

Inclusive Education and Development Initiative (IEDI) is duly registered Humanitarian National Non-Governmental Organization (NNGO) in South Sudan by the Registrar of NGOs, in the ministry of Humanitarian Affairs and Relief and Rehabilitation Commission. IEDI focuses on refugees, Returnees, IDPs, conflict affected host community and food insecure households in addressing their vulnerability and fighting poverty. IEDI serves all persons without any discrimination at all but taps the richness from the diversity in knowledge, skills and cultures from the various races, faiths, gender identities, professions and nationalities.

IEDI focuses on main broad areas namely Peace-building and conflict mitigation, gender equity and sustainable integrated livelihoods (Food security, health and WASH), Education, Protection and shelter focusing on women and youth among other interventions or Humanitarian program in South Sudan. Briefly our core programs include: Functional Adult Literacy (FAL), Peace building, Protection, Child Protection, Looking after the elderly and Family Based Orphan ADA Program, Social economic empowerment, Food security and Nutrition and Reusable sanitary pads trainings and production for schools, code named **Give, Learn and Grow**

### Finance/HR Manager Job Description

This is a key member of the IEDI management staff. It is structured as a hybrid position with two basic functions: 1) Finance Manager is a hands-on role with responsibility for financial transactions including overall management of IEDI received funds and resources and 2) HR Administrator with responsibility for





benefits management, corporate compliance, payroll, tax payments and employee on-boarding. In addition, this position provides general office management oversight.

**This position will report to the Executive Director**

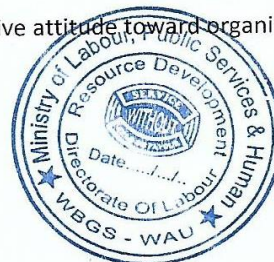
## **Duties and Responsibilities**

### **Finance**

- Work with IEDI to ensure accurate and timely financial transactions and tracking
- Manage day-to-day accounting operations and ensure that there is a redundant process backup in place for every critical operation
- Develop monthly and quarterly accounting reports for the management and executive teams
- Implement and monitor the month, quarter and year-end closeout accounting schedules
- Review and complete payment for IEDI transactions
- Manage invoicing function
- Support budgeting activity
- Supervise assigned staff
- Maintain quality control through establishing and maintaining standards
- Manage state and local tax payments
- Monitor emerging technology to determine ways to automate the accounting process without sacrificing accuracy and accountability
- Other duties as assigned

### **HR**

- Manage legal compliance
- Manage employee on boarding and termination processes
- Manage employee benefits program
- Manage payroll production and integrity, employee PIT tracking
- Maintain IEDI handbook and employee policies
- Provide a focal point for employee issues and training
- Manage extended HR resource team
- Administer compensation, benefits and performance management systems, and safety and recreation programs.
- Identify staff vacancies and recruit, interview and select applicants.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed change
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.



- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
- Plan, organize, direct, control or coordinate the personnel, training, or labor relations activities of an organization.
- Conduct exit interviews to identify reasons for employee termination.
- Represent organization at personnel-related hearings and investigations
- Develop, administer and evaluate applicant tests.
- Develop and/or administer special projects in areas such as pay equity, savings bond programs, day-care, and employee awards
- Other duties as assigned

#### **Skills and Specifications**

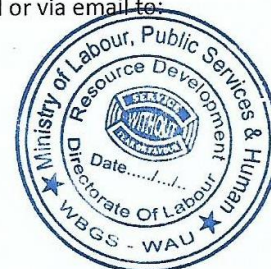
- Five to ten years' hands on experience in accounting or bookkeeping,
- Exposure to HR management
- Strong budgeting, financial forecasting and financial analysis skills required
- Knowledgeable on insurance, benefits plan management
- Experience with accounting systems and system standards
- Able to prioritize the work in multi-tasking environment.
- Able to meet tight deadlines and follow up on commitments, detail oriented
- Ability to prioritize and balance competing priorities
- Effective verbal, written and presentation skills in both English and Arabic
- Flexible, accurate and excellent interpersonal skills
- Good team leadership ability

#### **Education and Qualifications**

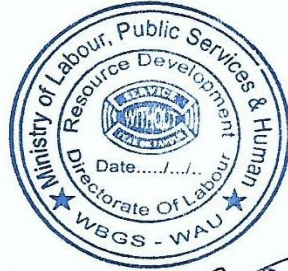
- College degree is highly desired, sufficient experience required

#### **How to apply:**

Interested candidates should be able to work in Wau or any other duty stations. The candidate should submit their applications clearly marked "**Application for the position of HR & Finance Manager**" in hard copies to HR Unit indicating salary expectations to **Inclusive Education & Development Initiative (IEDI)** at Hai Jebel Opposite College of Economics, University of Bahr el Ghazal or via email to: [iedisouthsudan@gmail.com](mailto:iedisouthsudan@gmail.com) CC [admin@iedi-ss.org](mailto:admin@iedi-ss.org) / [saavabu@gmail.com](mailto:saavabu@gmail.com)



Applications will be reviewed upon receiving and interview may be conducted before the deadline.  
IEDI is an equal opportunity employer. Female candidates are highly encouraged to apply. Applications  
submitted are non-returnable



APPROVED  
20/07/20