



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

**WE ARE
HIRING**



Position: Administrative Assistant
Project: ILiPS and CDRD
Reports to: Project Finance & Admin Manager
Contract Duration: Dec 2025
Location: Magwi with occasional travel in South Sudan

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 a qualified candidate to fill the vacant position of Administrative Assistant for its project "Community Driven Rural Development and Improved Living Conditions and Psychosocial Support".

Scope of the Position:

Generally, the Administrative Assistant works independently with guidelines defined by the Project Finance and Admin Manager, and in accordance with GIZ processes and rules. The Administrative Assistant respond promptly and competently to matters that fall within his/her assigned thematic area, where applicable in consultation with his/her line manager and the Project Admin & Finance manager.

Your Tasks

- ❖ ensuring that financial administration functions in accordance with GIZ rules and regulations
- ❖ steering of effective and efficient office day-to-day activities
- ❖ ensuring that information is exchanged between regional office and coordination offices in Juba, partners, and other institutions.
- ❖ effectively coordinating with the staff of the finance team in Juba
- ❖ ensures the project cash flow and availability of financial resources in the regional project bank account
- ❖ oversees the cash box and cheques, including safekeeping, and the implementation of regular cash box reconciliations according to GIZ rules and regulations
- ❖ handles the petty cash in the respective region and makes payments to suppliers / participants of training and workshops
- ❖ carries out accounting tasks using WINPACCS accounting software and prepares monthly end-of-period accounts and bank reconciliation vouchers
- ❖ checks the project account balances reports; initials the bank reconciliation sheet, cash reports and list of outstanding items (receivable and liabilities)
- ❖ monitors real accounts (payables, receivables) and reports regularly to the project manager and the project Finance & Administration manager

- ❖ checks the vouchers and receipts in the respective region for completeness and allocation to cost units and outputs, and corrects these where necessary
- ❖ maintains a list of complete and accurate financial records including all supporting documentation
- ❖ supports and prepares internal and external controls
- ❖ reports any issues or suspicions of financial irregularity or breach of P&R without delay to the Project Manager
- ❖ supports different aspects of local subsidy administration to partner organizations with specific instructions from the program manager
- ❖ supports procurement processes starting from preparing requests for goods & services and follow-up and perform the purchasing process as per the GIZ procurement regulations
- ❖ prepares project procurement documents to be submitted to the procurement officer in Juba
- ❖ manages the project inventory, maintains the inventory list / files and conducts together with the procurement officer in Juba the annual inventory check
- ❖ updates and maintains the GIZ inventory software onsite asset on a regular basis
- ❖ ensures that the necessary office supplies are available
- ❖ reports damage, organizes, and monitors the service and repair of office equipment
- ❖ keep records of all information related to project for documentation, clarification, and presentation to management.
- ❖ The Administrative Assistant also fulfils other adequate tasks as determined and assigned by the Program manager.

Your Profile

- ❖ BA or similar qualification in accounting, business administration with a focus on accounting or a related area
- ❖ at least 3 years working experience in financial accounting and/or other administrative tasks
- ❖ minor qualification in business administration with a focus on accounting or a related area
- ❖ at least 3 years' professional experience in a comparable position
- ❖ in-depth knowledge of accounting Winpacc software
- ❖ good working knowledge of ICT technologies (related software, phone, email, internet) and computer applications (e.g. MS Office)
- ❖ confidential handling of data and information
- ❖ very good knowledge of the English language, as well as Juba Arabic
- ❖ willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

How to Apply

Applicants should send their CVs and cover letters declaring interest for the position by email to HR-Suedsudan@giz.de. Hand delivered applications will not be received.

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 only open to South Sudan nationals.

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: 28/11/2023

Closing Date: 15/12/2023