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# HOPE RESTORATION (HR)

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SO-H-3  
Approved by Section Inspector  
MOL/RSS/J  
Date  
09/06/2022



Date: 09/06/2022

## Job Advertisement

## Background

Hope Restoration South Sudan is a national NGO registered with the ministry of justice in 2010 registration no.659. It's also registered with Relief and Rehabilitation Commission (RRC) registration no. 389. Hope Restoration South Sudan (HRSS) is committed to mobilizing the communities and self-determination. It seeks to secure capacity building, research and proactive measure of dialogue, lobbying and advocacy, documentation, information management, livelihoods diversification and use of appropriate technologies.

## Vision statement

"A society where there is respect, justice and people enjoy dignified lives"

## Mission statement

"Hope restoration exist to secure livelihoods pace and security of communities and to realize equity and equality of individuals and communities in South Sudan while empowering women and girls through community driven programs.

## HRSS is seeking to recruit

<b>Job Title:</b>	<b>Finance and Admin Manager</b>
<b>Duty Station ;</b>	<b>Juba</b>
<b>Advertisement Date;</b>	<b>09/06 /2022</b>
<b>Closing Date</b>	<b>28/06/2022</b>
<b>Report To</b>	<b>Executive Director</b>



### **Project Description/Key Responsibilities:**

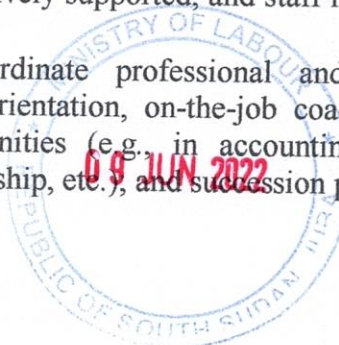
Many people in South Sudan have unmet justice needs countrywide for both everyday disputes and severe abuses. After decades of war, the country was left with a barely functioning justice and policing system and institutions cannot provide the coverage, accessibility and effectiveness of services people require. Where they are delivered, services are unequal, untimely, and often have unfair outcomes. Despite security improvements, crime rates are high, SGBV remains prevalent, human rights violations are regularly reported, and humanitarian services are not targeted. The delays in implementing the R-ARCCS widen the provision of services, including justice and human rights deficit, as the review of essential laws, security concerns, as well as conflict-related abuses of the past and root causes of conflict remain unaddressed in the absence of transitional justice, accountability, reconciliation, healing and other constitutional and security sector reforms

Hope restoration responds to this by supporting people in need at the grassroots level as enablers for sustaining peace and development. Under the guidance of the Programme Manager, the finance and admin provide support in the execution of programme administrative, financial and operations services ensuring effective and transparent utilization of resources and integrity. The Programme Finance and Admin. promote a client-oriented approach consistent with Hope Restoration rules and regulations. Reporting to the Executive Director, the Finance and Admin Manager provides overall leadership, oversight and management support for all aspects of financial management Administration and grants management in HRSS. Should focus on ensuring accountability, coordinating planning, and budgeting processes, providing accurate financial data, and developing a financial strategy that best serves support and program objectives. Responsible for the finance staff capacity building, the development and implementation of internal sound controls, compliance at all levels, and utilization and safeguarding of assets according to HRSS. Responsible for budgeting preparation and budget controlling, and grant management.

### **Scope of Work**

#### **Administration and Finance:**

- Manage and maintain programme files and inventory and undertake bookkeeping on working advances.
- Provide support on procurement of equipment, infrastructure, and services in the programme for staff and national counterparts in line with the work plans
- Support the programme team members on administrative and financial matters in coordination with the Programme Associate
- Arrange for meetings and training venues and process payment for services timely.
- Provide logistic support on receiving, handling, storage, dispatch and tracking of the programme assets and properties.
- Arrange the transportation, accommodation, and payment of allowances to participants in missions and activities related to or supported by the programme.
- Prepare annual and quarterly leave plans for the programme staff and update them regularly.
- Support solid and positive leadership to the finance department, ensure competent and motivated staff are hired and retained and provide efficient service delivery.
- Support overall leadership to the Administration function, ensuring that the national / field office is effectively supported, and staff have a clean, secure and hospitable place to work
- Support and coordinate professional and personal development of finance staff through adequate orientation, on-the-job coaching, identification of learning, training needs and opportunities (e.g. in accounting, SAP, grant management, risk management, leadership, etc.), and succession planning.



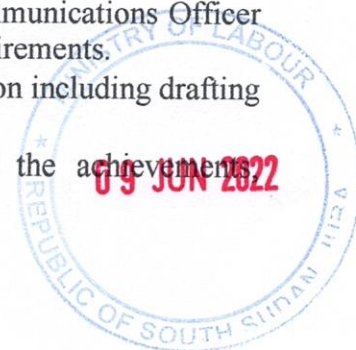
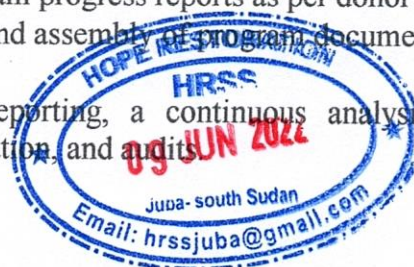
- Provide cost analysis, promote benchmarks and make recommendations for determining effective resource utilization at all levels.
- Contributing to developing appropriate policies and procedures for procurement of goods and services.
- Coordinate the planning and budgeting process and provide technical support, to ensure
  - a. best practices and donor guidelines are met.
- Design and manage systems, policies and procedures that provide appropriate levels of security and control of Hope Restoration assets, resources, and operations.
- Coordinate the submission of timely, accurate and complete relevant reporting to the Partnership and internal users.
- Manage appropriate financial systems and controls and ensure they are in place to avoid significant finance audit risk ratings.
- Lead in the development of Logistics, procurement, fleet management, and security policies for HRSS to guarantee seamless support in program implementation.
- Lead in developing Human Resource policies that attract, retain, and compensate the necessary human capital assigned to drive the Hope Restoration strategy.
- Provide performance management responsibilities by supervising the Accountant and Administration Manager.

### **Budgeting and budget Controls**

- Maintain and update the organization's annual budget planning /forecast, master budget and funding allocation schedule for management decision making.
- Coordinate with the department heads, Program director and State Coordinator to develop a yearly budget and ensure this is funded full cost recovery on the proposed budgets.
- Produce monthly analysis of the finding situation at a cost centre and a function level with all the possible assumptions and underlying facts.
- Lead in developing and maintaining financial models to track the budget, expenses, and variation for non-thematic and non-thematic costs.
- Develop reports to respond to a request for budgetary information and existing funding gap.
- Budget preparation and modification of proposal budgets and reviewing and advising on proposal cost recovery and justified to make sure the proposed budget is reasonable and realistic for the project needs and follows internal and external rules and regulations
- Review the journal transaction and ensure the cost charges to this un-restricted fund are in line with the approved assignment
- Run monthly review for data quality and ensure all transitions align with HRSS cost classification with particular focus on the non-thematic and cross non-thematic.
- Implement and evaluate analytical models and systems on the master budgets and other critical financial management aspects.
- Has in-depth technical and administration knowledge to connect the financial and non-financial information to generate insight and recommendations for program effectiveness

### **Reporting.**

- With input from the State Coordinator, Technical Managers, Communications Officer help produce high quality program progress reports as per donor requirements.
- Provide high quality review and assembly of program documentation including drafting editing and formatting.
- Provide through progress reporting, a continuous analysis of the achievements, facilitate project reviews, evaluation, and audits.



- Develop donors reporting timelines and requirements template; ensure it is updated at all times.
- Collecting and collating information from field teams, supporting teams and management in documenting ongoing activities in each project/thematic area.
- Drafting and editing reports to be submitted to donors and the head office in Juba
- Timely dissemination of reporting tools and requirements and follow up to ensure internal and external reporting deadlines are respected.
- Cross check data with other program staff to ensure that reporting generated accurately reflects program activities.
- Conduct staff training needs assessment and organize corresponding training forums on results-based program management and reporting.
- Support program staff in organizing and managing seminars, workshops, and donor field visits as required,

#### **Minimum Qualifications**

- 5 years of work experience in the administrative and operations duties and responsibilities.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and knowledge of handling of web-based management systems

#### **Required Skills and Competencies**

- 5 years of relevant administrative experience in the areas of Finance, procurement, or travel service OR or BA with 2 years
- Experience in provision of effective and efficient administrative and Financial support services
- Proven experience in working as a team in facilitation of information sharing between the Project colleagues and the Senior Management
- Proven ability to communicate effectively and efficiently by providing direct responses to inquiries or redirect them to the substantive focal points within, the unit
- Experience to supply and assets management

#### **Desired additional skills and competencies**

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

#### **Required Language(s) at working level**

- Fluency in English and Arabic is an added advantage

#### **HOW TO APPLY FOR THIS JOB:**

Interested candidates who meet the above mentioned conditions should submit their application letter and CV listing three references and a phone number and hard copy to Hope restoration office Human Resources, Department , at munuki Block C.V Hai 3rd class Plot No. 349, Juba, - South Sudan Or e-mail to [careers@hoperestorationsouthsudan.org](mailto:careers@hoperestorationsouthsudan.org) Note Hope Restoration South Sudan, is an equal opportunity employer; it does not discriminate on the basis of religion, race or political affiliation. More about us visit our website@ <https://hoperestorationsouthsudan.org>

