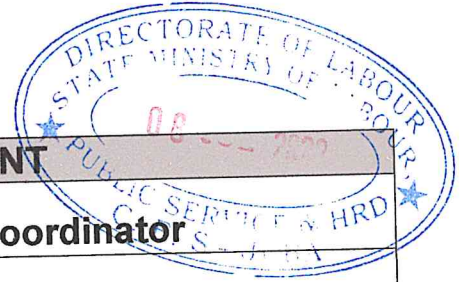




South Sudan
Red Cross

Approved
JFR



JOB ADVERTISEMENT	
Job title:	Grants & Budgets Coordinator
Unit/dept/Duty station	SSRC Headquarters
Reports to	Finance Manager
Open Date:	8 th July 2022
Closing Date:	21 st July 2022

Organizational Context

The South Sudan Red Cross (SSRC) is one of the 192 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9th March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013, making it the 189th National Red Cross and Red Crescent Society in the world. In November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (21) branches and a growing network of subbranches and units. There are currently over 290 SSRC staff members at the Headquarters and branches and approximately 14,000 volunteers across the country.

The society's work is guided by the Seven Fundamental Principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Red Cross Red Crescent Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade.

Duties applicable to all staff

- Work towards the achievement of the South Sudan Red Cross goals in the South Sudan region of operation through effective managerial and lateral relations and teamwork.
- Ensure understanding of roles, responsibilities, lateral relationships, and accountabilities.
- Perform any other work-related duties and responsibilities that may be assigned by the supervisor/ line manager.

- Share and act in accordance with the Red Cross/Red Crescent fundamental principles and humanitarian values.

Overall, Purpose of the Position

To support the Finance Manager in providing technical support in the planning and budgeting process of SSRC and management of the SSRC budgets and grants from Partners/donors. The position holder shall be the go-between SSRC and Partners in South Sudan on all finance related matters.

Specific Duties and Responsibilities

- Being the go-between person between SSRC and Partners in South Sudan on all finance related matters.
- Record all budgets and grants to NAVISION in line with SSRC Policies and procedures.
- Approve the cash requests from Budget Holders including preparing the cash request analysis and ensuring adequacy of documents attached before onward transmission to Partners for disbursement of grants to the SSRC bank account.
- Have an overall oversight of monthly reports from Branches through Financial analyst reviews. This is to track any issues that may contradict SSRC policies and procedures and partner requirements to be discussed with the Finance Manager for corrective action.
- Create a strong link with Branch leadership and Finance focal points to create cordial relationship with the teams to facilitate finance related information flow that enhance the achievement of the project deliverables e.g., SSRC finance policies and procedures, donor reporting requirements, use of templates etc
- Provide technical leadership in development, evaluation of annual budgets and plans.
- Coordinate the annual budgeting process for SSRC with the technical Coordinators; examine budget estimates for completeness, accuracy and conformance with procedures and regulations, donor agreements etc. Then, present to the Finance manager for further review and final consolidation and submission for approvals by the Secretary General/Governing Board
- Review and validate all project budgets, get Finance Manager Approval and upload to Navision software on time.
- Approve all invoices to partners and 3rd parties e.g., rent, internet, generator costs, compound costs, etc
- Consolidate Budget Variance Analysis reports on a monthly basis and provide recommendations to the project managers/budget holders on ways to improve.
- Do Monthly validation of various reports before submission to the management (through the Finance Manager) and partners as may be required.
- Support the Finance Manager in conducting budget-holder training on financial management, financial reporting, compliance, controls, and Key Performance Indicators monitoring.
- Share with internal and external auditors' monthly controls feedback on a request basis and assist in identifying any control issues that need follow up.

- Ensure funds are transferred from Partners to SSRC on time to facilitate implementation of activities.
- Support the Finance Manager in verification of various agreements, contracts, MoU and staff request as per the contract approval matrix before validation by the Finance Manager.
- Support Branches and technical coordinators to ensure proper project financial management systems are in place.
- Conduct any adhoc financial analysis (as per request) to support senior management in decision making
- Provide advisory role to operations staff and budget holders on finance matters relating to their projects. This can be a one-to-one discussion held with Budget holders.
- Monitor monthly closing of the accounts by reviewing various reports and validating the financial information. In case corrective action is required, feedback is then provided to the accounting unit for corrections.
- Monitoring the Key Performance Indicators (KPIs) reflected on monthly financial report and follow up with the project managers/budget holders to ensure adequate action is taken to minimize the risk or exposure.
- Conducting monitoring visits to Branches to address any control issues noted from the Branch through trainings and refreshers on specific aspects of policies and donor compliance.
- Develop strategies for tracking and monitoring the implementation of strategic financial management plans against set objectives and budgets and ensuring that any negative variances are brought to the attention of the relevant head of Department.
- Coordinate and evaluate programme activities and processes in order to priorities and recommend budget requests, emergency funds, reallocations and resource levels.
- Consult with Heads of Departments to ensure that budget adjustments are made in accordance with program changes.
- Do performance management of the financial analysts by offering support in objective setting, continuous feedback, technical appraisals, and follow-up to ensure optimal performance of the team.

LATERAL RELATIONSHIPS

- Establish and ensure effective working relationships with the other colleagues.
- Ensure effective working relationships with ICRC / IFRC / PNS counterparts and leadership.
- Ensure effective working relationships with technical & service departments at regional & International level.

POSITION REQUIREMENTS

Education	Required	Preferred
University degree in Accounting and Finance	X	

Further training in donor or project reporting with other INGO		X
Minimum Experience	Required	Preferred
At least 4 years of related experience in finance and/or in using accounting principles and procedures	X	
Previous work experience in multi-donor funded organization(s) is an advantage		X
High level knowledge of computer data base software systems preferable NAVISION	X	
Knowledge and Skills	Required	Preferred
Experience in managing and developing financial teams	X	
Previous work experience with an I'NGO or in the humanitarian sector	X	
Practical knowledge of computers (windows, spreadsheets, words, processing, emails, other Accounting, and financial software	X	
Experience in training financial and non-financial staff on financial matters	X	
Languages	Required	Preferred
Fluency in English and Juba Arabic	X	
Other Languages will be an added advantage		X
Competencies	Required	Preferred
Commitment to the international Red Cross & Red Crescent Movement	X	
High degree of integrity, discretion, and personal conduct	X	
Flexible and adaptable to changing working conditions	X	
Self-motivated with good judgement and initiative	X	
Advanced verbal and written communication skills	X	
Excellent interpersonal skills	X	
High level of attention to details	X	
Able to prioritise and meet deadlines	X	
Sensitivity to diversity and cultural differences	X	
Excellent staff management skills	X	
Team player	X	
Productivity and result oriented	X	

How to Apply;

Interested applicants should submit their cover letter, CV with 3 references, copy of National ID and Certificates including daytime telephone contact addressing it to The Human Resources Department. Or by email: vacancy@ssdredcross.org. Please clearly indicate the position you are applying for on the Subject Line of your email.

Alternatively, applications can be hand – delivered to South Sudan Red Cross Headquarters. Plot #4, Block Ministries, Munuki Area, Juba. Please indicate clearly the position you are applying for on the back of your envelop

You should arrange your documents in the following direction.

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID or passport

Note: Only shortlisted candidates will be contacted for an interview and all the photocopies are not returnable and will remain the property of SSRC.

Female candidates are encouraged to apply.