

Risk and Strategic Management, Corp (RSM) is implementing the Partner Liaison Security Operations (PLSO) project in South Sudan with fund USAID. RSM is a consulting and training company supporting all NGOs in South Sudan with analysis and information sharing to enhance resilience and programming. Under the PLSO project, RSM is now recruiting for a Administration, Finance and HR Manager position. The role will be based in Juba.

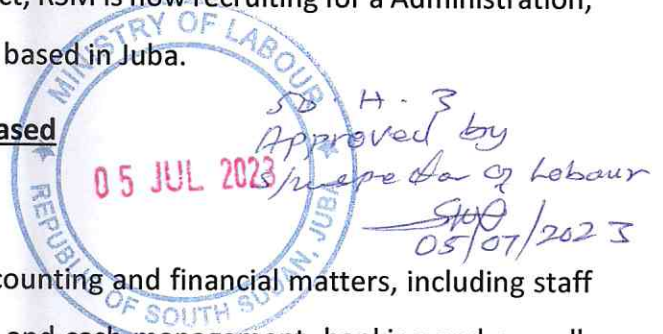
**Administration, Finance and HR Manager, Juba-Based**

**Responsibilities**

- The Manager will be responsible for all accounting and financial matters, including staff timecard submissions, per diem payments and cash management, banking and payroll, invoice data management, auditing and spot checks, staff expense report validation, vendor payments and invoice validation / reconciliations, and monthly financial reporting, local/governmental rules and HR regulations and requirements.
- The Manager will be responsible for all HR functions, including employment taxes, insurance coverage, employment contracts and benefits, etc..
- The Manager will train and/or brief all staff on standards and processes relating to cash management, invoicing, timecards, expenses and other administrative requirements.
- The Manager will be part of a Senior Management Team, advising PLSO leadership on issues relevant to taxation, government regulation, budgeting and project financial expenditure.
- The Manager will ensure that monthly financial reporting (monthly close-out) is done in a timely manner and in accordance with existing practices and procedures.
- The Manager will oversee the work of the broader administration, finance and HR department, ensuring functionality, high level of performance and team work within the department.
- The Manager will perform other duties as requested by the PLSO Operations Manager and Deputy Operations Manager.

**Academic and Professional Skills Required from the Applicants:**

- BA degree in finance / accounting or another relevant field.
- Applicants with an MA in a relevant field will have an added advantage.



- The applicant must have demonstrated experience in managing all aspects of a small office, including all accounting and financial matters, staff timecard submissions, per diem payments and cash management, banking and payroll, invoice data management, auditing and spot checks, staff expense report validation, vendor payments and invoice validation / reconciliations, and monthly financial reporting, local/governmental rules and HR regulations and requirements.
- Previous experience of working for the humanitarian aid and development sector in a finance capacity.
- Experience in HR and demonstrated understanding of relevant government regulations and institutions.
- Attention to detail and ability to develop and implement systems.
- Managerial experience in leading a small team, and ability to problem solve difficult situation and resolve issues.
- Good communication skills. Both verbal and written communication skills are essential.
- Excellent written and verbal English language skills are essential.
- Willingness to work under pressure and meet deadlines.
- Excellent knowledge of Microsoft Office (Word, Excel, PowerPoint, Internet, Outlook).
- Eager to learn, positively contribute to the work of PLSO, great team player, with a proven track record of meeting and exceeding on-the-job requirements.

Interested persons who meet the above requirements should submit his/ her updated CV and cover letter as two attachments to the following email address: [operationsteam@plsosudan.com](mailto:operationsteam@plsosudan.com). The subject line should clearly indicate the position you are applying for “Administration, Finance and HR Manager” position. Alternatively, the application package (updated CV and cover letter) can also be hand delivered to the Security Reception of Afex Rivercamp (Off Cemetery Road, Juba). The deadline for submitting the applications is Monday, July 24, 2023. Late and incomplete applications will not be accepted. Due to the urgency of the position, the recruitment process will be conducted on a rolling basis, and RSM reserves the right to hire a suitable candidate prior to the deadline.

This position is only open for South Sudanese nationals.

