

## Policy LINK – Finance & Administration Manager

Position:	Policy LINK – Finance & Administration Manager
Location:	Juba, South Sudan
Contract Name:	USAID/Feed the Future Policy Leadership, Interactions, Networks and Knowledge (Policy LINK)
Status:	Long Term Technical Assistance
Start Date:	On/around August 24, 2020
Supervisor:	Global Finance & Operations Manager

### Project Background

The five-year (2019 – 2024) Feed the Future Policy Leadership, Interactions, Networks and Knowledge (Policy LINK) project will strengthen the capacity of local actors and institutions to lead and manage the agricultural transformation process and contribute effectively and collectively to improved, broad-based food security policy outcomes.

Specifically, the program aims to strengthen food security policy systems by investing in and reinforcing productive human and social capital and developing strategic partnerships that help bring these innovations and capacity investments to scale in order to achieve a critical mass of local actors with the ability and opportunity to effect positive policy change through collective action.

### Policy LINK in South Sudan

The LINK project will open an office in Juba, South Sudan in order to provide backbone support to the Partnership for Recovery and Resilience (PfRR). PfRR is an unprecedented cross-sector, multi-donor, multi-agency platform and collective of partners established to increase the agency of local populations in select geographic areas to identify and respond to their priority needs for building resilience and reducing vulnerability. With this approach, the community, local governments, and donor agencies are improving their use of evidence to inform joint decision making at local, national, regional and global levels; however, the central focus is to strengthen the community's ability to withstand and respond to shocks, including environmental, economic, political and those related to local conflicts.

The PfRR is grounded in the concepts of collective impact and collaborative governance. It intends to reduce the humanitarian burden in the targeted communities and make the use of donor resources more effectively by promoting greater self-reliance, reinforced by external assistance.

LINK will provide backbone support to PfRR partners in Juba and in select regions to enhance coordination and effectiveness towards the realization of resilience objectives. This includes support to PfRR structures and working groups with the establishment of core monitoring and evaluation frameworks and internal knowledge management practices, and establishment of partnership framework building blocks.

### Position Objectives

The Finance & Administration Manager will monitor finance, administrative, procurement, logistics, and human resources functions for Policy LINK's South Sudan office, ensuring smooth and effective operational support for technical activities. S/he will promote strong collaboration between technical

and operations staff, as well as with remotely based members of the broader Policy LINK team in Kenya, the United States, and elsewhere.

S/he will continually reinforce LINK's agreed-upon core purpose and principles, and ensure all decision-making is rooted in the purpose and principles. S/he will contribute to a learning environment in which personal and team growth is supported, with a shared understanding that the "team" always comes before the "individual."

## Responsibilities

The Finance & Administration Manager will be responsible for the following:

### Quality Assurance and Compliance:

- Serve as the South Sudan Country Lead's advisor on finance and administrative issues with USAID and local government officials and service providers;
- Ensure that strong relationships are established with service providers in South Sudan;
- Monitor finance, administrative, procurement, logistics, and HR actions, assessing operational risks and proposing mitigation strategies;
  - Ensure that DAI is in compliance with local laws at all times;
  - Ensure that appropriate checks and balances (separation of duties) are maintained, and that staff carry out responsibilities in line with the latest Project Schedule of Authorities;
  - Ensure that financial transactions, including payroll and remittances to local authorities, are carried out and documented in compliance with DAI policies and procedures;
  - Review all biweekly field finance reports prepared by the Accountant before they are submitted to the home office for approval;
  - Ensure that procurement of goods and services is carried out and documented in compliance with DAI policies and procedures.
- Communicate regularly with operations colleagues in Kenya as well as the remotely based Global Finance & Operations Manager to highlight challenges and propose solutions.

### Tools and Systems:

- Establish strong operating systems to guide Policy LINK operations in South Sudan, and ensure they are adapted and maintained throughout the program period of performance;
  - Highlight the need for any adjustments to the South Sudan Field Operations Manual, TAMIS workflows, and other guidance documents;
  - Ensure that staff in the South Sudan office follow best practices for file management across the areas of finance, administration, procurement, and HR.
- Supervise the Accountant to prepare monthly accruals, commitments, and projections for the South Sudan office, to be integrated with project-wide budgeting exercises;
  - Assist the South Sudan team with budget and activity planning.

### Personnel Management and Cross-team Coordination:

- Supervise the Accountant, Procurement & Logistics Officer, and Driver, proactively addressing any concerns and supporting their professional growth;
- Ensure strong relationships are maintained between staff in the South Sudan office;
- Monitor HR issues such as poor performance, employee dissatisfaction, or staff learning and professional development needs, escalating issues and suggesting solutions;
- Serve as a member of activity teams as needed, and serve as a member of other temporary

cross-project teams such as during startup and closedown;

- Contribute finance and operational inputs during activity workplanning exercises.
- Communicate regularly with the home office Project Manager and Project Associate, Global Finance and Operations Manager, and Kenya operations team to promote smooth, effective project operations.

## Reporting

The Finance & Administration Manager will report to the Global Finance & Operations Manager, with a dotted line of reporting to the South Sudan Country Lead. S/he will collaborate closely with the Kenya Policy LINK operations team.

## Supervisory Responsibilities

The Finance & Administration Manager will directly supervise the Accountant, Procurement & Logistics Officer, and Driver.

## Qualifications

Local South Sudanese candidates are highly encouraged to apply for this position. Additional qualifications:

### Education

- At minimum, a university degree in Business, Management, Finance, Accounting or appropriate field.

### Work Experience

- Minimum of three but preference for five years of experience in a management role, overseeing project finance and accounting for a multidimensional, multi-functional donor-funded project in a challenging environment;
- Experience in systems development and office administration;
- Direct programming and/or operational management experience supporting a USAID contract or cooperative agreement;
- Demonstrated experience with financial management tasks such as developing/updating budget projections and using field accounting software;
- Demonstrated experience overseeing procurement of goods and services;
- Prior experience supervising staff.

### Skills

- Good understanding of USAID policies and procedures;
- Good understanding of standard Microsoft Office programs such as Word, Excel, and Outlook as well as finance/accounting software used to track transactions;
- Ability to communicate/collaborate effectively across cultures, including with team members based in other countries;
- Critical thinker and self-starter, able to work with minimal supervision and within established deadlines;
- Willing to perform assigned and additional duties and work under unpredictable conditions;
- Strong systems and strategic thinking skills and ability to set up strong management systems, processes, and tools;
- Strong leadership and supervisory skills;
- Professional fluency in English and Juba Arabic. Local languages a plus.