



South Sudan
Red Cross



| JOB ADVERTISEMENT | |
|-----------------------|----------------------------------|
| Job title: | Finance and Admin Officer |
| Duty Station: | Maridi Branch |
| Reports to: | Head of Branch |
| Job Open Date: | 16 June 2020 |

ORGANIZATIONAL CONTEXT

The South Sudan Red Cross (SSRC) is one of the 193 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 and 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 (17) branches and a growing network of units. There are currently over 230 SSRC staff members across the country and approximately 12,000 volunteers across the country.

The society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by Strategy 2030 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff MUST abide by and work in accordance with the Red Cross and Red Crescent principles

SUMMARY JOB PURPOSE

Responsible for efficient provision of administrative and finance services in the following areas: accounting control, recording, reporting of assets, liabilities and income. Monitor the appropriate disbursements of funds and payments in accordance with established financial rules, regulations and procedures.

DUTIES Applicable to All

- Work towards the achievement of the South Sudan Red Cross goals in the South Sudan reflection 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 line manager.
- Share and act in accordance with the Red Cross/Red Crescent fundamental principles and humanitarian values.

JOB DUTIES AND RESPONSIBILITIES

- Control and operate bank accounts in accordance with SSRC financial rules and regulations and local banking practices

- To ensure office signatory panel is regularly updated as necessary and provide up-to-date information on the cash position or status of such accounts, and initiate the replenishment of the accounts in line with laid down regulations and procedures.
- Monitor financial transactions and accounting reports, and reconciliation of accounts and review budgets status reports to ensure accurate and timely provision of financial information.
- Ensure efficient and effective services are provided to the office in the areas of travel, maintenance of office, equipment, including vehicles, security and office supplies.
- Monitor compliance with all operational systems and procedures. Establish internal controls, ensure accuracy, promptness and appropriateness of information and reports to finance manager of SSRCS HQ.
- To certify the timely and accurate processing and recording of disbursements and payments such as travel claims, payroll, advances and petty cash in accordance with the established rules, regulations and procedures and within budgetary limits, also ensure the timely recovery of advances to staff members and any accounts receivable.
- Manage the systematic review of office premises, supplies and equipment requirements for budget preparation purposes, and ensure that the safekeeping, annual physical inventory, reporting, including cost analysis and recommendations regarding replacement/disposal of equipment and supplies are administered in an accurate and timely manner.
- Manage leaves of staffs at the branch.
- Manage the drivers and cleaners by making for them rosters for day to day activities.

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

Person Specification

Education

- University degree in Business Administration, Accounting, Management or Finance.
- Basic Red Cross / Red Crescent Training Course to be completed before or within the first month of employment
- 3 years' experience of working for a humanitarian aid organization in Sudan / South Sudan or another developing country.
- Red Cross/Red Crescent Experience.
- Fluency in English-spoken and written
- Fluency in Juba Arabic (spoken)
- Fluency in speaking one local language preferred
- Self-supporting in computers (Windows, spreadsheets, word processing)
- Valid international driving licence (manual gears)
- Commitment to the International Red Cross & Red Crescent Movement
- Teamwork
- Integrity & personal conduct

How to apply

Interested candidates should submit their applications includes the following, Cover letter, CV, three references , copy of National ID and academic certificates **before 3 July, 2020** either by email or directly to the address below. Applicants from Maridi should submit their applications in Maridi Branch. **All applications must clearly state the position for which you are applying.**

vacancy@ssdredcross.org

South Sudan Red Cross Headquarters
Plot #4, Block Ministries, Munuki Area, Juba

South Sudan Red Cross is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all south Sudan nationals, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization

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

