



## Vacancy announcement

### Finance, HR and Administration Intern for DCA's South Sudan Office

DanChurchAid (DCA) is looking for **Finance, Human Resources and Administration Intern**. The position is a (1) month position with the possibility of renewal based on funding. The position will be based in the Juba with very limited field visits.

DCA is working with local partners in South Sudan to assist the poorest of the poor with a focus on protection, combating hunger, working for peace and conflict mitigation and the safe removal of explosive remnants of war (EWR).

In DCA we strive to secure high-quality standards for both our programme and support staff. The aim for our staff is to maintain a smooth running of the DCA Office with accountability, professionalism and staff welfare as a priority; creating an efficient, open and inspiring work environment for all.

The Finance, Human Resources and Administration Intern will work in close collaboration with the Finance, HR and Admin team in effectively providing support to South Sudan office in areas of facilitating correspondence between the programme team, finance/Admin and procurement and logistic teams.

#### **The responsibilities of the Finance, Human Resources and Administration Intern Include:**

- To be trained on cash management, including recording the expenses in Maconomy Cashbooks and maintaining accurate coding from Cost Centers to Cashbooks.
- To be trained on how to Produce monthly financial reports and all the related closing Print outs.
- To be trained on Monthly Ledger reconciliations, Bank reconciliations, and all cashbook reconciliations.
- To be trained on how to support the programme team in settlements of per diem and other travel advances to ensure they comply with the rules, requirements for documentation etc.).
- To be trained on how to ensure that all necessary documents are collected, chronologically arranged before submitting to project finance focal point as required.
- To be trained on preparation of Payment vouchers and submission of the same for payment processing.
- To be trained so that s/he ensures all documents have been stamped appropriately when paid and all relevant receipts are collected from staff and other stakeholders.
- To be trained on filling system to ensure ease reference during Audit process or any future reference.



- To be trained on how to ensure compliance with the financial procedures in respect of accountancy requirements of the organization. To be trained on how to produce a monthly written report.
- Undertake any other duties that may be requested by the HOF, or Senior Finance Officer

We are looking for a colleague with the following qualifications:

- A fresh Graduate from recognized University, with either Diploma or Degree in Business Administration, Finance or Accounting
- Very strong communication skills (oral and written English);
- Excellent organizational and time-management skills;
- Ability to learn quickly in multi-task while maintaining a stringent eye on details, excellent interpersonal, communication, negotiation and presentation skills
- Flexible, patient and persistent personality
- Portable Computer literacy and experience especially MS Office applications (Word, Excel, Power Point, Outlook, etc.);
- Candidate ready to embrace the four DanChurchAid values of **compassion, proactive, responsible, and respectful.**

DCA is an equal employer, so, we encourage women to apply and only a South Sudanese will be preferred for the position.

Interested candidates should submit a cover letter and CV to [ssk.recruitment@dca.dk](mailto:ssk.recruitment@dca.dk). Mark "**Finance, HR and Admin Intern**". **The deadline for applications is February 28, 2020.** If this is not at all possible an application can be submitted by hand at the DanChurchAid Office Compound in Tongping North of the Midan Rambo. You also can access the advertisement on South Sudan NGO Forum at <http://comms.southsudanngoforum.org/c/jobs>. Please note that no material or documents handed over to DCA will be returned to the applicant upon termination of the recruitment process.