

JOB VACANCY: Administrator (1)

AVSI Foundation is a global non-governmental organization with headquarters in Italy. Its mission is to support human development in developing countries according to the social teaching of the Catholic Church: recognizing the uniqueness of each person, who as such cannot be reduced to a number within an anonymous category such as "the poor, the sick, and the disabled". Furthermore, every person and every community represent a resource, regardless of their vulnerability. This is why AVSI works to help people in becoming aware of their own value and dignity. AVSI is operating in South Sudan since 2005, implementing medium to long-term sustainable health, education, water & sanitation, food security and emergency relief programmes.

The organisation is now seeking to recruit suitable qualified South Sudanese national for the position of **Administrator**

Duty Station: Kapoeta, Kapoeta South County, Eastern Equatoria State.

Main objective:

The Administrator will support the Finance Manager/Coordinator and HR Manager/Coordinator to contribute to carrying out reconstruction and development activities in post-conflict South Sudan, by establishing sound administrative procedures and keep accounts and office record include filing and keeping HR documents for AVSI Office in Kapoeta, Eastern Equatoria State.

Specific Duties:

- Prepare all the documents (Invoices, vouchers, cheques, etc) upon the request for payment.
- Daily Petty Cash and bank flow management by the use of the AVSI Primanota tool (assist in maintaining book-keeping and tracking of expenses carried out by the AVSI Western lakes field office).
- To assist in reviewing and verifying payments requests and their supporting documents for accuracy, legality and conformity to organization's and donor policies and procedures.
- To assist in ensuring proper and accurate coding of transactions in conformity with projects activity codes.
- To assist in maintaining books of accounts and records of all expenditures and revenues.
- To make monthly bank reconciliation of bank accounts allocated by the supervisor.
- To assist the field program team in liquidity forecasting, important for funds advance requests from AVSI Juba level.
- To assist the Finance Manager/Coordinator to review project budgets, prepare analyzed budget comparison reports, and make suggestions and recommendations.
- To assist the Finance Manager/Coordinator in interacting with other partners, banks and government institutions concerning administrative issues at the field level.
- Provide support to the Finance Manager/Coordinator and Human Resource Manager/Coordinator in ensuring compliance with relevant contractual obligations of the National Staff in accordance with the AVSI General Employment Agreement, and with National Labor Laws
- Responsible for registering Leaves (annual leave, sick leave, compassionate leave,)etc in the staff personal files. and send the copy of filled leaves to AVSI Juba Office



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- Responsible for checking and monitoring attendance records, Follow-up of the staff Time Sheets and check them for conformity with instructions.
- Responsible for monitoring and follow-up of Human Resource related issues in AVSI field offices.
- Participate in staff recruitment process.
- Identify suitable and relevant short-term training courses for national staff and inform Supervisor accordingly.
- Responsible for follow up of Performance Evaluation Reports.
- Process for international staff Visa, alien registration in the field.
- Any other duty assigned by the supervisors.

Requirements

Education

- Diploma or Higher Diploma in Accounts or related field and Certificate in Human Resource

Knowledge and experience

- Minimum of 2 years' experience in accounting and Human Resource
- Knowledge of Microsoft Navision Dynamics is an Asset.

Skills

- Competent in use of Microsoft applications especially Excel and Word
- Excellent interpersonal and communication skills
- Good writing skills
- Accuracy
- Fluency in written and spoken English. (Arabic as an added advantage)
- Ability to work under pressure and meet strict deadline
- Ability to work independently

Attitudes

- Proactive and takes initiative.
- Flexibility
- Respect when dealing with others.
- Presentable, outgoing with a pleasant character
- Identify him/herself with the mission, vision and values of AVSI.

How to Apply:

Applications should include updated **Curriculum Vitae (CV)**, copy of your **National ID** and **cover letter**. The candidate should briefly describe his or her motivation for the position and highlight relevant experience.

The above documents can be delivered to any AVSI Office in the Country:

- AVSI Office in Juba – Juba Raha compound
- AVSI Field Offices in Kapoeta, Narus, Torit.





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Send in soft copy to, hr.southsudan@avsi.org or Administration.Juba@avsi.org or Abrigo.Geoffrey@avsi.org cc Aziz.musema@avsi.org

Only shortlisted candidates will be contacted.

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS **Monday the 20.10.2020.**
Due to the urgency of these roles, AVSI reserves the right to shortlist applications prior to the closing date.



At the heart
of development