

**VACANCY ANNOUNCEMENT****SHEJEH SALAM ACTIVITY**

**TITLE:** Senior Finance Specialist  
**DURATION OF CONTRACT:** Up to 30 Sept 2023, renewable  
**LOCATION:** Juba, South Sudan  
**SUPERVISOR:** Finance Manager

50-14-3  
Approved by Senior Manager  
MOLIRSI  
10/05/2023  
10 MAY 2023  
MINISTRY OF LABOUR  
SOUTH SUDAN, JUBA

**Are you passionate to learn and develop your professional career in Finance field?** Join our motivated and talented Shejeh Salam team as Senior Finance Specialist. This is a great opportunity for interested professional to advance their career and be a part of a dedicated and dynamic team implementing meaningful activities in Juba, South Sudan

**Activity / Project Background:**

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year Shejeh Salam Activity in South Sudan. Shejeh Salam will build the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair and thorough information to mitigate the impact of rumor and misinformation. Shejeh Salam will primarily program in Unity, Western Bahr el Ghazal, Upper Nile, Greater Jonglei, and Eastern Equatoria regions, although geographic focus may shift.

**Position Summary:**

The main purpose of this position is to manage and account for day-to-day cash inflows and outflows and assist the Finance Manager in preparing monthly financial reporting to the DT Global home office. The Senior Finance Specialist supports the Finance Manager (FM) and the rest of the finance team in establishing and maintaining Shejeh Salam financial systems and records according to DT Global and US Government rules and regulations and may, as delegated by the Deputy Chief of Party – Operations and Finance (DCOP-OF).

**Duties and Responsibilities:**

- Maintain all the cashbooks assigned, prepare vouchers and electronic funds transfer remittances, and conduct reconciliations on a timely basis. Ensure that all the scanned vouchers are uploaded to the clouds/SharePoint.
- Ensure petty cash is replenished and procedures for use are followed. Ensure all expenses are reasonable, allowable, and allocable and are appropriately charged to the correct account codes/grants.
- Monitor outstanding local advances and ensure they are cleared regularly as DT Global South Sudan / Shejeh Salam Activity policies require.
- Ensure all purchases follow Shejeh Salam Activity procurement procedures and have all relevant supporting documentation attached to payment requisition.
- Assist FM in reviewing and reconciling physical cash to the cash tracking sheet and to the cash book on a weekly basis and escalate any issue to the DCOP-OF.
- Prepare weekly cash report and submit it to the Finance Manager for review.
- Assist the FM in compiling monthly bank and cash reconciliation statements, including preparation of Field Office Expense Report (FOER)
- Collate monthly funds requests from field sites, including liaising with DCOP-OF and FM to ensure sufficient funds are available.

- Review and process payroll, including reconciling payroll entries/vouchers. Ensure payroll taxes / Personal Income Tax (PIT) and other statutory deductions / rental withholding taxes are remitted to the National Revenue Authority (NRA) each month on a timely basis.
- Assist in the preparation of monthly support schedules and month-end accounts.
- Manage QuickBooks/Quicken data entry for all ledgers and ensure approved payments are posted in QuickBooks/Quicken daily.
- Prepare reconciliation report for flight expenses monthly.
- Update the grant and construction trackers on a weekly basis and prepare journal entries as required.
- Track all invoices/account payables and routinely reconcile paid and pending invoices.
- Conduct finance orientation and induction training for newly hired employees.
- Assist in facilitating any internal/external audits.
- Stand in as FM when the post holder is out of office.
- Perform other duties as requested by the DCOP-OF and Financial Manager.

#### Education and certifications:

- Bachelor's degree in finance, Business Administration, or a related field.

#### Key Position Competencies and Experience:

- At least four-five (4- 5) years of experience in a recovery and/or development program
- Prior experience working on USAID-funded projects in the humanitarian and international development sectors, preferably including grant-making programs.
- Proficiency in Microsoft Office programs
- Experience in developing financial management tools and designing financial and accounting systems at an organizational level.
- Experience training and mentoring staff
- Experience with accounting software systems, including QuickBooks/Quicken.
- Demonstrated financial management, accounting, planning and communication skills.
- Effective written and oral communication as well as interpersonal skills
- Demonstrated problem-solving and analytical skills and good judgment.
- Be proactive, have strong prioritization skills, and have the ability to work cross-culturally.
- Possess demonstrated leadership skills, humility, and self-awareness.
- Fluency in English and Arabic.

#### DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment.
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner.
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.



**Application Process:**

To apply, please send your CV and Letter of Motivation as one single document to:  
[shejhsalam-administration@dt-global.com](mailto:shejhsalam-administration@dt-global.com).

Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, phone number, and three referees including email and phone numbers for those referees; DO NOT submit any other recruitment documents at this time. In the email subject line, include the title and location of the position you are applying for, as advertised at the top of this job vacancy announcement. Please apply electronically, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. The deadline for submissions is **Tuesday June 6, 2023, at 04:00 PM, CAT**. Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

*DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.*

