

JOB ADVERTISEMENT

Job Title: Finance and Administration Assistant
Organization: Reach Alternatives (REALs)
Duty Station: Juba, South Sudan
Contract Type: Employment Contract
Period: 5 months, renewable subject to performance and funding availability

Background

Reach Alternatives (REALs, former Japan Center for Conflict Prevention) is an international NGO with its headquarters in Tokyo, Japan. In Kenya, Somalia, South Sudan, and the Middle East, REALs runs a wide variety of field projects, ranging from community security and safety, research and training in peace and security, protection of war-affected population, prevention of and response to gender-based violence, livelihood, to peacebuilding programmed with a strong focus on capacity-building.

The organization has been active in South Sudan since 2009 and supported internally displaced persons (IDPs) and the host community people in needs. Our priority areas of work in South Sudan in recent years are: Conflict Prevention and Mitigation, Gender and Social Cohesion, through establishment of community-based Early Warning and Early Response (EWER) system as well as Awareness Raising of Sexual and Gender Based Violence (SGBV) and other types of violence. As part of strengthening REALs South Sudan internal and external project deliverables, we seek to recruit a Finance and Admin Assistant. The position will entail providing direct support to REAL's Admin team.

Duties and Responsibilities

Under the direct supervision of the Finance and Administration Officer, the main duties and responsibilities of the Finance and Administration Assistant will be as follows:

1. Financial Management

- Support the Finance and Administration Officer in managing daily accounting processes and procedures.
- Assist the Finance and Administration Officer in timely completion of monthly and annual financial closings.
- Support the Finance and Administration Officer in preparing and processing monthly payroll, including tax, social insurance, and other statutory deductions.
- Assist the Finance and Administration Officer in preparing financial documents for external audits.
- Support the Finance and Administration Officer with cash management as necessary.
- File all finance-related documents in a timely manner.
- Assist with by-monthly external backup of financial, administrative, and logistical data.

2. Office Maintenance

- Support the Finance and Administration Officer in securing and maintaining office premises in a timely and cost-effective manner while adhering to donor regulations.
- Assist the Finance and Administration Officer in ensuring all office equipment is regularly serviced and in good working condition.



- Assist the Finance and Administration Officer maintain and update accurate inventory records and ensure all other logistics arrangements are handled effectively.

3. Procurement and Logistics

- Support the Finance and Administration Officer with transport logistics to adequately meet the needs of staff/office.
- Provide necessary information on the market prices of goods and services to the Operation Manager and Programme Officer at HQ during programme formulation and proposal writing.
- Obtain quotations, prepare orders, conduct follow up with vendors. Take timely corrective actions on incorrect requisitions, purchase orders, and vouchers, while closely coordinating with the Operation Manager.
- Assist the Operation Manager in drafting a quotation analysis for project-related items.
- Ensure all goods and services are properly received and accompanied by a goods receipt note.
- Assist the Finance and Administration Officer in identifying qualified, high-quality suppliers with fair pricing of both programme and office-related goods and services.

4. Human Resource Management

- Review and Process staff attendance sheets to ensure that all staff sign in and submit the Operation Manager.
- Process staff leave requests and forms, ensuring they are properly signed and recorded in the system and share with the Operation Manager.
- Serve as the main contact person during the absence of team members, following up on outstanding actions with appropriate staff.
- Prepare and facilitate timely monthly payments and submissions for staff payroll income tax (PIT), office rent, and Tax Clearance Certificate.
Provide assistance with the registration and work permit processes for international staff.
- Maintain efficient electronic and physical filing systems for all administrative, accounting, procurement, and personnel documents to ensure easy access and retrieval.

5. Knowledge Management

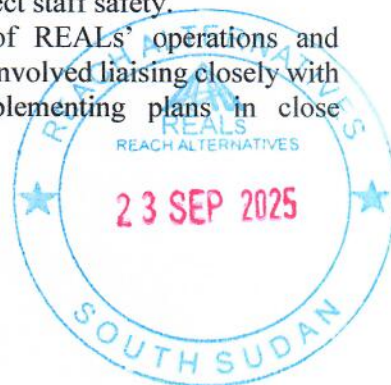
- Support the Finance and Administration Officer in sharing knowledge on financial and administrative management with the REALs South Sudan team.

6. Overall Management

- Communicate with the Operation Manager regarding finance and administrative issues as needed.
- Monitor the security situation in Juba and project sites. Report immediately to the Security Focal Point on any political and security issues that could affect staff safety.
- Assist the Operation Manager with the regionalization of REALs' operations and programmes in South Sudan and neighboring countries. This involved liaising closely with respective offices, providing recommendations, and implementing plans in close coordination with HQ.

Perform other related duties as required.

Qualifications & Experience
Required



- A university degree in Finance, Accounting, Business Administration, or Public Administration.
- A minimum of 1–2 years of relevant experience in finance, accounting, or a related field.
- Proficiency in Microsoft's Office applications (Word, Excel, PowerPoint).
- Strong command of English language, both written and spoken.
- Excellent organizational and communication skills.
- High level of integrity, strong attention to detail, and ability to work effectively in a multicultural team.

Preferred

- Prior experience working with an international NGO.
- Professional certification in accounting or related field (e.g., CPA, ACCA).

Application and Contract

Interested candidate to send the following documents to hr-africa@reals.org or Hand deliver the application in a sealed envelope to REALs physical Office at Hamza Inn Opposite Notos Hotel, address to Admin Department by 14th October 2025 at 4:00 PM.

- CV in English indicating relevant work experience and contact details (email and telephone number) of the candidate.
- Cover Letter.
- List of three (3) professional references and their contacts.

Please note that:

*REALs will contact only shortlisted candidates for the 1st screening.

*The job opening will be closed as soon as a suitable candidate is selected.

