



Joint Aid Management (JAM) is a Humanitarian Relief Organization, operating in various African countries. Our projects include feeding and agricultural programs, an orphanage and training center in Rwanda, drilling of water wells in the Eastern Cape, as well as numerous community development programs in Sub-Saharan Africa.

In South Sudan, JAM is actively implementing Food for Education, Food for Asset, General Food Distribution, Food Security and Livelihood interventions and livestock vaccination and intervention in Twic East, Bor, Pibor, Boma, Bentiu, Aweil and Kaujok.

JAM is seeking a Qualified South Sudanese national for following position:

Job Title Operations Officer (1 position)

Location: Kuajok Warrap State.

Reports to: Warrap Area Manager

PURPOSE OF POSITION:

As a member of the Grants team, the incumbent is required to provide financial input to decisions to be made covering all areas of the department. To implement financial policies in such areas as, but not limited to: budgeting, recording and documentation, project auditing, monthly financial reporting, and local resource acquisition; being cognizant of organizational policies.

The Grants Accountant supports the Grants Manager in ensuring appropriate use and accurate reporting of all financial transactions on grants and contracts in line with the donor and organization policies and procedures

KEY RESPONSIBILITIES:

- Ensure timely submission of projects reports/ invoices to the Grants Manager for review and passed to donors and support offices within the required time schedule;
- Posting accurate data in the sun systems to enable the production of monthly financial reports. This involves working closely with the Senior Finance Officers in the department and reviewing such expenditures before submission to the Grants Manager
- Support the project budget development (proposal, grant, and matches) whenever there's a call
- Review and Analyze grant expenses while using the same as a monitoring tool to advise the Grants Manager and project management on expenditure trends
- Review payment vouchers and other journals to ensure proper coding and documentation; Advise on the right projects/codes to be charged.



- Support the Grants Manager to observe and monitor all internal control issues around grants
- Occasionally visit project field sites to ensure financial controls and procedures are in place
- Advise the Grants Manager on issues related to donor regulations and compliance with grant guidelines.
- Support project external Audits in ensuring they are carried out satisfactorily and audit issues cleared within acceptable timelines
- Assess the capacity gap of other finance and non-finance Staff and continuously build their capacity through mentorships and training.

Qualifications: Education/Knowledge/Technical Skills and Experience

- B Com or BBA (Accounting) or equivalent degree and/or professional certification in accounting.
 - Professional Accounting with CPA/ACCA/CIMA/CIA or equivalent certification will be added advantage
 - Others
 - Must have practical knowledge of Generally Accepted Accounting Principles and a thorough knowledge of financial systems and internal financial controls.
 - Experience with computerized accounting systems such as Sun systems and Vision or related systems, Ms.-applications, and high-level user of MS-Excel tools.
 - Must possess good communication skills.
 - Requires a minimum of 5 years of working experience, two with an international NGO.
 - A wide working knowledge of major donor regulations with a particular bias to major Multilateral and Bilateral donor funding.
 - Commitment to JAM values
- To Apply: Qualified candidates are encouraged to submit their full CV with a covering letter Hand Delivery to Juba Office At Equatorial Tower 4th Floor or by email to or by email jams.recruitment@jamint.com please clearly mark the position title. Deadline for submission: 8th December 2022.
- JAM is an Equal Opportunity Employer JAM considers all applicants on the basis of merit without regard to race, sex, color.

NB: FEMALE APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY

