

50-11-3

Approved by



**DR. PRISCILLA NYANNYANG EDUCATIONAL FOUNDATION
(DPNEF)**

JOB ANNOUNCEMENT

Job Title	Finance Manager.
Department.	Finance:
Location	Juba, Central Equatoria state, with 10% field visit.
Report to	Executive Director.
Duration	9 months with possible Extension.
Position Opened	South Sudanese Nationals Only.

A. Organizational Background

Dr. Priscilla Nyannyang Educational Foundation is a national humanitarian organization, a non-Governmental and not for profit organization addressing the most urgent and pressing needs of the vulnerable communities in South Sudan. our cross-cutting efforts in promoting humanitarian relief, human rights, rule of law and good governance, more especially empowering women, and girls, DPNEF focuses on Education programs, preventing and alleviating suffering, disease, and hunger, and contributing to socio-economic development and sustainable environment, in areas where livestock, agriculture which could play an important role in improving peoples' livelihoods, food and nutrition security and resilience through education. DPNEF mainstreams and integrates cross-cutting issues such as environmental protection, gender equity, HIV / AIDs, and human protection in its program strategies through education. DPNEF integrates and applies the principles of Conflict Sensitivity, Do No Harm and Accountability to Affected Populations in its programming.

We partner with children, families, and their communities to reach their full potential by tackling the causes of poverty and injustice education in South Sudan and making sure that all children:

- enjoy good health and nutrition!
- are educated and prepared for life's challenges and opportunities.
- are protected from harm.
- are participating in the decisions that affect them and their communities.
- live in resilient families and communities with diversified livelihoods to be able to provide for their current and future needs.

Vision	Helping to find local solution to challenges and sowing the seeds of lasting changes. We recognize the importance of education, health service, and humanitarian response in alleviating the hardship of the ar. We aim for inclusive development, systematic changes, local ownership, and contextualized solution.
Mission	Our mission is to make a lasting difference in the lives of south Sudanese's and helping them in rebuilding the country in the future.



Purpose or Objective of the position

DPNEF is looking for an experienced Finance Manager. He/she will be responsible for managing all aspects of the finance department of the DPNEF South Sudan program to achieve our objectives in line with DPNEF and donor.

.Key Responsibilities

Management

- Manage and supervise the department team which comprises of the Finance and Administration manager, the Finance Officer and the Procurement and Logistics officer.
- Ensure the quality and knowledge of the team
- Raise financial awareness by undertaking financial training of budget-holders and assist them in enforcing financial controls & decision making based on financial reports
- Undertake regular field visits in order to assess the financial systems in place & implement improvements wherever needed

FINANCE

- Ensure country financial management systems & records are adequate in order to identify and protect the assets & interests of the organization
- Establish & maintain a donor financial management system in order to optimize funding & to ensure efficient & accurate reporting to donors
- Ensure adequate controls over cash & bank management are constantly monitored & updated to minimize the risk of fraud or misappropriation. Monitor cash flow and ensure that sufficient funds are always available in the bank
- Closely monitor all financial activities, and keep the CD/CFO advised of all situations which have the potential for a negative impact on internal controls or financial management performance



- Undertake financial assessments & evaluation of partners, in line with DPNEF's standard financial procedures
- Participate in the review, monitoring and capacity building of Staff
- Participation in budgeting for new proposals and budget revisions for existing projects. Preparation of the working budgets in consultation with the program
- Protect organization values by keeping information confidential

Financial Control

- Maintain an effective & efficient system of internal controls that comply with DPNEF financial guidelines
- Review existing systems on an on-going basis in order to develop and improve internal controls, in compliance with DPNEF's policies and procedures
- Ensure all financial records & accounts are compiled timely, accurately and in line with international accounting standards & donor regulations
- Ensure the country financial operations comply with legal & statutory requirements e.g. audit & financial reporting to all relevant national authorities
- Ensure country management prepares the annual & revised country budget and donor budgets, as accurately as possible
- Keep up to date with donor regulations and ensure that all controls are in place to meet donor compliance
- Ensure implementation of recommendations from audits and due diligence assessments and continuous monitoring to ensure controls and risk mitigation measures are in place
- Provide regular feedback to field offices in respect of monthly bookkeeping and all related matters of running project(s) and implement corrective measures if needed.



Financial Reporting

- Ensure timely & accurate preparation of monthly management accounts for budget-holders and Country Management to ensure that they can monitor the budget utilization and take appropriate action on any significant variances
- Ensure timely & accurate preparation and submission of donor reports as per the grant agreement(s)
- Reconcile all balance sheet items on a monthly/quarterly basis, in accordance with DPNEF policies & procedures
- Provide financial and risk analysis where necessary and suggest the risk mitigation measures to protect the resources
- Review monthly Bookkeeping from field offices in Business Central
- Initiate and prepare audits and facilitate internal and external audits
- Ensure all statutory deductions & taxes are complied with & to liaise with relevant authorities in this respect.

C. Core Competencies and Qualifications Required.

Qualifications

The position requires a master's degree in business administration, Accounting and Finance, CPA & Non-Profit Management, Public Administration, or a related field, as well as at least 5 years of experience in grant management, program design, implementation, and fund-raising, preferably within South Sudan

☑ Command of local dialects of Arabic shall be an added advantage.

SKILLS, KNOWLEDGE, ABILITIES:

Strong organizational ability; experience in post-disaster and emergency project management, and the ability to work independently and as part of a team; ability to understand the cultural and political environment and to work well with multiple stakeholders in a diplomatic manner; demonstrated knowledge of international humanitarian assistance and development programs with emphasis on the functions, policies and procedures of the international NGOs and the UN system; excellent interpersonal skills and proven ability to identify, plan and coordinate program and operational support to a field-based operation. Experience in capacity strengthening of local partners and staff strongly desired. Experience in program development and management in the areas of Sustainable Agriculture & Food Security, Economic and Social

Development, education and Global Health preferred. Excellent written and oral communication skills in English required, and with other languages a plus. Experience in working with national organizations is a plus. Must be available to work outside normal office hours or on the weekends as required by contact with DPNEF security, or other obligations. While performing the duties of this job in the field, the employee may be exposed to security risks and/or very basic living conditions, and extreme weather conditions.

D. Application Procedure

Interested candidates should strictly submit to the e-mail address jobs@dpnef.org and CC info@dpnef.org or hand delivery to the following address hand delivery to the following address **Savannah House, First Floors | Buluk behind Lokita Petrol Station | Juba | South Sudan** the following application documents:

- Application Letter (not more than one page)
- Detailed CV indicating e-mail and telephone contacts and at least three referees (max 5 pages)
- Motivation Letter (one page) detailing previous experience and relevance to position.
- Scanned copy of National ID/Passport
- Scanned copies of Academic Certificates, Testimonials and Recommendation Letters, the application e-mail should indicate on the subject line the Job Title. Only short-listed candidates will be contacted for interviews. **Closing date for receiving applications is 16th of August 2023 by 16.00hrs.**

DPNEF is committed to achieving workforce diversity in terms of gender, Nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply **mostly women are encouraged to apply**. All applications will be treated with the strictest confidence.

