



50-H-3
 Approved
 Inspector of Labour
 26/9/2023
 REPUBLIC OF SOUTH SUDAN, JUBA
 26 SEP 2023

CARE SOUTH SUDAN

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	Grants and Contract Analyst
Department:	Support
Location:	Juba
Reports to:	Grants and Contract Manager
Provides supervision to:	Senior Grants and Contract Officer
Starting date:	ASAP

Job Summary

Under the direction of the Grants & Contracts Manager, the Grants and contracts Analyst is responsible for ensuring that the day-to-day grants and financial management functions are performed in accordance with CARES's policies and procedures, donor rules & regulations especially ECHO, GFFO, BHA, UN agencies in accordance with the Generally Accepted Accounting Principles (GAAP).

This position requires a motivated, flexible, problem-solving team-player with excellent analytical skills with attention to detail, communication skills and the ability to prioritize activities, work with tight deadlines, very strong accounting and finance knowledge, Strong business partnering skills with ability to influence CO senior staff, a team player, proactive individual with ability to offer structured guidance, experience working with ERPs, good presentation skills, ability to provide training and capacity building and strong leadership skills.

Specific Responsibilities:

Job Responsibility #1 (15%) New Proposal Development

- Prepare, revise, and update internal budget templates in collaboration with Program, HR and Operation teams that incorporates most current costs and shared with the team to facilitate proposal budget inputs.
- Facilitate budget allocation process for new proposals, coordinate and receive respective sector budget inputs for consolidation and subsequent review by Grants and Contracts Manager.
- Under the guidance of Grants and Contracts Manager, prepare new budgets, support existing grant budget revisions or amendments ensuring that all costs are covered and are not under/over budgeted in addition to correct use of the CARE and donor budget formats.
- Calculate and insert the correct Shared Support Costs for all new grant budgets.

Job Responsibility #2 (20%) Grants Management & Donor Reporting

- Oversee preparation of the monthly Budget Follow Ups reports and timely distribution to the team & schedule reviews.
- Attend and provide support in all grant opening, review and closing meetings.
- Examine monthly cost of projects to support design of cost-reduction initiatives.
- Meet external reporting deadlines while ensuring scheduled donor reports present true and fair financial status as at each reporting period and liaise with donors and HQ when necessary, on procedure questions.



- Prepare donor reports ensuring financial alignment between project outputs and expenses.
- Supervise and consolidate timely donor financial reports, review ledgers to ascertain accuracy and authorize expense re-classification.
- Review financial transactions allocated to grant awards to ensure reasonableness, consistent treatment, and availability of funds.
- Analyze and monitor projects' budget against execution, consistently monitoring grant burn rates and balances to keep project team informed of status.

Job Responsibility #3 (30% Financial Management.

- Share allocated grant financial reports, variance analysis and ensuring coherence with the programmatic reports; undertake preventive checks, monitoring and verification of partners' financial reports.
- Work with Grants and Contracts Manager to facilitate prudent allocation of monthly SPC.
- Consolidate Personnel Activity Reporting (PAR) or timesheet allocation with input from the Grants and Contracts Officers.
- Prepare, review, and distribute monthly financial reports with specific reference to funded projects, document and address issues requiring attention and/or further discussion.
- Work with finance staff to ensure timely and accurate processing of payables, monthly In Country donor invoicing, receivable tracking, follow up and reconciliation.

Job Responsibility #4 (25%) Audit Support

- Provide audit support to the country office by taking lead in assigned project audits, liaising with audit respondents, and providing initial audit responses to the auditors.
- Maintain audit tracker incorporating spot checks, expenditure verifications, project audits and corresponding audit actions required.

Job Responsibility #5 (5%) Staff Management, Training and Continuous Learning.

- Conduct Performance Management, Assess & Strengthen Technical Capacity Of Direct Finance reports through Quarterly Twenty Minutes Conversations, Feedback, coaching, On the Job Training, Performance Management and Evaluation.
- Support direct reports in identifying relevant training needs and encourage staff enrolment and taking sponsored causes through Learn lab.
- Identify training needs in Budgeting and Grant management in each site and sector.
- Assist in providing training and support for the mission program and operational staff on proposal budgets, revisions.
- Lead refresher training programs for Program Managers and Field Finance Staff to ensure budget holders & staff are aware of their roles and responsibilities in regarding budgeting and grant management and are updated with new procedures and CARE strategic initiatives.

Job Responsibility #5 (5%) reporting.

- This includes preparing and submitting donor financial reports for Grants and Contracts Manager's review, analyzing allocable expenses, formulating projections, and ensuring compliance with donor rules and regulations.
- Training staff on grant budget development procedures, cost/expenditure allocation, best practices, regular preventive compliance visits to the field and reports with recommendations to Grants and Contracts Manager to evaluate support needs.



Qualifications: Education/Knowledge/Technical Skills and Experience

Qualifications

- Bachelor's degree in accounting, Finance, Business Administration with CPA or ACCA Finalist.
- At least 3 -5 years of experience in similar position within humanitarian context
- Knowledge of Oracle usage or relevant Financial Management System

Experience/ Competencies

- 3+ years of experience in Grants Management (Proposal Budget Developments, Donor Reporting and Audits)
- Attention to details, extreme motivation, willingness to learn and grow in the organization.
- Exceptional organization and planning skills, ability to manage and follow work plans.
- Highly developed interpersonal communication, able to negotiate, influence, give effective feedback, a team player able to manage stress effectively, juggle competing priorities and able to maintain confidentiality.
- Fluency in English, strong computer skills particularly in Excel, literacy, and numeracy
- Experience with Oracle Accounting software

HOW TO APPLY

The position will be based in **Juba**. This position is **ONLY** open to South Sudanese Nationals. Opening Date **26th September 2023** and Closing date of receiving applications will be **16th October 2023**.

Applications and CVs should be delivered to: jobs.southsudan@care.org or Hand delivery to: CARE Office NPA Building 3rd floor, Martyrs Street opposite to UNICEF.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

Attention!!!

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

