



**POST DESCRIPTION**

50-H-3  
Approved by senior inspector  
MoL/RS/IT  
16/08/2022



Position title : Financial and Administrative Officer

Organization : Whitaker Peace & Development Initiative

Contract type : Consulting agreement

Duration : 1 year with 3 months of probationary period with extension based on satisfactory performance and availability of funds

Duty station : Juba, South Sudan

Deadline for application: 2<sup>nd</sup> SEPT- 2022

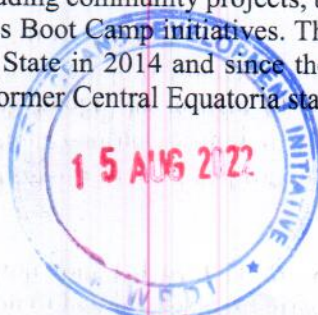
Report to work : As soon as possible

**Background:**

The Youth Peacemaker Network (YPN) in South Sudan is being undertaken by the Whitaker Peace & Development Initiative (WPDI) as its flagship program, in partnership with UNESCO, Zain and Ericsson, SDC among other partners to empower young people as leaders of peace and development in their communities through a unique mix of peacebuilding, conflict resolution, mediation, life skills, ICT training, vocational training, and youth-led community projects as well as programs promoting peace through the arts and sports.

WPDI is an international non-profit organization founded by UNESCO Special Envoy for Peace and Reconciliation, Forest Whitaker, with the mission of helping societies affected by destructive conflicts and gang violence transform into safer and more-productive communities. Since its inception in 2012, WPDI has created and managing peacebuilding programs in Uganda, Mexico, South Sudan, the United States, and South Africa. WPDI collaborates with a range of local and international, public and private partners to support its mission.

The YPN program provides education and training for youth in peacebuilding, conflict resolution, and life-skills coaching as well as ICT and vocational skills. Additionally, the program empowers local communities through a series of peacebuilding activities including community projects, the establishment of Community Learning Centres, film screenings, and Business Boot Camp initiatives. The pilot phase of the programme was launched in the former Eastern Equatoria State in 2014 and since then it has expanded to cover the former Western Equatoria State as well as the former Central Equatoria state.



### **Main Responsibilities:**

Under the overall authority of the Executive Director of the Whitaker Peace & Development Initiative, and the direct supervision of the Country Manager and in close collaboration with the Program Director of WPDI in South Sudan, the incumbent will be responsible for providing financial and administrative support for the various WPDI projects of WPDI in South Sudan to ensure cost effectiveness of operations and proper bookkeeping.

The Financial and Administrative Officer will be required to work out of the NGO's office in Juba, South Sudan or such other location as the NGO may request from time to time. In order to effectively perform his/her duties, the Financial and Administrative Officer may be required to travel domestically and internationally for business purposes from time to time.

### **Major Activities:**

- a. Overseeing, coordinating and organizing all the financial and administrative activities, duties and office procedures of WPDI country office and Community Learning Centers in South Sudan and ensuring their full implementation;
- b. Organizing and chairing meetings with staff related to financial and administrative procedures;
- c. Ensuring that the funds allocated to programs and administration are spent in full accordance with the directives provided by donors and the Executive Director of WPDI;
- d. Verifying and ensuring that yearly budgets for operations and program implementation are accurate;
- e. Preparing and updating financial, HR and safety policies and ensuring they are fully observed;
- f. Overseeing the recruitment processes and ensuring proper filing of staff profiles and data;
- g. Developing, maintaining, and implementing a filing system for financial and transactional information regarding WPDI projects in South Sudan;
- h. Maintaining and updating record of all WPDI assets in South Sudan including at WPDI Community Learning Centers;
- i. Ensuring expenses related to vendors, suppliers, and staff reimbursements are accounted for, verified, processed, and paid;
- j. Ensuring funds are properly disbursed to specific projects supported by WPDI in South Sudan;
- k. Collecting receipts and processing monthly expense reports with respect to the WPDI bank account in South Sudan;
- l. Preparing all the needed paperwork and accountability for the office yearly external audits and projects audits;
- m. Verifying, preparing, and sending to the WPDI Executive Director periodic financial reports for projects being implemented by WPDI in South Sudan;
- n. Preparing in consultation with the Country Manager and Executive Director budget proposals and donors' financial reports;
- o. Preparing tax filings and payroll statements as required in South Sudan;



- p. Contributing to the updates of WPDI financial manual and employees' manual for South Sudan;
- q. Reporting to the Country Manager on the sick leave and annual leave taken by each employee and ensure that they follow WPDI conditions and procedures;
- r. Providing administrative and financial support for staff and WPDI activities in South Sudan; and
- s. Carrying out any additional activities that may be assigned by the Executive Director and Country Manager of the Whitaker Peace & Development Initiative from time to time

**Education:** University degree (Master's or equivalent) in the field of Finance, Business Administration, Accounting, or a related discipline.

**Language:** Excellent written and spoken English and Juba Arabic.

**Experience:** At least 3 to 5 years of progressively responsible relevant experience in management, finance and administration or related area.

**Competencies:**

- Ability to provide guidance in the financial and administrative management of projects with proven experience in budgeting, contracting and monitoring.
- Ability to work in a multicultural environment and to establish good working relationships with external and internal partners.
- Demonstrated ability to manage and motivate staff and teams.
- Ability to take initiative and seek innovative ways to improve results.
- Good IT skills, Knowledge of QuickBooks and financial, human resources or administrative management tools.
- Demonstrated capacity to analyze operations, identify risks and opportunities, propose mitigation measures and to establish adequate monitoring framework in line with the NGO implementation capacity.
- Demonstrated experience in ensuring compliance with rules & regulations and administrative processes.

**Apply To:** Interested applicants who hold South Sudan citizenship, are invited to submit a cover letter (in English and referencing the Job Announcement) accompanied by a full resume stating details of educational qualifications and working experience, home and office telephone numbers.

**by email** as below:

**E-mail:** [applications@wpdi.org](mailto:applications@wpdi.org)

**Hard copy documents in a sealed envelope to be delivered to WPDI Offices (Located within UNESCO Compound Topping- adjacent to Nile Fortune Hotel)**

*Only short-listed candidates will be contacted.*

