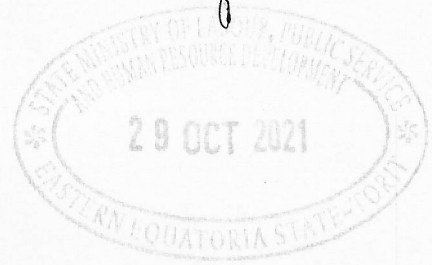




Approved

29/10/2021

*[Signature]*



**JOB #: FOG-P2R-221-10-22B**

**JOB OPPORTUNITY**

**Job Title:** Finance Officer - Grants

**Department:** Finance & Operations

**Reports To:** Finance & Operations Manager

**Country/Location:** P2R Coordination Office - Torit

**About CRS**

Catholic Relief Services (CRS) is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

**Job summary:**

The Pathways to Resilience (P2R) program is a USAID/BHA funded food security and livelihoods program working with communities affected by conflict in Eastern Equatoria state (Budi and Kapoeta North County) and in Jonglei State (Duk and Akobo counties), South Sudan. The overall goal of P2R is to improve and sustain nutrition and food security in P2R operational counties by November 2023

The post holder will help coordinate and contribute to the implementation of the donor policies and procedures in compliance with CRS' established accounting standards, Generally Accepted Accounting Principles (GAAP), donors' rules and regulations, and legal requirements to support high-quality programs serving the poor and vulnerable. S/he will efficiently perform accounting services through documenting the project/grant financial transactions by compiling, analyzing, and verifying account information, and delivering the grants & financial reporting services throughout the project/grant life cycle. Facilitate the work of the contracted financial service providers and ensure they follow the agreed work standard and timeline for cash distribution and reporting.

As part of an experienced finance team, you will help coordinate daily financial activities through preparation and delivery of financial services.

## **Roles and Key Responsibilities:**

- Review and supporting documentation of financial transactions to ensure all required documents are accurate and complete.
- Help ensure maintenance of all data required for processing financial transactions for assigned accounts in Insight financial accounting package.
- Record delegated financial transactions following appropriate authorizations. Review various accounts to detect irregularities.
- Help evaluate subrecipient financial management processes in accordance with policy and help strengthen capacity of partner in financial accounting and transactions.
- Prepare delegated financial reports, as needed,
- Help share information with subrecipients and staff on financial accounting policies and procedural compliance issues.
- Prepare the development of detail milestone tables for the CFA activities & the corresponding deliverables. S/he will be responsible to collect, review, document & report deliverables & verification documents on completed CFA activities.
- oversees ensuring sound management of donor resources and compliance with internal and external policies.
- Ensures proper financial management and adherence to reporting requirements of CFA activities.
- Maintains Grants management files for CFA activities and ensures audit trail for all necessary grant's documentation.
- Help identify compliance & risk issues and challenges and solutions to address them.
- Provide technical assistance as required to build capacity of local partners and grantees.
- Review and validate supporting documentation before processing of financial transactions to ensure all required documents are accurate and complete and authorizations are in place.
- Monitor disbursement/receipt schedules, alert relevant project/grant staff of due payments/liquidations and maintain appropriate communication and follow-up to facilitate timeliness of financial resource management and compliance with set deadlines.
- Prepare various periodic and ad hoc CFA reports and perform variance analysis to assist project/grant staff with decision-making. Assist with budget maintenance for proper management of financial resources.
- Provide information to project/grant staff on procedural compliance issues and deliver training and other capacity building activities.
- Coordinate awareness on protection and safeguarding issues with the gender and protection team and work with MEAL team for any community feedback and report to COP or PM.

- Perform other assigned project/grant duties, as long as segregation of duties is ensured.

### **Basic Qualifications**

- B.A. degree in Accounting, Finance, Economics, Business Administration with courses in accounting, or a qualification in accounting (CPA/ACCA or equivalent).
- Minimum of two years' experience in a position with similar responsibilities, preferably with an international or local NGO, or a financial/banking institution.

**Required Languages** – English and local languages

**Travel** - Must be willing and able to travel up to 40 %.

### **Knowledge, Skills and Abilities**

- Excellent analytical skills with ability to detect and report inconsistencies
- Conscientious, accurate and thorough with great attention to detail
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Proactive, resourceful, solutions oriented and results-oriented
- Ability to work collaboratively

### **Preferred Qualifications**

- Knowledge of the relevant public donor regulations preferred.
- Proficient in MS Office packages (Excel, Word, PowerPoint, Visio), Web Conferencing Applications.

### **Agency-wide Competencies (for all CRS Staff)**

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

### **Supervisory Responsibilities (None)**

### **Key Working Relationships:**

**Internal:** Finance and operations PM, Market development and Cash transfer PM and SPO.

**External:** Local government partners

## Application Submission:

**PLEASE MARK YOUR APPLICATION SUBJECT WITH THE JOB #: FOG-P2R-221-10-22B**

Interested Candidates who meet the job requirements should submit a **non-refundable** application letter and CV together with the names of three professional referees not later than **DEC, 12<sup>th</sup>, 2021**. Application should register and drop their clearly marked applications into the **HR Application Box** at **CRS P2R Coordination Office - Torit**.

**Only short-listed candidates will be contacted.**

### ***Equal Opportunity Employer***

- ❖ ***By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.***
- ❖ ***Female candidates are HIGHLY encouraged to apply.***





Approval issued  
*[Signature]*



**JOB #: PO-P2R-401-30/09**

**JOB OPPORTUNITY RE-ADVERTISEMENT**

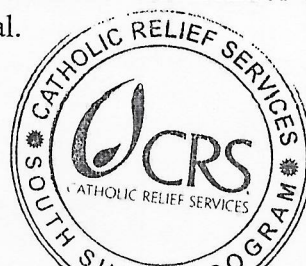
**Job Title:** Procurement Officer (1)  
**Department:** Programs/P2R  
**Reports To:** Finance and Operations Officer  
**Country/Location:** Torit – Eastern Equatoria

**Job Summary:**

You will coordinate local procurement activities and processes to acquire goods and services in support of the delivery of high-quality programming to the poor and vulnerable. Your knowledge and experience will allow you to successfully coordinate the quality and efficiency of procurement and purchasing activities and ensure stewardship, integrity, transparency, and accountability

**Job Responsibilities:**

- Coordinate fully compliant procurement systems and operating procedures. Assess effectiveness and efficiency and recommend improvements. Contribute to ensuring compliance with CRS procurement principles, standards, and policies, donor regulations, and local statutory requirements.
- Coordinate with various departments to develop and maintain an up-to-date procurement plan with all quantities, quality and delivery requirements for goods and services. Provide pricing information to assist budget holders with budget preparation.
- Coordinate the sourcing process and perform various activities to assist with ensuring the best value for money: market research, cost estimates, solicitation documents, bidding process facilitation, supplier identification and research, quality and availability of goods assessment, negotiation, contract/purchase order and other documents preparation.
- Communicate with other procurement staff and various program and operations units to coordinate and track goods/services delivery and receipt and keep everyone informed of the status. Collect information to confirm that goods/services delivered are what have been ordered in the correct quantities and quality, they arrive on schedule and at the right cost.
- Maintain correspondence and constant contact with suppliers to follow up on the execution of contractual terms and conditions, and handle issues if needed. Monitor and report on supplier performance, noting current and/or potential issues and/or inefficiencies and assist with contract/purchase order modifications.
- Accountable for transparency within the procurement department through ensuring a complete, accurate and up-to-date document trail of all procurement processes, vendor files, procurement and inventory database to assist with control and accountability. Prepare reports and facilitate document retrieval.



## Typical Background, Experience & Requirements:

### **Education and Experience**

- Bachelor's Degree in Business Administration or other relevant degree. Professional certification a plus.
- Minimum of 3 years work experience in procurement/purchasing management, logistics, administration, preferably with an international organization.
- Good knowledge of various donor procurement regulations (e.g. USAID, EU, UN)
- Knowledge of international and national procurement regulations and local market conditions.
- Knowledge of contract terms, as well as a proven ability to successfully complete purchase orders against specifications.
- Proficient in MS Office package (Excel, Word, PowerPoint). Experience with database management systems (e.g. MS Access) highly desirable.

### **Personal Skills**

- Good planning and coordination skills and ability to prioritize competing priorities effectively
- Good analytical skills with ability to make independent judgment and decisions
- Proactive, results-oriented, and service-oriented with focus on meeting customer needs
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Good negotiation, communication, and relationship management skills

### **Preferred Qualifications**

- Familiarity the relevant public donors' regulations a plus.
- Proficient in Excel and experience with Word and PowerPoint. Knowledge of financial reporting software a plus.

### **Agency-wide Competencies (for all CRS Staff)**

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

**Supervisory Responsibilities (if none, state none)**

### **Key Working Relationships:**

**Supervisory Responsibilities (if none, state none): None**

### **Key Working Relationships:**

**Internal: POCU team and Operations and finance team in Torit**

**External: Service providers**



Agency-wide Competencies (for all CRS Staff):

*These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.*

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

MEAL Competencies

- *MEAL in Design: 3*
- *Monitoring: 4*
- *Evaluation: 3*
- *Accountability: 3*
- *Learning: 3*
- *Analysis & Critical Thinking: 3*
- *ICT for MEAL: 2*
- *MEAL in Management: 1*



Gender Competency (for all CRS Staff):

- Recognizes the importance of having a gender diverse team and promotes a safe and inclusive environment for all staff.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Application Submission:

PLEASE MARK YOUR APPLICATION/EMAIL SUBJECT WITH THE JOB #: PO-P2R-401-30/09

Interested Candidates should submit a non-refundable application letter and CV together with the names of three professional referees not later than **DEC 12, 2021**.

Application should be submitted to CRS Coordination Office in Torit.

Only short-listed candidates will be contacted.

Equal Opportunity Employer

- ❖ *By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.*
- ❖ *Female candidates are **HIGHLY** encouraged to apply.*

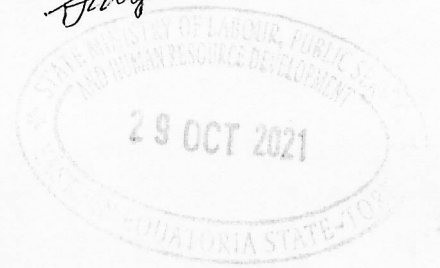




Approved

29/10/2021

*[Signature]*



**JOB #: AA-P2R-221-10-28B**

**JOB OPPORTUNITY**

**Job Title:** Administrative Assistant (1)

**Department:** Finance & Operations

**Reports To:** Operations Officer

**Country/Location:** P2R Coordination Office - Torit

**Job Summary:**

Under the direct supervision of Operations Officer, the Administrative Assistant will assist in monitoring the upkeep of the guest houses and offices in Torit and Field offices, the project fleet & drivers, inventory & warehouse management. Administrative Assistant will work in collaboration with the Operations Officer, to ensure that appropriate standards and procedures are in place for optimum use of the facilities.

You will support activities related to warehouse maintenance and goods receipt, storage handling, monitoring, and dispatch in support of the delivery of high-quality programming to the poor and vulnerable. You will help ensure goods entrusted to the organization by donors are maintained applying established standards and in compliance with CRS and donor regulations, and international and local supply chain accountability standards and requirements.

**Job Responsibilities:**

- Support the maintenance of warehousing/storage facilities, conducting regular inspection and cleaning of facilities.
- Assist with the preparation of the warehouse/storage facilities for goods receipt and dispatch and assists with loading and offloading activities.
- Help prepare necessary documents for goods receipt, dispatch, damage, loss, and disposal, and file records per established standards.
- Assist on regular inventory count & reconciliation and updating inventory ledger and preparation of inventory report
- Coordinate and report on activities and required resources to ensure cost efficient and quality service delivery from administrative support functions.



- Help ensure administrative systems, processes, and policies are in line with agency standards and donor and local law regulations.
- Coordinate the efficient use of the project assets and rented facilities. Help ensure fully compliant procurement of office materials and asset management systems.
- Help identify safety issues and ensuring a safe and sound work environment.
- Coordinate the provision of travel and logistics support and services to staff and visitors. Coordinate event planning activities, including delegation visits, trainings and workshops.
- Recording and keeping updated inventory list & movement of project assets to Torit and coordinate the same with other project locations
- Liaise with CRS Juba office store/warehouse on dispatch of Project materials, supplies, equipment etc. & verify & acknowledge goods & services delivered
- Preparing office needs and supplies. Responsible for the storage prepares once in three months a list of all the supplies needed by CRS departments in the Office. Keeps track of the supplies use.
- Assist in the preparing monthly report on office supply usages, inventory report, Vehicle mileage and Logistics to the Juba Office & Finance & Operations Manger
- Other relevant tasks as assigned by Supervisor.

### **Typical Background, Experience & Requirements:**

#### **Education and Experience**

- High School diploma required. Bachelor's Degree in Business Administration or relevant field preferred.
- Minimum of 2 years work experience in administrative support functions, with increasing responsibility. Experience with a local or international NGO a plus.
- Additional education may substitute for some experience.
- Experience and proficient skills in MS Office package (Excel, Word, PowerPoint, Visio) and information management systems.

#### **Personal Skills**

- Good planning, organizational and time management skills
- Strong customer service orientation with very good communication and interpersonal skills
- Ethical conduct and ability to maintain confidentiality
- Proactive, resourceful, solutions-oriented and results-oriented

**Required/Desired Foreign Language:** English & the Local Language of the Area of Operation.

**Travel Required** (include percentage of required travel, if applicable)

**Key Working Relationships:**

**Supervisory:**

**Internal:**

**External:**

**Agency-wide Competencies (for all CRS Staff):**

*These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.*

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

**Application Submission:**

**PLEASE MARK YOUR APPLICATION SUBJECT WITH THE JOB #: AA-P2R-221-10-28B**

Interested Candidates who meet the job requirements should submit a **non-refundable** application letter and CV together with the names of three professional referees not later than **DEC. 12<sup>th</sup>, 2021**. Application should register and drop their clearly marked applications into the **HR Application Box** at **CRS P2R Coordination Office - Torit**.

**Only short-listed candidates will be contacted.**

***Equal Opportunity Employer***

- ❖ ***By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.***

❖ ***Female candidates are HIGHLY encouraged to apply.***

