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Approved by Laborn
Office Aweil



VACANCY ANNOUNCEMENT

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 9 countries: Kenya, South Sudan, Nigeria, Pakistan, Cambodia, Tanzania, Uganda, Somalia, Haiti. Action Against Hunger-USA has over \$110 million in programs, and approximately 2000 staff based in the various country offices and the three Head Quarter Locations of New York City, Washington D.C and Nairobi. Additional growth is anticipated.

Action Against Hunger USA is currently looking for a qualified **South Sudanese National** to fill the position of **HR, Finance & Admin Manager-01** position (Based in Aweil East- Malualkon)

- Position open date: **July 27, 2021**
- Closing date: **August 10, 2021**
- Expected Start date: **September 1, 2021**
- Contract Duration: **4 Months with Possibility of extension.**
- Location: **Malualkon- Northern Bar El Gazal State**

PURPOSE AND SUMMARY OF THE POSITION

The Human Resource, Finance & Admin Manager will guide and manage the overall provision of human resource services, policies and programs for Action Against Hunger-USA-South Sudan Mission at Northern Bar el Gazal Field Office, including administration of general Human Resources practices as well as the Overall Provision of Finance Service at the Field Location. The HR, Finance & Admin Manager will supervise field Finance Officer and/or HR Officer. The position will be responsible for budgets preparations and budget monitoring, cash flows, Treasury forecasts, financial reporting, field staff training/capacity building and overseeing day to day running of the field Finance and HR office.

HR, Finance & Admin Manager will be expected to implement compliance of HR Policies & procedures, onboarding newly recruited employees, Manage Staff Learning and Development, oversee payroll and benefits, Manage Recruitment and Selection Processes at the field office. The HR, Finance & Administration Manager is expected to be familiar with HR technology, including payroll systems, Finance System and HR information System. The incumbent will be responsible for managing the base finance functions including accountancy management, reporting, grant management, preventive checks and compliance.

TASK & RESPONSIBILITIES

Under Direct Supervision and Guidance of Human Resource Head of Department/ Finance Head of Department and NBeG Head of Base, the HR, Finance & Admin Manager's Responsibilities will include but not Limited to the Following:-

Objective 1: Manage HR Business processes and HR/Finance Staff at the Field

- ❖ Oversee the payroll & benefits for the team (ensure accuracy in calculation)
- ❖ Oversee the personnel files to ensure that they are maintained and contain relevant and up to date staff information.
- ❖ Ensure the timely processing of the national staff payroll in compliance with statutory deduction.



- ❖ Ensure high level of confidentiality regarding personnel data and ensure that all employee information is kept up to date, is complete and held in a secure place.
- ❖ Take lead to update staff annual leave are updated regularly and are up to date.
- ❖ Lead and manage HR & Admin staff ensuring clarity over strategy, plans and priorities, providing supervision, guidance and mentoring, encouraging effective teamwork and inclusiveness and building a team spirit through regular meetings and events.
- ❖ Provide leadership support to direct reports.
- ❖ Create structured opportunities to encourage learning of direct reports, ensuring continuous performance evaluations and reviews are undertaken as appropriate.

Objective 2: Manage Staff learning and development

- ❖ Pursue training opportunities such as webinars, seminars, conferences, offsite time spent in networking and researching to add personal value as a critical tool in the success of the workplace.
- ❖ Pursue growth through assessment and mentorship for team building.
- ❖ Advise staff and managers on use and interpretation of the performance management system and advise on managing poor and outstanding performance, and linking performance review to rewards and learning and development;
- ❖ Take lead in implementation of Performance management at the base.
- ❖ Support line managers build and develop the capacity of national staff through the provision of tools and information that relate to coaching, performance management and human resource development plans.
- ❖ In close collaboration with line managers, take lead in the development and implementation L&D plans for the field office
- ❖ Ensure that exit interviews are undertaken with all staff leaving the organization and that any issues regarding staff retention are addressed.

Objective 3: Manage Recruitment and selection processes at the Field Office

- ❖ In close collaboration with line managers, take lead in recruitment processes that span the fully cycle of advertising of positions to making the final offer.
- ❖ Advise management on the most suitable approaches to use to fill open positions that will maximize on cost, time and candidate's quality.
- ❖ Play an advisory role in the process of making offers to candidates and ensure that offers are competitive, equitable and cost effective
- ❖ Provide leadership in the induction and onboarding processes in collaboration with line managers

Objective 4: Manage Field Accountancy, Reporting and Compliance

- ❖ Oversee weekly documented cash counts and submission to Juba Coordination
- ❖ Oversee the maintenance of an accurate and updated cash flow report and bi-monthly treasury forecasting.
- ❖ Undertake review of monthly field accountancy, oversee closure and share the report together with complete support documents with Juba Coordination Finance on or before 3rd every month
- ❖ Ensure consistent update, review, reconciliation and follow up of Class 4 advances to facilitate monthly clearance
- ❖ Ensure adherence to field cash management by observing applicable cash and procurement thresholds.
- ❖ Oversee appropriate filing system for financial supporting documents by transaction to meet good financial record keeping standards
- ❖ Work jointly with the Head of Base to improve field financial systems to provide timely, accurate and appropriate financial information to budget holders and donors
- ❖ Work together with the field teams to facilitate preparation and update of month staff cost allocation



Prepare Field staff costs analysis to ensure any existing variations in staff costs coverage is consistently identified to support management decision making.

Objective 5: Compliance, Field Staff Training & Support

- ❖ Ensuring internal control procedures are followed for all disbursements, receipts and transfers
- ❖ Reviews of controls and monitoring of compliance with established procedures including internal control SOPs, donor provisions & statutory regulations i.e. taxes
- ❖ Preparation of written reports which identify key issues and provide recommendations for improving control processes and procedures through preventive checks.
- ❖ Liaising with the Juba Coordination office for policy or procedure questions
- ❖ Identification of procedural or training issues to be addressed to improve the quality of report data.
- ❖ Training staff on ACF accounting procedures and requirements, assists the Head of Base and program staff in finance related issues and activities.
- ❖ Review of financial data submitted, identify weaknesses or problems being encountered by program and operations staff and recommend corrective action.
- ❖ Train field managers on budget tracking, monthly budget forecasts, review execution rates and provide advise if spending is not happening according to plan.
- ❖ Prepare key performance areas for direct reports and conduct performance appraisal
- ❖ Communicate with Head of Finance on security risks within and outside the office.

Objective 6: Improve adherence to Budget Manages and cost containment for Northern Bari el Gabal Field Office

- ❖ Review funding allocations to enable proper guidance to support program implementation and field operation management.
- ❖ Closely monitor all grants to ensure that no grants are overspent or under spent through monitoring execution rates on the Budget Follow Ups.
- ❖ Work with field office staff, budget holders and Head of Base to prepare grant budgets to support new proposals or realignments to ensure adequate coverage of field operating costs.
- ❖ Review of grant execution results to ensure maximum utilization of budgeted amounts and to provide recommendations for realignments where necessary.
- ❖ Attend all Grant Kick Off meetings, Budget Follow Up reviews and Grant Closing Meetings
- ❖ Ensure that all accruals at grant closure are accurate, valid and are promptly liquidated.
- ❖ Ensuring donor regulations are adhered to for all aspects of the operations
- ❖ Ensure that monthly BFUs are provided to relevant parties on time to facilitate prompt field reviews
- ❖ Identification of procedural or training issues to be addressed to improve the quality of report data.

GENDER EQUALITY COMMITMENTS

- ❖ Fostering environment that supports values of women and men's equal access to information.
- ❖ Provides an environment where women and men must be promoted based on the performance objectives.
- ❖ Respect for beneficiaries, women, men, children (boys & girls) regardless of gender, sex, disability, religion, etc.
- ❖ Value and respect for all cultures.
- ❖ Promote and uphold the PSEA policy and procedures



INTERNAL & EXTERNAL RELATIONSHIPS	
INTERNAL	<ul style="list-style-type: none"> ❖ <u>Other Heads of Departments</u>: collaboration – exchange of information ❖ <u>Logistics HOD</u>: exchange of information and collaboration on logistics matters ❖ <u>HR HOD/Finance HOD & NBeG Head of Base</u>: hierarchical relationship (report to) - technical support - exchange of information and close collaboration on reporting. ❖ <u>CD</u>: exchange of information, departmental reports when required.
EXTERNAL	<p><u>Sectorial governmental and non-governmental stakeholders</u>: partnership, technical exchange or experience sharing, coordination, training, participation in meetings</p> <ul style="list-style-type: none"> ❖ <u>Donors</u>: on Human Resources matters or as representative of HR Department.

DELIVERY
Analytical work is organized to ensure that deliverables are provided in a timely manner to support subsequent work and consistent with Organization's standard and the work plan.

POSITION REQUIREMENTS

QUALIFICATION

- ❖ Bachelor's degree in HR, Finance Management or related discipline preferred
- ❖ Business Intelligence/Analytics and Audit is required.
- ❖ Atleast 3 Years Progressively responsible experience in human resources and Finance management, administration or related area is required.

SKILLS & EXPRIENCE

ESSENTIAL	<ul style="list-style-type: none"> ❖ Proven working experience as HR , Finance and Admin Manager or other HR Executive ❖ Good presentation skills ❖ People oriented and results driven ❖ Demonstrable experience with Human Resources metrics ❖ Ability to architect strategy along with leadership skills ❖ Excellent active listening, negotiation and presentation skills ❖ Competence to build and effectively manage interpersonal relationships at all levels of the organization.
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PREFERRED	<p><i>Functional Competencies (required)</i></p> <ul style="list-style-type: none"> ❖ Knowledge of HR systems and databases ❖ Demonstrable experience with Human Resources metrics ❖ Excellent active listening, negotiation and presentation skills ❖ In-depth knowledge of labor law and HR best practices ❖ Vast experience in managing Finance; knowledge of HR & Finance systems and databases
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Anti-Discrimination and PSEA Commitment

We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, national origin, age, handicap, disability, marital status, or status as a veteran. The incumbent is required to carry out the duties in accordance with the Action Against Hunger Safeguarding policies (PSEA, Child safeguarding and Code of Conduct). Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.

To apply, please! Send your cover letter, Nationality Identity Card, CV with three professional References and Copies of all Academic Documents to recruitment@ssd-actionagainsthunger.org specifying **HR, Finance & Admin Manager**: as the title of your email.

The deadline for receiving applications is **Tuesday August 10, 2021 at exactly 4:30 PM CAT**. We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact through email or Phone.

"For Now, Hard copy Applications are not allowed"

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are strongly encouraged to apply"

"Applications sent after the Deadline shall not be considered"

"Any Applications sent without the required Attachment (Nationality Card for clear Identification of the Candidates Nationality) will automatically be discarded"

Applications Documents Received shall not be returned to the Candidates hence, do not attach Original copies of your Academic Documents.



27/07/2021



Approved by *[Signature]*
Office *[Signature]*
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