

Vacancy notice

Advert opens 12th April 2023



Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise, and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **Project Controller-JF & Humanitarian as detailed below.**

Position: Project Controller-JF & Humanitarian

Based Location: Based in Juba with frequent field travel.

Number of positions: One (1)

Reporting Lines:

The Project Controller -Security and Justice reports administratively to the Programme Manager – Security and Justice/Humanitarian aid and with a functional line to the Finance Manager.

Purpose of the position

S/he ensures effective and efficient management of the financial and administrative functions of the Security and Justice and Humanitarian Aid department's project budgets and financial reviews and timely quality reporting.

S/he ensures the accurate and prompt reporting on all funds received for the Program Manager Humanitarian aid and Security & Justice and that the donor reports are submitted within the stipulate deadlines and meet the donor requirements and standards.





Key accountabilities and Responsibilities

1. Review and verify that all payment requests are budgeted for, are allocated the appropriate project budget code, and are approved by the Programme Managers before they are submitted for processing.
2. Inform the Programme Manager on cash flow management and process cash requests to donors timely.
3. Ensure that all projects are executed in line with the donor agreements and the applicable donor regulations, staying abreast of changes in regulatory environment related to donor/grant compliance; updating partnership process, tools, policies and procedures as necessary.
4. Ensure compliance with current programme budgets and spending policies, and propose improved reporting templates, systems and procedures regarding spending guidelines, cost savings, cost allocation, and annual planning. Any changes to the policies and systems must be approved, disseminated and be aligned to the donors and Cordaid standards.
5. Prepare and revise, as directed by the Finance Manager, revisions on the programme, grant proposals and budgets to ensure that all are in line with donor guidelines and format
6. Enforce all internal control measures and propose revisions to internal control measures as and when required

Grant Management and Reporting

1. Lead in the budget preparation for new project by consolidating and submitting relevant information as and when it is required.
2. Prepare budget performance reports on monthly basis, identify and report to the Finance Manager any deviation and discrepancies on the budget and the expenditure alignment.
3. Ensure that the budgeted monthly expenditures are within the proposed budget limits and procurement plan, and that funds are used only on approved expenditures.
4. Conduct cost and budget analysis on shared cost and ensure that each budget shared cost is allocated and is justified.
5. Review budgeted versus actual expenditure reports, and ensure adherence to restrictions on line item.
6. Ensure that all identified discrepancies and/or ineligible expenditure/ on misallocation and/or payment of unauthorized amounts are corrected timely
7. Maintain an updated record of each project budget, budget codes and budget allocation records for reference and use when reviewing the donor financial records captured in the accounting system.
8. Prepare and submit the monthly Financial Reports at Juba Level and manage the finance reporting process and support document submission deadlines from the Partners and to donors.
9. Review reports and support documents from the field offices and partners, and ensure accuracy, quality and compliance with donor requirements. This may involve substantial editing, translation and contributing to writing to ensure the reports are in coherence to the donor standards, templates and requirement.
10. Compile a comprehensive financial (Budget Report) and donor reports for submission to the donor.



11. Coordinate and complete proposal revisions, follow up and negotiate cost extension requests as and when needed in liaison and collaboration with the Programme Manager and the Finance Controller
12. Provide technical advice and input on close out procedures and management of the grants.

Qualifications and skills

- Advanced Degree (Masters) in Accounting, Finance, or Business Administration and Management (MBA)
- CPA or similar professional qualification will be preferable.
- Minimum of 5 years post-qualification work experience in a similar position
- Excellent understanding of donor regulations and procedures
- Proven ability to manage multi-million dollars projects.
- Strong project management skills with proven track record of completing complex tasks under time-sensitive deadlines, while continuing to manage on-going long-term projects.
- Ability to record financial information accurately.



Further information and how to apply.

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email hr.southsudan@cordaid.org

Mention the vacancy reference number position in the subject line on the envelopes.

CSS003/04/23 Project Controller-JF & Humanitarian.

or

Applications can also be hand dropped at Cordaid Juba office and Cordaid Juba field office to the attention of the **Human Resource and Administration Manager – Cordaid Juba South Sudan Country Office.**

Deadline for submission is by the **03rd May 2023**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply.

Only shortlisted candidates will be contacted.

An integrity check will be part of the recruitment procedure. All applications submitted cannot be returned.

(South Sudanese Nationals Only)

