

USAID Afia Water, Sanitation and Hygiene (WASH) Project

SCOPE OF WORK

TITLE	:	Finance and Administration Officer
DURATION OF CONTRACT	:	LTTA (Up to September 30, 2024)
LOCATION	:	Akobo, Jonglei state
SUPERVISOR	:	Regional Program Manager (RPM)



Project Background:

The purpose of the Afia Sustainable Water, Sanitation and Hygiene (WASH) Project is to expand gender-transformative sustainable access to basic safe drinking water, basic sanitation coverage, and increase uptake of key hygiene behaviors to improve health and household resilience in accordance with USAID/South Sudan's Strategic Framework. Over 5 years, the Afia WASH Project intends to implement WASH improvements across the following 5 counties in South Sudan –Wau, Jur River, Kapoeta North, Budi and Akobo.

Position Summary:

The Finance and Administration Officer (FAO) will be responsible for the provision of day-to-day support for project office operations to ensure financial, contractual, and administrative functions of the project in the assigned state are implemented in a timely manner. The responsibilities include but not limited to petty cash management, vendor payments within the state, state level budgeting, and other related expenditures. S/He will provide logistical and travel support, procurement assistance, maintenance of office files, and project documents. Supervise the project drivers and office assistant and provide HR support i.e. leave management, health insurance.

Reporting directly to the Regional Program Manager (RPM), with dotted reporting line to Juba-based managers (finance, procurement and contracts and human resources. FAO is responsible in liaising with and security department when required, and the program staff of their respective states' field office daily, to ensure the most safe, cost-effective, and timely purchase and movement of goods possible within the parameters of approved activities and budgets. He is also responsible for liaising with project drivers and transportation service providers to coordinate staff movements in and around their respective locations.

Report to the Director of Operations in all matters related to operations when requested.

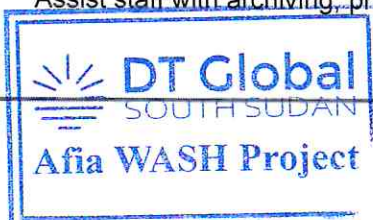
Duties and Responsibilities:

Finance

- Petty cash management,
- Preparation of vendor payments within the state,
- Review of financial documentation before submission to Juba office
- State activity level budgeting, and other related expenditures.
- Submit monthly financial report on a timely manner as directed by the Finance Manager

Administration

- Ensure the general upkeep of the office
- Keep office records and other operational records
- Provide administrative support to staff as required
- Keep records of current services including utilities, telephone, internet, etc
- Arrange for office repairs and maintenance as required
- Evaluate, analyze, and report remaining inventory for office supplies, cleaning supplies, and other consumables, and transmit information to the supply unit to avoid stock-outs
- Ensure that office supplies are available at all times
- Assist staff with archiving, photocopying, scanning, and other administrative tasks



Procurement

- Assist field-based staff in regular procurement planning meetings as required
- Assist staff at the state office and as needed on creating clear and concise purchase requests and other documentation
- Assist in obtaining quotes/offers for services and goods, and participate in the preparation and analysis of offers, vendor selection, and completion of the purchasing process in accordance with USAID regulations, and DT Global policies and procedures
- Ensure the timely delivery of goods and services, confirm materials received, ensure proper documentation of receipt and delivery, and verify accuracy of relevant invoices
- Receive goods from suppliers or ensure that goods are delivered directly to the recipient and/or beneficiary, if applicable, and ensure that all delivery documentation is in order
- Request and review tax registration and vetting for all suppliers of goods and services
- Assist in the maintenance of thorough procurement files as outlined in the procurement policies
- At the state level assist in the management of assets by identifying assets during the procurement process and update asset and facilities logs upon receipts of assets

Asset Management

- Ensure proper branding / marking requirements for both operations and program materials in line with branding and marking regulations and the program branding and marking implementation plan
- Manage the distribution and tracking of assets to staff as assigned by management, and its proper return into inventory
- Management, control, and disposition of equipment and other project assets, maintaining property report
- Document all lost, damaged, broken, destroyed, sold, or stolen assets and ensure it is properly reported and disposed of adhering to DT Global and USAID rules and regulations
- Management of DT Global project inventory; proper reception and inspection of goods as per requested
- Preparation of monthly stock reports, end of grant stocks, and oversee the fiscal year physical counts and other physical counts

Travel Logistics

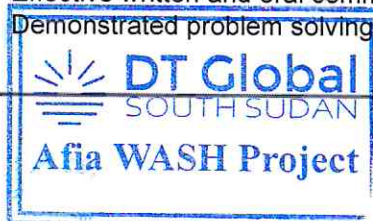
- Coordinate accommodation facilities for project staff on duty to field or activity sites, as well as arrange for conference facilities and keep track of spending and relevant BPA threshold limits
- Coordinate with project drivers to ensure safe and timely passage of staff and goods transported in/around and to/from field office
- Manage the vehicle schedule in collaboration with the program staff.
- Other tasks as assigned by supervisor

Education and Certifications:

- Completion of secondary school required, with collegiate, technical education, or certificate in financial management, accounting, administration, or a related field of study strongly preferred (Officer). Bachelor's degree desirable, preferably in program management, business administration, international development, or equivalent field of study (Specialist).

Key Position Competencies and Experience:

- At least 3 years of experience in finance or accounting, human resources, administration, procurement, logistics, or relevant field required, particularly for an international development implementing partner or Non-Governmental Organization
- Minimum one (2) years of experience preferably in finance, administration, procurement, logistics, or human resources roles with USAID and other donor funded projects.
- Proficiency in all standard Microsoft Office programs, particularly Excel and Word
- Experience in overseeing travel and transportation responsibilities in South Sudan
- Effective written and oral communication as well as interpersonal skills
- Demonstrated problem solving and analytical skills and good judgement



- Be proactive, have strong prioritization skills, ability to work cross-culturally, and ability to meet deadlines under pressure
- Ability to work with tact in a diverse, multicultural environment
- Possess demonstrated leadership skills, humility, and self-awareness
- Ability to communicate clearly and concisely, both written and verbally in English and spoken Arabic required and other local languages preferred

NOTE:

This position open to South Sudan nationals and a resident of Akobo, Jonglei state only. *Women applicants that meet the qualification and experience criteria are encouraged to apply. Extension of the position beyond September 30 is not guaranteed and dependent of funding.*

DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of skills and displays openness to other people's ideas and thoughts
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal

Application Process:

To apply, please send your CV and Letter of Motivation as one single **document** to afiawash.recruiting@dt-global.com. Or hand delivery to DT Global Afia WASH office in Akobo. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, and phone number; and **DO NOT** submit any other recruitment documents at this time. The email subject line must contain the following: **APPLICATION FOR THE POSITION OF FINANCE AND ADMINISTRATION OFFICER – LOCATION: Akobo, Jonglei state** as advertised at the top of this job vacancy announcement. Only candidates who are short-listed will be contacted. **The deadline for submissions is Wednesday, May 22, 2024, at 05:00PM (17:00), CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

