



## CATHOLIC RELIEF SERVICES SOUTH SUDAN PROGRAM

### JOB-OPPORTUNITY

**Job Title:** Finance/HR/Admin & Facility Assistant-(JOB#: FHFA-GAAP-12-5-22)

**Department:** Operations

**Band:**4

**Reports To:** Field Area Coordinator (FAC)

**Country/Location:** GPAA-Pibor, South Sudan

Catholic Relief Services is a global non-governmental Christian humanitarian and development organization with a special focus serving the needs of disadvantaged populations to ensure that the dignity of the human person is maintained regardless of race, religion, gender, or color. Catholic Relief Service (CRS) South Sudan program is implementing the Resilience Food Security program-RFSP, Emergency Food Assistant and Building a Culture of Social Cohesion and Peace Program in Jonglei State (Bor, Twic East, Duk, Akobo & Ayod) and in Greater Pibor-GPAA.

#### **JOB SUMMARY:**

The Finance/HR/Admin and Facility Assistant will be responsible for the day-to-day management of staff leave records, maintenance of the staff database/list. He/ She will be responsible for managing OCH as the OCH custodian and handle cash payments, office supply, inventories and managing facility/ guesthouse.

#### **KEY RESPONSIBILITIES:**

- Assist in the recruitment processes by ensuring compliance to hiring policies and procedures, and that best practice are followed and documented. Assist in

- vacancy posting, conducting interviews, liaison with potential candidates and assemble required documentation and conduct reference check as required.
- Maintain appropriate records and ensure confidentiality regarding personnel activities and personnel data including employment documents, salary, evaluation, exit interview, disciplinary documents, leave form, timesheets and send them to Bor for consolidation in a timely manner; employee insurance documents and track performance management information including performance appraisals.
  - Serve as a custodian of the Operating Cash on Hand (OCH) fund and manage the fund in accordance with the Agency Cash Management Policy and Country Program OCH Procedures. Prepare the Cash Request/Payment Voucher for OCH transactions basing on the approved payment request, process approval of the OCH voucher and ensure the payee signs on the OCH voucher to acknowledge receipt of the cash. Maintain a Cash Register and ensure payees acknowledge receipt in the register. Update the Cash Ledger, and the Summary worksheet for the GL Code and DSPN, Count the cash and update the Cash Count Form daily. Ensure the 3 cash reports reconcile. Complete the Cash Transfer/Cash receipt form whenever cash is received from Bor.
  - Ensure that the Safe Box is always properly locked. Petty Cash box is properly kept inside the Safety Box after office hours; Responsible for the safe and ensuring safe custody of cash and other items in the safe.
  - Track all staff movements. Ensure that all bookings for hotels, air travel or other contracted services are properly authorized and documented.
  - Ensure office needs and supplies. Responsible for all the supplies needed by CRS departments in the Office. Keeps track of the supplies use. All necessary administrative duties required by day-to-day operations. Track staff movements and accommodation in the compound
  - Supervise the facilities and the CRS compound. Ensure that all staff guesthouses/tents have uninterrupted water supply from tanker and adequate replenishment of borehole supplied by CRS office. Organize and control the availability of supplies for the guesthouses/tents. Check the functioning of all electrical & plumbing materials. Ensure that all generators in the office are
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fueled and maintained that servicing of generators is provided on proper schedule

- Perform other duties as required.

#### **Agency-wide competencies**

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

- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

#### **Supervisory responsibilities:**

None

#### **Key working relationships:**

**Internal:** Bor POCU HR, Finance & Admins & Facility staff; Field Area Coordinator; program and operations staff in FAC office

#### **Qualifications**

- Diploma in Business Studies and/or professional certification or equivalent experience
- Minimum of one-year experience in a similar position.
- Strong written and verbal communication skills in English
- Proficiency in Microsoft Office applications (word, excel,)

#### **Gender Competency (for all CRS Staff):**

- Values Gender Diversity - 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#:FHFA-GAAP-12-22

Interested Candidates should submit a **non-refundable** application letter and CV together with the names of three professional referees not later than May 27<sup>th</sup>,2022.Application should be submitted to CRS' office **Pibor, Juba** or by email to:southsudanvacancies@crs.org

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.*

