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### CARE SOUTH SUDAN

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	<b>Grants and Contract Intern</b>
Department:	<b>Finance</b>
Location:	<b>Juba</b>
Reports to:	<b>Grants and Contract Manager</b>
Advert status:	<b>External Advert</b>

#### JOB SUMMARY

The position is responsible for monitoring and filing of all grants and sub-grants documents to ensure compliance with the terms and conditions of grants and sub-grant agreement are all put in individual files according to the checklist required for filing.

#### Roles & Responsibilities

##### 1- Award & Sub award filing Management

- Support the grants team in Monitoring all new grants to ensure they are setup in the system on time.
- Supports the team in filling all grants and sub-grants documents according to the filing checklist and grants requirement.
- Support the grants team in monitoring and updating the grants reporting schedule. Support in monitoring and updating the sub-grantee reporting and monitoring schedule.
- Maintain sub-grant tracker as well as financial files
- Assist in processing sub grantee payments and reconcile sub-grant financial tracking to general ledger reports.
- Coordinate the development of sub-grant agreements and any subsequent modifications.
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to CARE International and to not jeopardize its humanitarian mission

##### 2. Program Support.

- Support the program, finance and operations team throughout the entire grant and project lifecycle.

- Assist in retrieving documentation for reporting purpose, assessment & Audit.
- Supports the grants team with any other administration work. Any other duties Complete any other duties as required as might be requested by the supervisors and those unforeseen during the implementation process

### Required Qualifications

- A University certificate, diploma or a degree in finance, accounting or a related business field is required.
- One + years' experience in the Finance Department of a non-governmental organization
- Prior experience with computerized general ledger software
- Advanced computer skills in MS Office programs, particularly Excel and Access.
- Good analytical skills coupled with a solid understanding of financial and procurement systems
- Good oral and written English skills.

### HOW TO APPLY

The position will be based in **Juba**. This position is **ONLY** open to South Sudanese Nationals. Opening Date **16th September 2024** and Closing date of receiving applications will be **24th September 2024**.

Applications and CVs should be delivered to: [jobs.southsudan@care.org](mailto:jobs.southsudan@care.org) or Hand delivery to: CARE Office NPA Building 3rd floor, Martyrs Street.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

### Attention!!!

CARE South Sudan has a **ZERO TOLERANCE** approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

