



Approved
J.M.



MAG South Sudan
Plot No. 1 Block 1, ITC Class Area
Jondoki Kamiru,
Bilpham Road, Adjacent to Ezentus
Juba, South Sudan

ADVERTISEMENT POSITION – SUPPORT AND FINANCE ASSISTANT
Open to South Sudanese Nationals Only

Employer: Mines Advisory Group (MAG)
Department: Support
Reporting to: Head of Support Services
Base Location: Juba, South Sudan
Working Area: South Sudan

MAG's vision is a safe future for women, men and children affected by violence, conflict and insecurity. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

MAG is looking for qualified Support and Finance Assistant. This position is a field base position, with a split of 80% field locations, 20% Juba Operational base.

Principal Responsibilities

Cashbook

- Responsible for accurate processing and recording of financial transactions, expenditures and advances in the MAG cashbook.
- Ensure that all payment vouchers are correctly coded and accurately posted in the cash book.
- Ensuring cash account is done on a daily basis, and any over or shortfalls are reported immediately to the Finance Manager.
- Advice the Finance Officer when cash balances are running low as per the cashbook balances.
- Filing in an orderly manner all documents relating to cash payments.

Petty Cash

- Maintaining petty cash.
- Ensure all petty cash payment requests are approved and have the necessary supporting documents.

Operational Advances

- Issue advances to staff for work purchases upon presentation of authorized requests.
- Ensure that all advances are accounted for in a timely manner with the appropriate expense analysis documentation and receipts.
- Maintain and monitor a tracking sheet for all advances to ensure these can be reconciled.

Compliance

- Ensuring that all purchase requests are approved and reviewed by the appropriate staff in advance of issuing payment and are in line with MAG purchasing and procurement procedures.

Support responsibilities

MAG is a humanitarian organisation clearing the remnants of conflict for the benefit of communities worldwide.
MAG is co-laureate of the 1997 Nobel Peace Prize.
Charity No.1083008. A company registered in England and Wales No 4016409.



Consumables

- Coordinate the collection of PRF from the field teams in line with MAG South Sudan consumable policy.
- Ensure stock control is managed, keeping stock to minimum correct stock levels

Asset management/Equipment management

- Carry weekly and monthly stock checks, both planned and spot checks
- Ensure assets and correctly moved between teams and to the log base
- Report on monthly equipment movements.
- Linking with the operational teams to ensure equipment for repair are returned to the Ops base, repaired and returned to the operational team without affecting the optional picture.

Fuel management

- Support the issue and receipt of fuel to the vehicle, Plant and equipment.
- Carry out weekly stock checks.
- Complete the monthly fuel report
- Order additional fuel supplies when needed

DSTV support

- Support the installation of the DSTV to the field team; training will be provided.

Essential Experience

- Previous experience working in a similar role, ideally within an NGO setting.

Essential Skills and Knowledge

- Ability to develop and maintain clear record-keeping systems, including basic databases
- Excellent organizational skills, with the ability to prioritise work and meet deadlines
- Good literacy, numeracy and IT skills, including MS Word and Excel
- Good level of written and spoken English

Essential Aptitude

- Innovative and proactive with a problem-solving approach where systems can be improved.
- Determined and committed to the highest quality standards.
- Ability to establish and maintain effective working relationships at all levels
- Ability to meet deadlines and work calmly under pressure.
- Ability to handle and prioritise a heavy workload.
- Interest in and commitment to MAG's humanitarian and capacity-building mandate.
- Self-motivated, flexible and enthusiastic approach to work.

Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background and strongly encourage females or those with disabilities to apply. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.



MAG South Sudan
Plot No. 1 Block 1, 1st Class Area
Jondoki Kamiru,
Bilpham Road, Adjacent to Ezentus
Juba, South Sudan

All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing), if you have any concerns in this area these should be reported to the County Director.**

HOW TO APPLY:

Qualified and interested candidates should submit a cover letter with a CV (must have at least 2 referees with the recent employer and work email and telephone contact), copies of academic certificates and Nationality ID card to: -

MAG South Sudan Juba Office Bilpham Road, Adjacent to Ezentus, Juba, South Sudan or Email; recruitmentss@maginternational.org by 21st December 2022, addressed to the: Human Resources Department, MAG South Sudan, Juba.

Please clearly indicate the position you are applying for on the subject and on the envelope for hand delivery.

Only shortlisted candidates will be contacted for interviews.

NOTE: Do not attach original certificates. MAG will not return application documents to applicants.

Women and men are both encouraged to apply. MAG is an equal opportunity employer.

