

**IFRC**

Juba Country Cluster Delegation - South Sudan, Tanzania and Uganda

Approved
MOL Legality 3/6/2022

02 JUN 2022

Vacancy Notice: Finance Intern – Vacancy No: VA-01-2021

Job description

Organizational context (where the job is located in the Organization)

Job title:	Finance and Admin Intern (1 Position)
Classification Level:	National Staff
Organizational Unit / Duty Station (Department / Regional Office / Delegation)	The International Federation of Red Cross Red Crescent Society South Sudan Country Office, Juba
Immediate Supervisor's Title	Finance Assistant
Contract Duration:	7 months

The International Federation of Red Cross and Red Crescent Societies (IFRC or "the Federation") is the World's largest volunteer-based humanitarian network. The Federation is a membership organization established by and comprised of its member National Red Cross and Red Crescent Societies. Along with National Societies and the International Committee of the Red Cross (ICRC), the Federation is part of the International Red Cross and Red Crescent Movement. The overall aim of the IFRC is "to inspire, encourage, facilitate, and promote at all times all forms of humanitarian activities by National Societies with a view to preventing and alleviating human suffering and thereby contributing to the maintenance and promotion of human dignity and peace in the world." It works to meet the needs and improve the lives of vulnerable people before, during and after disasters, health emergencies and other crises.

The IFRC Juba country cluster delegation oversees 3 National Societies i.e. Uganda RC, Tanzania RC and South Sudan RC. The head office for the cluster is located at Juba within the South Sudan Red Cross society compound. The cluster is headed by a head of cluster based in Juba supported by a team spread across the cluster countries. The main role of the country cluster delegation office is to provide technical support and coordinate the 3 National Societies in their humanitarian work and disaster management interventions to help alleviate suffering among the affected communities. The cluster office is responsible for supporting the 3 National societies in key areas of organizational change and development that have been prioritized by the National Societies. Secondly the Cluster office facilitates effective Movement coordination, ensuring that the humanitarian contribution of the Movement is greater than the sum of its parts. The Juba cluster office also works with partners to promote more consistent support to the 3 cluster National Societies, focused on the expressed priorities of the National Societies. The cluster leadership is also collaborating with partners to reduce the administrative and reporting burden imposed on the National Societies by multiple partners.

Address

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C/o South Sudan Red Cross Society
Area Munuki, Plot No. 4, Juba

Telephone:

Postal AddressP.O. Box 226
Juba
Southwww.ifrc.org

Saving lives, changing minds.


Job Purpose

The finance and administration Intern is responsible for archiving and filing of Finance and Admin documents for the Juba cluster office in line with Federation procedures and policies. The Finance and Admin intern shall ensure that all Finance and Admin files are well labelled and filed in a secure, organized, and orderly manner. The Finance and Admin Intern shall also ensure that all incoming Finance & Admin documents are well recorded in the document Register and shared with the relevant focal persons for action.

Key responsibilities:

- Responsible for Scanning & Copying of Completed Monthly Finance files & NS Returns.
- Attaching CODA Documents to all period's files.
- Archiving of Finance, & Admin files as requested by user department.
- Labelling of original files before shipment to RFU.
- Labelling of all periods copies of Documents before storage
- Sorting, & arranging files and other finance & Admin related inventories in the Archive.
- Monitoring flow of Finance Documents with other departments.
- Receiving, & registering incoming documents from departments, & vendors.
- Other administration work like ensuring the availability of stationeries, photocopies, scan, sending parcels.
- Receive and record Hard Copies of Reports from Partners (SSRCS, & PNSs).
- Carry out other duties as assigned by the supervisor.

Duties applicable to all staff

1.	Actively work towards the achievement of the Federation Secretariat's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager

Position Requirements

Education	Required	Preferred
• Minimum Bachelor's Degree in Accounting, Business Administration (Finance), Commerce, Statistics, or associated discipline from a reputable institution.		X
• Active Volunteer to the NS	X	
Relevant Certificate or diploma qualification	X	

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Experience	Required	Preferred
Minimum 1 year working experience in a similar position	X	
Experience (Data/Files Management) with international organizations, related field.		X
Competences	Required	Preferred
<ul style="list-style-type: none"> High level of financial discipline and integrity. Attention to detail and accuracy. Ability to meet deadlines with minimum supervision. Strong Interpersonal skills. 	X	
Broad understanding of Red Cross/Red Crescent activities		X
Languages	Required	Preferred
<ul style="list-style-type: none"> Fluently spoken and written English, Good communication skills. Excellent command of English 	X	
Good command of other IFRC official language (French, Spanish or Arabic)		X
Competencies (to be filled in by HR)		
Communication; Collaboration and Teamwork; Judgement and Decision Making; National Society and Customer Relations; Creativity and Innovation; Building Trust;		

How to apply,

Qualified Candidates should submit their application letters & supporting Documents in sealed envelopes marked, Finance Intern with vacancy number Finance intern – Vacancy No: VA-No.01-2022 and should be addresses to:

The International Federation of Red Cross Red Crescent Society P.O. Box 226 Juba, South Sudan.

(Within the same compound of South Sudan Red Cross (SSRC) near Seventh Days Roundabout).

For more clarifications, you can send email to Rose.Paul@ifrc.org

Deadline is 17/06/2022.



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