

## **Field Finance Officer** for two zones : Western Bar-el Ghazel-WBG (Wau & Jur) and Eastern Equatoria (Kapoeta North or Torit) – **South Sudan** -USAID Youth Empowerment Activity (YEA)

Position System Title and Grade: **Field Finance Officer -grade 8**  
Position Location: Wau, Jur and Kapoeta North or Torit, South Sudan  
Project Name: USAID-Youth Empowerment Activity



### **EDUCATION DEVELOPMENT CENTER (EDC)**

Education Development Center (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and underserved populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

### **EDC is committed to equity, diversity, and inclusion in the workplace.**

We are looking for candidates who share EDC's commitment and understand the importance of cultural responsiveness in today's context.

### **Project Description**

The USAID South Sudan – Youth Empowerment Activity will reach 25,000 South Sudanese youth in 13 counties across 5 states (Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) over a four-year period. This community-based intervention will establish a vibrant Youth Corps and support local organizations enhance youth-friendly service offerings. USAID – Youth Empowerment Activity will tailor its intervention to meet the realities of each implementation area and to best support a diverse group of youth with varied capacities and aspirations to reach their full potential.

### **Position Description**

The Field finance officer is a local position based in the mentioned zones above will assist the Senior Finance Manager and the zone supervisors in successfully completing the financial duties required for the project. These duties will include budgeting, procurement oversight, and records management. This position will be responsible for preparing timely and accurate financial reporting and assisting in the preparation of monthly financial spreadsheets, cash flow forecasts, data entry, corresponding with vendors as appropriate, and ensuring the office follows EDC financial policies and procedures and USAID's



regulations. This position reports directly to the zone supervisor and functionally to the Senior Finance Manager. This position is located in Wau, Kapoeta North or Torit -South Sudan

Essential functions include, but not limited to the following:

- Record project transactions in QuickBooks, utilizing the correct charge codes and monitoring alignment to budgeted activities.
- Ensure that all payments adhere to EDC policies and procedures.
- Monitor and report on vendor payment schedules and obligations.
- Provide first-level review of all invoices, advances and reimbursements, checks, wire transfer payments and VAT Purchase Orders for approval and processing, ensuring accuracy and timely execution for approval by the Senior Finance Manager and Director of Finance and Operations.
- Manage the transfer of project funds from the central account to field accounts.
- Monitor advances to employees and ensures timely liquidation.
- Preview all back-up documentation and to ensure completeness, accuracy, and full compliance with EDC policies and procedures. Ensure all supporting financial documentation is scanned and digitally archived on a monthly basis per EDC file retention policies.
- Ensure leave balances, tax withholdings, and other government contributions are recorded accurately and paid; escalate to the Senior Finance Manager all unresolved matters.
- Work with the USAID-Youth Empowerment Activity procurement team to ensure that invoices are paid in a timely manner and escalate any delays of vendor payments/other issues to the by the Senior Finance Manager/Zone supervisor immediately.
- Work with the Senior Finance Manager to support tracking of spending against the approved budget, as well as forecasting.
- Prepare reports for monthly journal entries to be performed by the Senior Finance Manager.
- If applicable, monitor and review technical staff level of effort in line with USAID cost categories to ensure proper time allocation.
- Conducts vetting per EDC and USAID's compliance policies.
- Perform any other duties as assigned.

The candidate for the position of **Field Finance Officer** shall have at least a minimum the following qualifications:

### Education:

Bachelor's degree required in Business Administration, Accounting, or another related field.

### Skills and Experience:

- A minimum of 4 to 5 years of directly relevant experience.
- Supervision experience required.
- Experience supporting USAID or other donor-funded projects.
- Experience working with QuickBooks accounting system or similar product.
- Experience working with computers, especially MS Word and MS Excel.
- Detail-oriented and organized.
- Excellent writing skills.
- Demonstrable initiative, creativity, and flexibility.
- Ability to work independently and effectively in groups.
- Strong interpersonal & organizational skills
- Willingness to travel to provinces covered by the project.





**Language:**

Fluency in English and local Arabic is required.

**Application Instructions:**

**Job closing date: March 31, 2023**

To apply, Applicants are encouraged to visit the Careers Page at:

<https://go.edc.org/SouthSudanJobs>

addressed to the attention of The Chief of Party, Education Development Center, (EDC), USAID Youth Empowerment Activity. Indicate on the envelope the position applied for.

Applications will be progressively reviewed as they are received. Due to the volume of applications submitted, only finalists will be notified. No phone calls, please.

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**Driver for two zones : Western Bar-el Ghazel-WBG (Wau & Jur) and Eastern Equatoria (Kapoeta North or Torit) – South Sudan –South Sudan -USAID Youth Empowerment Activity (YEA)**

Position System Title and Grade: **Driver -grade 3**

Position Location: Wau, Jur and Kapoeta North or Torit, South Sudan

Project Name: USAID Youth Empowerment Activity

Anticipated Start Date: Immediate



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**Project Description**

The USAID Youth for Empowerment Activity will reach 25,000 South Sudanese youth in 13 counties across five states (Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) over a four-year period. This community-based intervention will establish a vibrant Youth Corps and support local organizations enhance youth-friendly service offerings. The USAID Youth for Empowerment Activity will tailor its intervention to meet the realities of each implementation area and to best support a diverse group of youth with varied capacities and aspirations to reach their full potential.

**Position Description**

The Driver is a **local position based in the mentioned zones above** will provide transport services, administrative and other logistical support to USAID Youth Empowerment Activity staff, visitors, and stakeholders in accordance with EDC's fleet management policy guidelines and procedures. This position reports to the Zone Supervisor directly and functionally to the logistics specialist. This is a full-time position based in Wau, Kapoeta North or Torit office but will be required to work with cross functional teams within the organization across the counties.



**Primary Responsibilities:**

- Provide transportation, using EDC vehicles, of goods, staff, and other authorized passengers in accordance with EDC policies and procedures.
- Daily operation and maintenance the vehicle assigned to the driver in a manner that ensures the highest degree of safety possible for the vehicle and its passengers.
- Keep accurate and up to date records using the vehicle and fuel log sheets provided.
- Inspect and be vigilant at all times for the detection of any faults and/or damage to the assigned vehicle, whether accidental or otherwise, and submit a written report of such faults and damage as soon as possible to the Supervisor.
- Ensure that EDC policies and procedures for safe vehicle operation and risk mitigation, such as proper use of door locks, parking in secure locations and timing of trips, are followed.
- Submit to the Supervisor the monthly vehicle utilization report summarizing vehicle/fuel use and vehicle repair/maintenance. This report will be accompanied by the fuel and vehicle log sheets for the period of the report.
- Prepare and submit the Weekly Control Sheet to the Supervisor for review and schedule repairs and maintenance as necessary.
- Willing to accept additional responsibilities as assigned from time to time by the Supervisor.

*The candidate for the position of Driver shall have at least the following minimum qualifications:*

**Education:**

Minimum of a secondary certificate or its equivalent.

**Skills and Experience:**

- Must have a valid driver's license with all classes and a safe driving record with no traffic violations.
- Minimum of 5 years' experience as a professional driver with a reputable organization; experience working on a USAID financed project is a plus.
- Good awareness and commitment to follow all local and national driving laws, rules, and regulations.
- High level of integrity and attention to detail.
- Ability to proficiently read, speak and write in English and local Arabic.
- Experience driving four-wheel drive vehicles and driving on unpaved rural roads.
- Practical experience in maintaining vehicles and conducting minor repairs.
- Ability to make frequent up-country travels, often long-distance and sometimes overnight.
- Must have excellent inter-personal skills.
- Ability to remain calm in high-stress situations such as road accidents, bad weather conditions and impatient drivers.
- Must be reliable, dependable, flexible, and willing to work beyond routine hours.
- Previous training in safe vehicle operation/defensive driving preferred.



**Language:**

Fluency in English and local Arabic is required.



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# **Administrative Assistant – for two zones : Western Bahr el Ghazel-WBG (Wau & Jur) and Eastern Equatoria (Kapoeta North or Torit) South Sudan – USAID Youth Empowerment Activity**

Position System Title and Grade: **Administrative Assistant -grade 4**

Position Location: Wau, Jur and Kapoeta North or Torit, South Sudan

Project Name: USAID – Youth Empowerment Activity



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## **Position Description**

The Administrative Assistant is a **local position based in the mentioned zones above** and will support general administrative and clerical support including preparing letters and documents, receiving, and sorting mail and deliveries, scheduling appointments. The successful candidate will be required to work with cross-functional teams. This position reports to the Zone Supervisors. This position is located in Wau, Kapoeta North or Torit -South Sudan.

## **Essential functions include [but are not limited to]:**

- Supports general administrative and clerical support including preparing letters and documents, receiving, and sorting mail and deliveries, scheduling appointments.
- Manages petty cash.
- Verifies goods received and prepares Goods Received Notes.
- Prepares monthly updated contact list and organizational chart.



- Maintains record of office supplies utilization by creating and filling accurate stock cards for each item.
- Produces weekly office supplies utilization report.
- Photocopies and scans documents as necessary. In particular, assists the Finance Officer in the scanning of all accounting/finance documentation.
- Maintains up to date tracking and filing system of relevant correspondence, incoming and outgoing.
- Receives and attends to, in a professional manner, all office visitors.
- Manages the official notice board and display of official communications and promotional information in an attractive manner.
- Maintains the boardroom calendar.
- Trains and monitors the Office Assistant to act as backup in the management of the stock of office supplies and ensures delivery to staff using the appropriate forms or documents.
- Makes logistical arrangements for in-house meetings (meals, conference room bookings, supplies etc.).
- Manages the performance of the Office Assistant and ensures clean, good ambience of office environment.
- Other tasks and duties relevant to the position as assigned by the Supervisor.
- Assist the Logistics Specialist in supporting the implementation of trainings and workshops and distribution of materials.
- Ensure that logistics files are kept up to date and accurate.
- Coordinate with Zonal Supervisors in state offices ensuring that delivery of supplies and materials is completed in a timely manner.
- Conduct these and other tasks as required in support of project goals; and
- Other duties, as assigned.

*The candidate for the position of Administrative Assistant shall have at a minimum the following qualifications:*

**Education:**

Secondary Education or Vocational Training required.

**Skills and Experience:**

This position requires educational achievement; excellent writing skills; demonstrable initiative, creativity, and flexibility; ability to work independently and effectively in groups; and strong interpersonal & organizational skills.

**Specific requirements:**

- Proficiency in 3 or more computer applications
- Organizational & analytical skills and aptitude for details
- Experience in managing appointments and travel arrangements.
- Experience as receptionist
- Experience in records management





**Language:**

Advanced proficiency in written and spoken English. Knowledge of and proficiency in at least 2 local languages spoken in Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal highly preferred.

The candidate for the position of Administrative Assistant shall have at least a minimum the following qualifications:

Education: Secondary Education or Vocational Training with 1–3 years related clerical, secretarial or administrative support experience required.

**Job closing date: March 31, 2023**

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