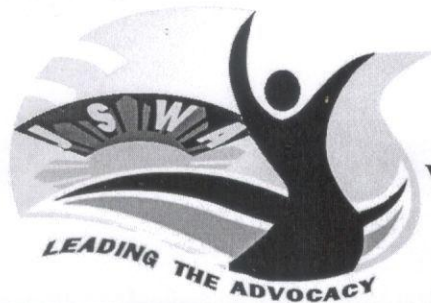


JONGLEI STATE

EMAIL ADDRESS



WOMEN ASSOCIATION

jongleiwomen@gmail.com

Date: 01/11/2023

Location: JSWA office, Pakwau estate, Bortown, South Sudan
Position: Finance Officer VA NO. B-STD080-529 (External and Internal)
Type of Job: Regular
Duration: 3 months with possibility of renewal
Department: Administration and Finance
Effective Date: As soon as possible



Introduction

Jonglei State Women's Association (JSWA) is a non-governmental organization, registered under South Sudan non-governmental act, 2016. It was formed as a result of human rights violation by men at home, offices and all other social interactive levels where women are discriminated, neglected and violently deprived of their fundamental rights in both of the political and socio-economical areas of social life. The organization was formed mainly to focus on Ending violence against women and girls, urban-rural community development in various aspects for self-reliance and peaceful coexistence of communities by advocating on behalf of and for the protection of women and child rights in Jonglei state.

Since its formation in 2008, JSWA has been involved in combating violations of women's rights and institutional discrimination fuel by biased customs and traditions. This is done mainly by advocating for and promoting women participation and rights; land rights, women economic empowerment, media democratization, Emergency response, peace building and conflict mitigation in Jonglei state. JSWA partnered and implemented programmes on behalf of NPA, CSF, USAID/VISATAS, NRC EMPOWER CSO, MDM, SEARCH FOR COMMON GROUND (SFCG), UN WOMEN's WPHF and currently implementing for SFCG and UN Women's programmes in SOUTH SUDAN.

Our mission is to promote and protect women's values, interests and economic well-being of South Sudanese women and its people while maintaining conducive and peaceful environment for all.

The Jonglei State Women's Association is currently seeking to recruit a resourceful, proactive and flexible female elite with previous experience in a similar environment to fill the position of Finance Officer in the department of administration and finance.

Roles and Responsibilities:

The precise range of duties will vary over time according to the needs of JSWA, but will include the following:

a. Finance

- I. Day to day operation of the Quickbook/INTACT SIEGA/SUN Financial Management System, including processing transactions (receipts, payments, petty cash, journals) and financial report generation
- II. Maintain the accounting records of the Mission, and support the safe and confidential storage of all JSWA accounting records and financial reports
- III. Support the preparation of annual financial statements in the format specified by HQ
- IV. Assist with the preparation of the accounts files for the external audit.
- V. Support implementation of internal and external audit recommendations
- VI. Provide routine technical advice on financial issues (as set out in the Financial Procedures Manual)
- VII. Support the Finance Manager in implementing any systems or control improvements
- VIII. Maintain and update the inventory register
- IX. Calculate payroll payments and on approval, post payroll payments to SUN systems
- X. Assist the Finance Team in the review of documentation provided in support of payment requests, ensuring compliance with procedures and approval limits as set out in the Financial Procedures Manual;



"NO WOMAN LEFT BEHIND"-JSWA

XI. **Other duties as required from time to time and directed by the Finance manager and Deputy Head of Mission as necessary.**

b. Administration

- Liaise with the System and Operations Manager on the status of service providers' contracts and maintenance of the Supplier Performance Management review records
- Manage the fleet maintenance register, ensuring that all vehicles are in good working order and available as needed by JSWA staff.
- Ensure that all licenses and statutory requirements are in place for all vehicles.
- Supervise and record the use of all fleet vehicles, and produce monthly reports on usage as well as any breaches of rules by drivers or other staff generated by the procurement or HR officers.

C. Essential Requirements candidate must be able to demonstrate:

- ✓ Candidate must be typically a female South Sudanese without any alteration whatsoever.
- ✓ Candidates must have a diploma or degree, preferably in disciplines such as Accounting and Business Administration;
- ✓ Candidate must have previous experience of book-keeping and accountancy with atleast knowledge of two or more financial software systems;
- ✓ The candidate must have excellent **interpersonal and communication skills**, and a proven ability to work well as part of a **team** and also confident in dealing with people in external organizations;
- ✓ The candidate must have strong organization skills and attention to detail. She should be flexible, and work well under pressure;
- ✓ The candidate should be solutions-oriented, and **committed to delivering results**, including by adapting approach if necessary;
- ✓ The candidate must be **fluent** in English;
- ✓ The candidate must be proficient in Microsoft Office Suite (Outlook, Word, Excel); .

How to apply

Completed application (motivation letter, CV and relevant documents) should be sent via e-mail only to jongleistatewomenassociation@gmail.com, with the subject line Finance Officer VA No B-STD080-529.

Applications must be received from today November 1st 2023 and before 17:30 hrs. (Local time) on November 15th 2023

(No applications will be accepted after this deadline) **OR** (Depending on response rates the deadline may be extended). Please note that only short listed applicants will be contacted.

Selection Process:

- ✓ Depending on the number of applications received, a short-listing of candidates to be called for a **competency-based** interview may be undertaken based on the Essential/Key Requirements above.
- ✓ It is planned that interviews will be held before the end of November 2023.
- ✓ A technical assessment will be included in the recruitment process.
- ✓ A second interview may be included in the recruitment process.
- ✓ A panel may be set up depending on the calibre of candidates.



Approved by Labour
[Signature]
03/11/2023