

EXTERNAL JOB VACCANCY

BACKGROUND:

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities and bridges the humanitarian–development divide to sustainably improve their well-being and standards of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years’ experience working with communities in conflict and post-conflict situations, including refugees, internally displaced persons and host communities.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong-Thok, Maban and Malakal.

AAH-I South Sudan Seeks to recruit a qualified South Sudanese National to fill the below position as detailed.

Job Title:	HR/ Finance Administrative Officer (1 post)
Ref No.	AAH-I/UNHCR/-MBN/APRIL/2024-001”
Reports to:	Senior Finance and Admin Officer
Liases with:	Finance, HR and Administration staff in Maban and Juba
Duty Station:	Maban, Upper Nile State
Contract:	Fixed term (7 months) extension subject to availability of funds
Eligibility:	South Sudanese National only, preferably from Project.

Overall job purpose:

The HR/ Finance Administrative Officer will lead and direct the routine functions of the Human Resources (HR) department and supporting the Finance department. Implement AAH-I’ HR Policies and responsible for all HR and administrative related to AAH-I office in Maban. Monitor any issues that affects AAH-I’ operations and inform supervisors and Country Finance and HR & admin Coordinator for appropriate action to be taken and compliance maintained. Enforcing Organization policies and practices.

DUTIES AND RESPONSIBILITIES:

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HR Administration.

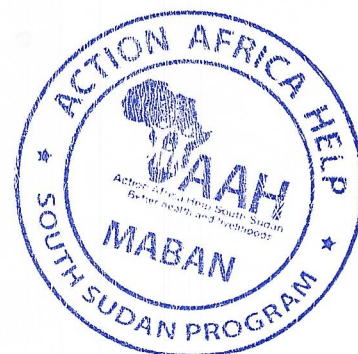
- Manage all HR issues and maintain electronic system- ERP (Enterprise Recourse Planning) for Maban Field Office.
- Perform general Human Resource tasks (personnel hire, staff induction, staff leave management, monthly payroll update, staff attendance/Time sheets management, Contract documentation and staff disciplinary).
- Ensure all staff performance appraisal is done on time through consistent following ups with line managers.
- Ensure safe/conducive working environment for all AAH-I staff.
- Ensure the necessary office stationery and other supplies are available (set up stock management procedures).
- Keep update records of all staff files both hard copies and electronically.
- Responsible for compound management. Ensuring clean compound, working water system and constant power supply.
- Supervise all support staff (Cleaners and Security guards)
- Ensure contracted staff/casual/Incentive workers have AAH identification cards, medical Insurance cards-where necessary and official emails.
- Liaises with Country HR and Administration Coordinator.

Financial Management:

- Manage operations cash and maintain electronic system- ERP (Enterprise Recourse Planning) for all physical cash for Maban field office.
- Ensure payments are authorized by designated staff and ensure financial process and procedures are followed effectively in accordance to AAH-I finance guidelines.
- Review all financial documents such as invoices, Payment vouchers, receipts, accounts payable and receivable and ensure all relevant official approval or procedures, payable amounts & records are accurate.
- Prepare monthly petty cash forecasts or cash project is done and submitted to Juba Finance Office.
- Prepare daily and monthly cash reconciliations and generate cash count certificates.
- Keeping all project financial and client's information confidential.
- Ensure that all cash and bank reports are timely done and submitted to senior Administrative and Finance Officer.
- Responsible for safety of cashbox/safe and keys are well secure.
- Must report any cash discrepancies as soon as they are detected and keep records of daily cash reconciliation.
- Assist during audit and verification in extracting necessary finance documents required.
- Ensure complete and accurate each finance transaction; payment voucher, imprest or salary advance is canned and safe on the server and hard copies are send to Juba Finance office.
- Liaises with Senior Finance Manager in conveying finance issues.
- Performs other duties and tasks at the request of management.

QUALIFICATIONS REQUIREMENT

- A Bachelor degree of Business Administration or related field



- Minimum of **two (3) years'** work experience in HR and Financial Management, preferably in the NGO sector.
- Proven Experience in Computerized Accounting software is added advantage.
- Good command of both written and spoken English

Require skills and competencies

- Excellent skills in MS Excel and Word.
- Adhere to all organization policies and procedures.
- Good interpersonal communication skills.
- Possess high level of integrity and pleasant character.
- Excellent Management skill and self-motivated.
- Committed to just workplace ethics, coaching, mentoring and developing skills
- Commitment to the organization values and team skill
- Ability to maintain confidentiality.
- Maintain a “client-friendly” atmosphere that is non-judgmental and supportive attitude toward colleagues and beneficiaries regardless of their background.
- Language Requirement: Fluency in English and local Language.

SAFEGUARDING

- Children and vulnerable adults who come into contact with AAHI as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that AAHI shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

ACCOUNTABILITY WITHIN AAHI

- Alongside our safeguarding policy, AAHI is an equal opportunities employer. we consider all applicants regardless of race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, or marital status and has a set of integrity policies.
- Any candidate offered a job with AAHI will be expected to adhere to AAHI’s policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behavior protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
Report any concerns about inappropriate behavior of AAHI staff or partner.

APPLICATION INSTRUCTIONS

To apply,

- Please send in one zipped folder your CV of maximum 3 pages and a cover letter, clear photo copies of Non-Returnable academic documents and copy of national ID to email address recruitss@actionafricahelp.org by **14th May 2024, 5:00 PM CAT**.
1. The position should be clearly indicated in the subject line as **“HR/ Finance Administrative Officer-AAHI-I/UNHCR/-MBN/APRIL/2024-001”**
 2. Only candidates who meets the shortlisting criteria will be contacted for interview

