



care
Defending dignity.
Fighting poverty.



CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

CARE has been a consistent presence in the country over the past four decades delivering relevant services, strengthening strong relationships with local communities, while remaining impartial. CARE's mandate 'fighting Poverty, defending dignity' and our explicit focus on women and girls compel us to continue our work in South Sudan. Our interventions start at community level where we respond to emergencies, build peace, and strengthen resilience. Together with our partners, we:

- . Address needs and vulnerabilities in emergencies
- . Defend and promote gender equality and rights
- . Empower women and girls to achieve a more inclusive South Sudan.

Position:	Grants and Contract Officer
Department:	Finance
Location:	Juba
Reports to:	Senior Grants and Contracts Officer
Provides supervision to:	N/A

Job Summary

Position Introduction

CARE International Grants and Contracts Officer is responsible for all financial functions including budgeting, financial reporting, grant financial management and compliance as well as partnerships management. The CARE International Grants and Contract Officer ensures compliance with donor regulations as well as CARE International' internal policies and procedures. In its role as a support to the Program Department, the Grants and Contracts unit provides timely reports and assistance to the programs team to ensure that financial resources are used efficiently and effectively.

Position Summary



Working under the supervision of Senior Grants and Contract Officer, she/he is responsible for monitoring sub-grants and sub-grantees to ensure compliance with the terms and conditions of the sub-grant agreement and lead person for proposal budget development. The incumbent is also responsible for tracking sub-awards and sub-grantee requirements and for maintaining all sub-grants financial files.

Detailed Responsibilities

Sub Award Management

- Support the grants team in partners' pre-award assessments and recommend to the capacity building and monitoring plan to lessen financial and compliance risks.
- Assist in the preparation and review of sub grant agreements.
- Provide on-going training and support to partners on CARE International financial procedures.
- Conduct mentorship and formal sub-grantee training and workshops on relevance grants management.
- Assist in review partners' financial reports for correctness and completeness and ensure that reports are submitted on time.
- Assist in sub-grantee site spot checks, audits and prepare site visit reports.
- Follow up on all sub-grant compliance issues, audits, and document resolutions.
- Maintain sub-grant tracker as well as financial files
- Assist in processing sub grantee payments and reconcile sub-grant financial tracking to general ledger reports.
- Assist in sub-grant start-up and close-outs by ensuring that all requirements of the sub-grant agreement have been met and that sub-grant funds have been properly settled.
- Coordinate the development of sub-grant agreements and any subsequent modifications.
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to CARE International and to not jeopardize its humanitarian mission

Program Support and Budget Development

- Support the program, finance and operations team throughout the entire grant and project lifecycle.
 - Assist in setting up grant opening meetings, quarterly grant review meetings, and grant close out meetings in collaboration with program and grants teams.
 - Assist in monitoring expenditures, conduct variance analysis in collaboration with Program and Finance teams, and support internal and external budget realignments as necessary.
 - Work closely with technical program teams to make sure staffing and supply needs are incorporated into budgets throughout partners budget development process
 - Assist in grant performance review meetings, including ensuring monthly BVA comments are addressed on any project underspent and overspent.
- **Proposed reporting:**
 - Reports to Senior Grants and Contract Officer



Qualifications (Know-How)

Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization's expectations for job performance. Also include the education, experience, and skills desired for the position.

KNOWLEDGE AND EXPERIENCE:

- Three or more years of finance experience, including budgeting and grant management or auditing
- A university degree in finance, accounting or a related business field is required.
- Two years' experience in the Finance Department of a non-governmental organization
- Good understanding of major international donor rules and non-profit accounting
- Prior experience with computerized general ledger software
- Advanced computer skills in MS Office programs, particularly Excel and Access.
- Strong analytical skills coupled with a solid understanding of financial and procurement systems; Prior auditing experience is considered a plus
- Excellent oral and written English skills.

HOW TO APPLY

The position will be based in Juba. This position is ONLY open to South Sudanese Nationals.

Opening Date **17th August 2022** and Closing date CARE South Sudan receiving application will be **5th September 2022**.

Applications and CVs should be delivered to: jobs.southsudan@care.org Or Hand delivery to CARE Office NPA Building 3rd floor, Martyrs Street Juba South Sudan..

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

