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Approved by
Inspector of Labour
23 Feb 2024
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VACANCY ANNOUNCEMENT: PROJECT OFFICER (Finance and Administration)

About FES

Friedrich-Ebert-Stiftung (FES) is a non-profit German foundation funded by the Parliament of the Federal Republic of Germany and headquartered in Bonn and Berlin. FES promotes the values of Social Democracy, together with partners around the world. Central to its work are the promotion of democracy and social justice, economic and social development, and the advocacy of human rights and gender justice. On the African continent, FES has been working for social justice, democracy, peace and international solidarity for over 40 years through its vast network of more than 20 country and project offices. It has encouraged and nurtured political exchange between Africa, Germany and Europe for many years, acting as a partner to political parties, parliaments, trade unions, media, civil society groups and the interested public.

FES is the only German political foundation with a permanent presence in South Sudan and has been active in Juba since 2008. Its activities focus on promotion of inclusive political and social dialogue, people-centred policymaking for equitable and gender just socio-economic development, participatory democracy and sustainable peace in cooperation with a wide array of South Sudanese partners.

FES-South Sudan is currently looking to fill the following position:

Job:	Project Officer (Finance and Administration - full time)
Duty Station:	Juba, South Sudan
Type of contract:	One-year fixed term with possible extension based on performance
Hours of Work:	Full time; 40hrs/week
Start:	As soon as possible

Duties and responsibilities

- Financial administrative support to implementation of the EU-funded project "Raising Civil VOICES"
- Daily oversight of the financial activities of the EU-funded project under FES South Sudan, including all facets of accounts payable and receivable ensuring meets the funding regulations.
- Review of instalment requests and financial reporting by project partners
- Keeping accurate records of costs and income which complies with audit standards and ensure project/programme continuation.
- Ensure that financial procedures are well-documented, have compliant controls, and are optimized whenever possible.
- Work on budget lines in accordance with the activity/project account.
- Provide timely financial reporting that aligns with budget needs.
- Communicating and forming relationships with internal and external stakeholders with purpose, integrity, and passion ensuring smooth financial interactions.
- Provide logistical and administrative support for overall programme.
- Perform any additional work-related activities and responsibilities that the Country Director may designate.

Competencies and requirements:

- University degree or diploma in Finance, Accounting, economics or related fields
- Minimum of three years of experience in a finance or accounting role in a busy non-profit organization
- Excellent knowledge of spoken and written English
- South Sudanese national

Other skills required

- Excellent numerical and organizational skills, as well as the ability to prioritize multiple responsibilities.
- Identify opportunities for effective change and propose unique suggestions for improvement. Examine working methods, such as soliciting and delivering feedback.
- Ability to make effective decisions that promote the organization's work ethic and credibility.
- Delivering at pace and ability to manage priorities, work under pressure and meet tight deadlines.
- Initiative and high level of integrity, reliability, and ability to familiarise oneself quickly with new topics, tasks and to acquire new skills.
- Excellent problem-solving skills.

How to Apply

Applications should consist of a typed motivation letter, a comprehensive CV and at least two references. FES is an equal opportunity employer - all applications will be considered on merit alone. FES South Sudan welcomes applications until Wednesday 13 March 2024 by sending above mentioned and supporting documents in one single pdf file to margaret.mkavita@fes-southsudan.org or hand delivering hard copies to the FES office in Hai Malakal (address in footer). Only shortlisted candidates will be contacted.



Dr. Anna Reuss
Country director,

