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**Appel de Genève / Geneva Call is looking for: Finance and Admin Officer (1 position)**

Geneva Call is a neutral and impartial non-governmental organization dedicated to promoting respect by armed non-State actors (ANSAs) for international humanitarian norms in armed conflict and other situations of violence, in particular those related to the protection of civilians. Geneva Call is currently focusing its efforts on banning the use of anti-personnel mines, protecting children from the effects of armed conflict, prohibiting sexual violence in armed conflict and working towards the elimination of gender discrimination.

Appel de Genève / Geneva Call is a private, not-for-profit humanitarian organization founded in 1998 under Swiss law.

In the Republic of South Sudan, Geneva Call implements activities aiming at a better protection of the civilian population. This includes liaising with armed stakeholders and communities.

Geneva Call is looking for **Finance and Admin Officer**.

Duty Station: **Juba**

**Role**

Under the supervision of Support Coordinator, the Finance/Admin Officer support the effective operation of the Geneva Call (GC) Support Team and related programme activities located in Juba Office by providing general administrative assistance in accordance with GC policies and procedures and relevant donor guidelines

**Activities**

**I. Office Administration**

- Assist in service contracts expiry monitoring and update Support Coordinator when necessary.
- Liaise with NRA office for regular tax payments and getting Tax Clearance Certificate
- Assist Support Coordinator in ensuring Geneva Call premises are well managed and maintained.
- Assist and participates in the audits (annual organization audit, as well as donor's audits, or audits requested by authorities if existing);

**II Logistics**

- Assist Support Coordinator in ensuring procurement processes are managed transparently and timely and recorded according to Geneva Call and donor's procedures;
- Manage inventory (asset register), update and share with Support Coordinator on monthly basis and when needed;
- Making sure office supplies are available such as stationery, drinking water, tea/coffee.
- Manages flights bookings for field or HQ movements;
- Work hand-in-hand with Logistics Assistant/Driver to support program team during activities in the field and in Juba office.





### III Finance

- **Cash flow management**
  - Manage the cash payments made locally (petty cash management);
  - Keep the mission petty cash books updated, including a weekly availability cash check;
  - Assist in monthly treasury forecast and cash request in coordination with Support Coordinator.
  - Facilitate withdrawal/banking transactions including requests for wire transfer to other offices;
  - Review purchase requisitions, request for payments, reimbursements and liquidation;
  - Ensure cash payments;
  - Prepare cash requests in coordination with the head of mission;
  - Ensure all tax payments are deducted and filed to the relevant tax authority;
- **Accounting**
  - Assist in checking the registration and encoding of all the petty cash transactions, according to the internal procedures;
  - Verify all the support documents of the petty cash transactions and the availability of funds on donors budget;
  - Assist in providing a monthly financial report, including the expense proofs;
  - Archive all financial documents;
- **Book Keeping**
  - Verify the registration and coding of all financial transactions in accordance with financial procedures;
  - Enter all transactions items according to the chart of accounts;
  - Consolidate all liquidations of the monthly operational expenses;
  - Weekly review of the liquidity based on the cash position;
  - Scan all supporting documents and send them electronically to Headquarters;
  - Ensure the archiving of all approved and registered financial documents;
  - Assist the auditors for the annual audit, donor's audit and audit of the tax authorities;
- **Controlling and Reporting**
  - Provide regular information to the Support Coordinator on the state of finances;
  - Prepare and update budget monitoring documents on monthly basis;
  - Prepare monthly financial reports and present them to the Support Coordinator for validation;
  - Ensure all donor requirements and conditions are strictly followed;
  - Assist in the consolidation and finalization of annual country programme budget;



### IV. Human Resources

- Monitor the contracts (staff and consultants) end dates and inform the Support Coordinator in advance on those with immediate expiry.
- Assist in timely, transparent hiring processes for any new job opening by delivering adverts to Ministry of Labour (MoL) for approval and posting it on public boards;
- Assist in monitoring, recording and update HR database when necessary;
- Manages staff attendance, leaves and report to the Support Coordinator regularly with updates;
- Resolve issues and concerns pertaining to staff queries on their leave balances

### Main qualifications

- At least Diploma in Business Administration mainly in Finance, Logistics, HR/Administration
- At least 3 years in a similar position in an NGO with an experience in accounting, finance, administration and HR management.

- Experience of local commercial & contractual systems
- Experience of Project Cycle Management, including in writing narrative and financial reports;
- Professional /academic qualification in finance, accounting and administration services
- IT Tools (MS Office, Excel, Reporting tools);
- Human Resource Management tools;
- English and Arabic

**Nice to have**

- Knowledge of financial / Admin/HR management tools;
- Ability to take responsibilities, proactive and efficient functioning, pronounced communication skills;
- Accuracy and reliability.



**Conflict of interest**

Any candidate affiliated to, or openly supporting, one or more interest groups opposed to the Foundation's principles and values, or whose previous position could engender safety issues for co-workers at Appel de Genève / Geneva Call, will be excluded from this selection process.

**Conditions**

- Position : Finance and Admin Officer
- Time bound contract (7 months, with possibility to extend),
- Preferred start date : ASAP
- South Sudanese National



**Application**

To apply, please send your cover letter, CV, work certificates and recommendation letters to [AMajok@genevacall.org](mailto:AMajok@genevacall.org) and copy [CWillis@genevacall.org](mailto:CWillis@genevacall.org) Ref: "Finance and Admin Officer - Juba" or hand delivery to Recruitment Department, Geneva Call South Sudan Office located at Togo 1, AFEX RiverCamp, Stadium Road, Off Cemetery Road, Juba, South Sudan **not later than Friday 27<sup>th</sup> May, 2022 at 05:00pm.**

**NB: Applications will be reviewed in the receiving process and the position may be filled before the deadline.**

All applications will be kept confidential. Please note only shortlisted candidate will be contacted for further process.