



Location
Off Gudele Road 300m from Seventh Days
round about
Phone +211(0)955330900
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Email info@sawamotionmedia@gmail.com

JOB ADVERT: FINANCE AND ADMIN ASSISTANT- 1 POSITION

Female Candidates Only

Sawa motion Media (SMM) is a South Sudanese media and public relations company registered with the Government of republic of South Sudan dealing in Media consultancy, Film & Documentary Production, Advertisement, Promotion and Publicity, Photography, videography graphic design and printing.

Since 2015 SMM has worked with Gov't institutions, NGOs, the private sector and individuals in the areas of Events Management and Publicity, Video and Photography, Advertisements, Design and printing of posters ,banners, audio production, development and production of drama etc.

Our subsidiary Sawa Media Academy is rolling out internship short media related courses intended to build skills especially among the youths in areas of, Filming and documentary, videography, Graphics design, Professional Photography,

We also do media consultancy including media trainings, design and development of corporate communications plans and strategies, managing social media pages and related services.

We are registered and licensed to operate by the Media Authority and have also acquired a broadcasting license from the Ministry of Information, Telecommunications and Postal Services of the Republic of South Sudan.

Job Purpose

This position is key in the company and the holder is expected to be dynamic to provide both client and company oriented support aimed at realizing profits and customer/client retention.

The position holder shall provide overall needs relating to finance including management and control of resources and assets, tracking expenditures and earnings, following up pending payments and doing daily, weekly and monthly reconciliations.

The position holder is also the custodian managing MoUs, contracts with both clients and consultants to ensure compliance with the terms and conditions therein.

Developing, updating and tracking of prices and services list and be able to work out and prepare respond to request for quotes/proposal

Participate in consultancy proposal development and provide necessary input.

Skills.

Degree or Diploma in BA, Finance or Accounting with excellent management skills, coupled with a year plus experience in similar role. Good level of computer skills, basic marketing and client management knowledge is an asset.

Please apply by sending only your cv and cover letter through email to

emmycourse@gmail.com not later than 10 July 2020.

ONLY ONLINE APPLICATIONS SHALL BE CONSIDERED.

APPLICATIONS SHARED THROUGH ANOTHER MEANS SHALL BE REJECTED.

[SAWA MOTION MEDIA GUDELE RD- OLD OFFICE. | SUK LIBYA ST KIZITO RD- NEW OFFICE|

