



CARE SOUTH SUDAN

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.

Position:	Grants and contract Officer
Department:	Grants and Finance
Location:	Bor
Reports to:	Project Manager
Advert status:	External Advert

JOB SUMMARY

The primary role of the position is to provide finance and grants management support to the RWVL Project and the Country Office. The position is expected to support and Strengthen the Care South Sudan Donor Contract and Grants Management function including information management and build the capacity of partners in financial management. The Grants and Contracts Officer supports partner capacity, strengthening initiatives based on identified gaps and carries out financial and compliance spot checks to ensure expenses are incurred in line with GAC regulations. He/She reviews partner monthly expenditure reports and supporting documents and ensures they are complete and accurate and are shared with the Head Office team for recording. Will support the budget holder to analyze spending ratio and to plan for any budget realignment or expenses reclassification as appropriate. The Grants and Contracts Officer supports the field office management of cash, reviews of funds requests and recording expenses in People-soft. He/She also supports external audits as required and ensures the CARE Field Office and partner financial records are properly archived. The Grants and Contract Officer profile includes very strong accounting and finance knowledge, analytical skills, attention to details, ability to work effectively under time pressure, very strong knowledge of donor rules and regulations for GAC. Strong business partnering skills with ability to influence CO senior staff, team player, proactive individual with ability to offer structured guidance, strong knowledge to exploit computer systems and software, good training and leadership skills

Roles & Responsibilities

Partner Management

- Participate in the due Diligence and capacity assessment of new partners and old partners based on CARE policy.
- In collaboration with the Grants and Contracts Manager, and Partnership Coordinator assess local women organizations' capacities and identified gaps.
- Develop capacity building initiatives including mentorship and coaching of local Women Led Organizations (WLOs)/Women Rights Organizations (WROs) and Networks on Proposal development, budgeting, project managements etc.
- Perform monthly/quarterly partner mentorship/coaching based on the capacity strengthening plan.



- Review Partners financial report sand verify the completeness of the physical vouchers before recording in the system
- Carry out regular spot check/desk review on partners to ensure they are complaint with donor policies.
- Maintain partners master tracker for all partners.
- Provide one-on-one support to local women organizations on financial reporting and budgeting
- Facilitate workshops, webinars (virtual meetings), and training sessions on critical topics based on WLOs/WROs gaps and needs.

Maintaining the Grants & Contract related filing/Facilitate external and internal audits

- Put in place and maintain a proper hard copy file for each and specific contract and ensure the basic contractual information (proposals budget, donor signed contract and approved budget, all donor financial reports, statements of donor receipts, any documentation on contract revision, any other important communication with the donor, such as non-cost extension, cost extension, budget revision, etc...) is available.
- In addition to the hard copy, maintain the electronic contractual information as above
- Facilitate external and internal audits including extracting and communicating the required detailed expenditures
- Work with finance to avail the vouchers sampled by the auditor
- Respond or support the country office to respond to audit queries as relevant to the position

field Office Support

- Put together HR information for the field office staff and facilitate the timely completion of time sheets, leave forms and relevant HR data
- Where applicable, receive, disburse and ensure safe custody of cash for field operations
- Enter authorized transactions in the financial system
- Manage CARE South Sudan's assets; Ensure annual physical verification procedure are followed.
- Ensure Property Receipts are maintained, and all the assets are tagged timely and recorded into the Program Site register.
- Monitor any required maintenance, replacement, or disposal of assets in collaboration with the Head of Department.
- Ensure documentation of assets on acquisition, transfer, and disposal is properly completed for approval.
- Ensure compliance to assets management policies and procedures and advise management for replacement of equipment.
- Ensure all staff are aware of procedures and follow them.
- Support assessments and creation of implementation plans for program site Disaster Response needs and assure appropriate use of logistics resources for all activities.
- •Ensure all logistics reports and information as required by the organization are submitted on time.
- Maintaining logistics records and ensure sharing of accurate and regular information with Program teams.
- Key Finance Roles
- Field Vendor Payments & Data Entry: Coordinate and support vendor payments, ensuring completeness, accuracy, and compliance with CARE policies.
- Financial Documentation & Compliance: Verify supporting documents, prevent duplicate payments, and assist staff in correct budget coding.
- Month-End Closing & Reporting: Ensure timely submission of cash counts, adherence to financial controls, and support audits.
- Procurement & Vendor Management: Oversee procurement planning, vendor pre-qualification, bid preparation, and documentation for smooth operations.



- Sub-Office Financial Monitoring: Follow up on voucher uploads, receivables, and payables, ensuring reconciliation and timely approvals in PeopleSoft.
- Digitalization & Data Management: Maintain organized digital and physical financial records for easy retrieval and compliance.
- Capacity Building & Coordination: Support financial training, ensure adherence to donor regulations, and maintain strong collaboration with the country finance team.

Embracing Continuous Learning

- Participates in Performance Management through regular scheduled conversations, feedback, on the job training and mentorship.
- Assesses own skills and strengthens technical capacity by engaging in continuous learning and skills building through CARE Academy or other learning platforms.
- Participates in refresher financial and grant management training programs for staff and may lead on some topics
- Fosters an environment supporting CARE values, equal access to information, promotion based on performance objectives and respect for beneficiaries
- Promotes and upholds the CARE PSHEA policy and procedures.

Required Qualifications

- Undergraduate degree in Business Administration/ Accounts or Finance, BCOM or equivalent is required.
- Minimum of Three (4-7) years of experience in financial management of development projects or at a middle or senior management level in accounting, auditing, and grant management. Experiences with working in a partnership approach and supporting civil society. Highly motivated to maintain a regular dialogue with CARE's partner organizations
- Grants Management Experience with major donors
- Strong ICT and analytical skills to successfully perform financial reviews
- Excellent communication skills (verbal and written)
- Intermediate to Advanced knowledge of Excel
- Strong budgeting skills

Desirable:

- Relevant professional qualifications with at least CPA, CIMA, and ACCA Level stage 2.
- Experience with other forms of qualitative analysis
- Strong training skills to effectively transfer working knowledge of regulations, policies, and procedures through formal or informal training activities.
- Experience in award negotiations, sub-awards management, procurement, managing audits, and dispute resolution.
- Excellent organizational skills, ability to work independently and assess priorities in a variety of activities with attention to detail.
- Skills in teamwork, facilitation, and training. Knowledge of INGO operations and sub-grantee management is an added advantage.
- Experience working on GAC projects highly desirable.

HOW TO APPLY

The position will be based in Bor. This position is **ONLY open to South Sudanese Nationals**. Opening Date **9th April 2025** and Closing date CARE South Sudan receiving application will be **30th April 2025**.



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

NB:

- Applications once received are not returnable
- **Female Candidates are Highly encouraged to Apply**

Attention!!!

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

CARE is an Equal Opportunity Employer, promoting Women and Girls, equity and diversity.

