



# Women Agency for Resilience and Transformation

Hai-Munuki Residential Area, Plot No 5, BK A, Off Bilpam road, Juba-South Sudan Tel: +211921 241 836

E: [info.wartssd@gmail.com](mailto:info.wartssd@gmail.com) W: <https://wart-ssd.org>

## VACANCY ANNOUNCEMENT

**POSITION TITLE:** Finance & Admin Assistant  
**DUTY STATION:** NBeG  
**REPORTING TO:** Finance Officer  
**DURATION:** 6 Months  
**STATUS:** FULL TIME



### COUNTRY PROGRAMME OVERVIEW

**Women Agency for Resilience and Transformation (WART)** is a women-led NNGO non-political, non-profitable organization established in 2017 to serve the needs of vulnerable women and girls in South Sudan.

**WART** is dedicated to building women's resilience to shocks and stressors that impact livelihoods, nutrition, health, and development through empowering and building the capacity of women in South Sudan.

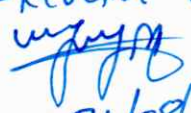
**WART** implements humanitarian assistance projects in GBV, Health, Nutrition, Food security and livelihood, Education and WASH in various parts of the country in South Sudan.

**WART** is currently seeking qualified candidates for the position of *Finance Assistant*.

### PURPOSE OF THE POSITION

**WART** wishes to recruit an experienced Finance Assistant for its Country Programme. Reporting to the Finance officer – South Sudan, the Finance Assistant will be responsible for Collecting, recording (financial) data into systems, analyse, take appropriate actions in case of deviations, prepare the financial reports including HR and/or project related data to the donor and to **WART** according the donor- and **WART** project management-, accounting- and control framework policies and procedures and under guidance and directions of the Project Manager and/or Finance Officer in order to ensure full administrative compliance, data accessibility and accurate insights at any time for the relevant project(s)

### KEY RESPONSIBILITIES

Approved by  
Executive Director  
  
21/08/2024





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- Maintain open and frequent communication with the Finance Manager, concerning all financial issues at the field level
- Ensure colleagues are informed of the required finance procedures, and be available to answer any finance related questions and to provide coaching and guidance as necessary
- Quality Management
- Adhere to all financial internal controls by using and promoting the WART operating procedures, ensuring that all standardized formats are used and guidelines are followed

### Procurement and Logistical Administrative responsibilities

- Obtain competitive quotations for the purchases of Goods and Services, Analyze and present for decision making.
- Liaise with suppliers to ensure prompt and accurate delivery of goods, services and
- Facilitate the purchases of various goods and services as requested equipment.

### Other Delegated Responsibilities

- Maintenance of accurate and timely accounting records for all financial transactions
- Filing and retrieval of accurate supporting documentation for all financial transactions
- Management of cash and, where applicable, bank payments, ensuring the security of all funds
- Any other duties assigned by the Supervisor



### Job Requirements, Skills, and Knowledge for M&E Assistant.

#### REQUIRED QUALIFICATIONS

- Bachelor's Degree in Business Administration, Accounting, Finance or related field.
- Professional accounting papers are an added advantage.
- Minimum of 2 years' experience in accounting preferably with NGO.
- Competences in using computer packages including advanced Microsoft office and excel.
- Proven capacity to plan, organize and prioritize tasks to meet objectives and deadlines.
- Excellent interpersonal and communication skills.
- Trust worthy, committed and hardworking

#### Personal Attributes

- Flexible, team player, calm under pressure
- Excellent Interpersonal and communication skills







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- Accuracy
- Ability to work independently
- Fluency in English, Juba Arabic and local language in the project location.
- Foster good relationships and team spirit with program and operation staff in Ayod and head office

### PSEA

**WART** has a **ZERO TOLARANCE** to Sexual Exploitation and Abuse of Employees and Beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

### HOW TO APPLY

Qualified and interested candidates should send an application letter, CV with at least three referees, and copies of academic documents to [recruitment.wart@gmail.com](mailto:recruitment.wart@gmail.com) and, hand delivered applications should be brought to our office in NBeG no later than 11<sup>th</sup> of September 2024 at 5.00 pm local time.

This is a state position and non-Relocatable only South Sudanese nationals are eligible to apply. The Staff will work under the terms and conditions for this job as discussed and agreed with the selected candidate.

NB: WART retains copies of application papers at the end of the recruitment process and therefore only copies of your academic documents and other testimonials should be submitted. Due to the urgency of the position, applications will be reviewed regularly and the position may be filled before the end of the expiry date of the advert.

Only shortlisted candidates will be contacted

**Women candidates are encouraged to apply.**

