



Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so

Building Brighter Futures for Vulnerable Children

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN

RE-ADVERTISEMENT

World Vision is a Christian relief, development and advocacy organisation dedicated to working with children, families and communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic **Grants Compliance Officer (Man or Woman)** who is willing to share in our vision and promise to Children, to join us as Grants Accountants overseeing the Core Group Polio Partners implementing Bill and Melinda Gates Foundation and USAID funded project.

Job title: Grants Compliance Officer
Reporting to: Grants Manager
Location: Juba
Availability: As soon as possible

Purpose of this position:

The purpose of this position is to ensure effective management of the project grants funded by USAID by ensuring that Core Group Polio Project implementing partners in South Sudan fully comply with donor funding requirements, including financial risk management and mitigation, internal audit management and fiduciary oversight. The incumbent will review partners fiscal and performance activities with regards to grants compliance, track partners grants performance and reports to project management. S/he will work in coordination with the project team to effectively manage and strengthen the capacity of the implementing partners in financial management and grants compliance.

Major Roles and Responsibilities:

Grants financial reporting:

- Ensure all grants/projects reports are discussed with the project team and passed to donors and support offices within the required time schedule.
- Assist the Grant manager in responding to respective queries from our donors, support offices and internal related ones.
- Ensure high quality standards are maintained in our budget development (proposal, grant and matches) in co-ordination with program personnel.



- Ensure proper co-ordination with our Sub-recipients /Sub-grants and our office and built their capacity where need be in assuring office risk is minimized due to non-compliance with donor regulations. Also ensure timely disbursement of funds to sub-recipients and reporting of the same.
- Analyze grant expenses against the approved budgets and advice Finance manager on potential risk of under/overspending through variance analysis
- Assist the Grant Manager in corresponding with WV support offices and management regarding grants and reporting.
- Assist in preparation and response to both internal and external Audits engagement and queries with duty to advice the management on the level of risk exposure
- Keep track on timely monthly submit of all grants reports for all regions to internal and external users/donors.
- Ensure that all grants documents are well maintained updated and file accordingly.

Project cycle Management:

- Project proposal/budget preparation in regard to compliance issues for all prospective sources of funding.
- Take part in the programme and project performance monitoring, evaluation and reporting in accordance to donor requirements.
- Ensure timely submission of project financial reports and follow up on the project closure-out procedures relating to financial aspects.

Financial accounting & management:

- Observe and monitor all internal control issues around grants.
- Be a key player in the issues of grants accounting and management to ensure fully compliance with our internal and donor requirements.
- Together with other finance team members, participate in responding to internal audit queries.
- Supporting financial accountants on their day to day activities.
- Reviewing of payment vouchers and other journals to ensure proper coding and completeness per required financial standards
- Prepare monthly financial & management reports ensuring that all the data reflected is accurate and correct.

Others:

- Build capacity on grants and finance management for Finance Staffs of Core Group Partners.
- Any other duties as may be assigned from time to time by the Grant Finance Manager or Finance & Administration Director.
- Other assignments as required.

Qualifications/Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Bachelor of Commerce (Accounting Option) or any other related degree and/or CPA finalist.
- Must have practical knowledge of Generally Accepted Accounting Principles and a thorough knowledge of financial systems and internal financial controls.
- Professional certifications: CPA is a MUST.
- Must have strong Grants experience especially with major donors such as USAID CIDA, ECHO & Multilateral grants and also experience in managing sub-grants.



- Prior experience with World Vision finance & WV systems is preferred.
- Experience with computerized accounting systems, preferably SUN systems, Ms- Word, and Ms- Excel.
- Required a minimum of 3 years working experience, two with an international NGO.
- Attend and participate/lead in daily devotions and weekly Chapel services.
- The ability to speak Arabic and other local languages is a major advantage.
- Experience working with NGOs will be an added advantage.
- The candidate should be self-motivated and able to work without supervision.
- South Sudanese Nationals only

HOW TO APPLY:

Interested applicants who meets the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts.

Address your application to: The Human Resource Manager, World Vision South Sudan and indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org

Qualified female candidates are strongly encouraged to apply.

Indicate the position you're applying for in the subject line.

Closing date for receiving applications is: 3rd December 2021 at 5:00 PM

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

