


NO.H.3
Approved
by Assistant Inspector


Vacancy announcement

Diakonie Katastrophenhilfe (DKH) South Sudan Office seek to recruit a suitable candidate to fill the Finance and Administrative Assistant. DKH's mission in South Sudan supports victims of natural disasters, wars and expulsions through its financial support to local partner organizations. DKH acts without distinction of race, religion or political affiliation.

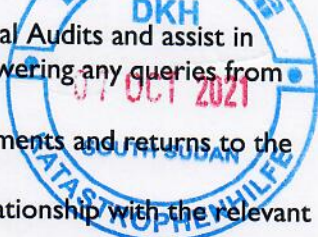
Position: Finance and Administration Assistant- South Sudan
Duty station Juba, South Sudan

Reports to: Finance and Administrative Officer

Tasks of this position (amongst others)

- Assist in preparing Country office annual budgets in consultation with the FAO and Head of Mission.
- Assist the Finance and Administration Officer in ensuring that there are enough funds available in the country to execute the activities, preparing the relevant reports and transactions (cash reconciliations, funds requests).
- Contribute and support the Finance and Administration Officer in preparing monthly operational budget reports and submit to the Regional finance and administrative Manager
- Post daily transactions into the system
- Preparing monthly cash counts for the operational budget
- Authorized bank agent i.e. carrying out all bank transactions on behalf of the organization e.g. cash withdrawal, facilitating transfer of currency from one account to the other, and any other bank correspondences
- To assist the FAO in supervising and supporting the partner on the preparation of budgets, fund requests and follow up the settlements of funds transferred.
- Assist the Finance and Administration Officer to supervise projects budgets follow up, using relevant reports to identify relevant / expected implementation discrepancies.
- Assist the Finance and Administration Officer in verification of hard copies of financial reports from implementing partners to the soft copy report
- Assist the Finance and Administration Officer to support the partners in preparing budgets for new projects and translated into cash flow projections
- Assist the Finance and Administration Officer in overviewing the performance of local partners, ensuring the effective and transparent use of funds.
- To train partners' staff on the detailed financial guidelines and requirements in order to implement activities and execute budgets accordingly.
- To submit financial reports and send the relevant financial supporting documents in accordance with the donors and HQ requirements to South Sudan Program coordinator and the Finance and Admin Officer.
- Manages data entry of the Juba Office.
- Ensure that monthly finance and admin report of Juba office is accurate and sent to the Finance and Administration Officer, Head of Mission
- Maintain the Asset Register & Depreciation Schedule.



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- Assist the Finance and Administration Officer in preparation for Annual Audits and assist in handling the auditors by preparing annual financial statements and answering any queries from them.
 - Assist the Finance and Administration Officer in making statutory payments and returns to the South Sudan government (taxes etc.)
 - To assist the Finance & Administration Officer in managing overall relationship with the relevant authorities.
 - To arrange the needed visas, alien's registrations driving/work permits and ensure the legal status of Diakonie Katastrophenhilfes expatriates in South Sudan is in line with the government requirements.
 - To carry out the overall logistics, purchases, equipment procurement, IT services and maintenance as instructed by the Finance and Admin Officer or HoM.
 - Ensure systematic filing/documentation of office.
 - Manage hotel reservations and accommodation for visitors to South Sudan
 - Ensure that the legal status of the organization is up to date
 - Ensure that all vehicles have valid insurances, logbooks, safety equipment and first AID boxes and are in good condition
 - Ensure that the office cleanness is maintained
 - Manage UNHAS account and book UNHAS flights for office staff and visitors during in-country field visits
 - Process tax clearance certificate timely from the NRA office
 - Process workshop and meeting clearances/approvals from relevant government authorities
 - Prepare invitation letters to DKH staff and other visitors visiting South Sudan
 - Process renewal of operational certificate with RRC
 - Procure project stamps for new projects and distribute to the respective implementing partners.
 - Validate and renew finger prints of staff with relevant government institutions and authorities

Qualification

- Relevant Bachelor degree, in accounting, economics, bookkeeping, business administration or similar qualification.
- Lower academic qualifications can be considered if applicant has at least 3 years' relevant experience in Finance and Administration in South Sudan or the region.
- Minimum three years' experience in implementation of aid projects with an international NGO/agency and in the context of complex crisis or a significantly relevant specialization in aspects of accounting, book keeping, economics or similar field
- Fluent in written and spoken business English is mandatory
- Knowledge of Arabic and/or other South Sudan language is an added advantage
- Knowledge of cash transfer programming including practical experiences in implementation or management of CTP activities is a strong advantage
- Knowledge of regulations of the major international donors is required (UN agencies, CHF, ECHO, USAID, DFID, etc.). Ability to read and understand donor regulations is necessary.
- Knowledge of German bilateral donors (AA, BMZ) and the ACT Alliance is an advantage
- Previous work experience in a hostile environment and certified attendance of a personal security course (HEIST, HEAT, etc.) is an advantage
- Experience in working with partners and in consortia is an advantage



How to apply


Diakonie Katastrophenhilfe is an equal opportunity employer and does not discriminate on any basis. Qualified Female and other minority candidates will be preferred.

If you are interested in applying for this position please submit your CV and motivation letter to recruitment.Ken@diakonie-katastrophenhilfe.org or hand deliver to Diakonie Katastrophenhilfe Office at NCA Compound, Buluk area, Juba, South Sudan, latest by Sunday, 24th October 2021.

Indicating "Finance and Administrative Assistant -FAA" in the subject line.

Only shortlisted candidates will be contacted.



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Vacancy announcement

Diakonie Katastrophenhilfe (DKH) South Sudan Office seek to recruit a suitable candidate to fill the Program Coordinator Position. DKH's mission in South Sudan supports victims of natural disasters, wars and expulsions through its financial support to partner organizations. DKH acts without distinction of race, religion or political affiliation.

Position: Program Coordinator- South Sudan

Duty station. Juba, South Sudan

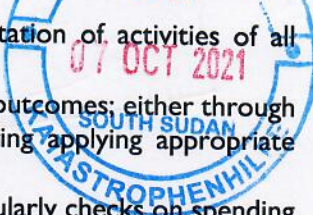
Reports to: Head of Mission



Tasks of this position (amongst others)

- Be the focal point for partners and HQ on project and program related issues and timely identification of challenges and close coordination with HOM for all programmatic matters
- Support the Head of Mission in ensuring successful implementation and quality assurance of all projects and program related activities
- Oversee the preparation and follow-up of time schedules and work plans of project activities to be implemented in coordination with the related program and field personnel
- Participate in cluster and other relevant programme meeting as requested by HoM
- Collaborate with the Admin/Finance Departments in all budget related issues
- Ensure to liaise with Admin/Finance Department for timely fund transfers and financial reporting of projects
- Ensure all project documentation, agreements, important correspondences are properly filed (hard and soft)
- Kick-start new projects through adequate preparation and briefing of all partners and stakeholders, including kick-off workshops.
- Support partner organisations in smooth project implementation and monitor the program activities with regular visits to the field
- Raise attention to any project in case of delays in implementation and spending, unwanted secondary effects (do no harm principle), or any other negative finding
- Identify gaps in the management of the projects and advise partner to improve project performance
- Ensure all projects of all partners are equally and sufficiently monitored against targets and outcomes as per logframe.
- Provide or facilitate training to partners as necessary and as agreed with Head of Mission
- Ensure the coordination with partner organisations for project related correspondences, feedback and support, when needed and organise meetings with and amongst partners as scheduled and necessary
- Coordinate for programmatic monitoring of all phases of project cycles in ongoing Diakonie Katastrophenhilfe projects;
- Provide support and guidance to the Program Monitoring, Evaluation & Reporting officer and partners for quality planning, monitoring and evaluation of projects
- Guide the Program Monitoring, Evaluation & Reporting officer for needs assessment and/or compilation of data necessary for elaboration of project proposals



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- Ensure together with the PME&R close monitoring of the implementation of activities of all projects against agreed work plans.
 - Supervise the PME&R on engaged inputs and assess achieved outputs & outcomes; either through personal field visits to project sites and/or through remote monitoring applying appropriate remote monitoring tools.
 - Ensure all findings are documented in project monitoring briefs, and regularly checks on spending rate against cash flow plan
 - Together with PME&R improve procedures and documentation of direct and remote monitoring practices for the purpose of increasing efficiency, effectiveness, transparency and accountability
 - Oversee the quality of narrative project reports prepared by PME&R officer and partners and ensure timely submission and ensure all reporting tasks of the DKH-South Sudan programme are timely and accurate
 - Supervise and assist partners in monthly, quarterly narrative and financial reporting against targets and indicators and compliant with project timelines and donor regulations
 - Provide timely comprehensive programmatic monthly and quarterly progress reports of ongoing projects based on own findings and reports from partners to the Head of Mission.
 - Prepare comprehensive narrative interim and final donor reports for each project, derived from partner reports.
 - Assist and facilitate final project audits and evaluations/PDMs, including drafting of ToR and review of reports
 - Ensure documentation of lessons learned and propose modifications of approaches and procedures accordingly
 - Oversee the elaboration and ensure quality of project proposals and required documentation packages and reporting, according to respective standards.
 - Assist the HOM in the development of project proposals including proposal writing, budgeting, development of log frames and other support documents, their submission and further follow-up with donors
 - Stay updated on regulations of relevant donors, including modalities of deliveries of humanitarian aid and best humanitarian practices in South Sudan
 - Ensure the correct use of visibility by own staff and by partners and facilitate donor visits to projects
 - Assist the Head of Mission in implementing Diakonie Katastrophenhilfe Strategy, Vision and Mission
 - Enhance networking with and amongst partners in consistency with Diakonie Katastrophenhilfe strategic goals
 - Research and stay updated on the humanitarian situation in South Sudan
 - Assist the HOM to liaise with relevant ministries of the South Sudan Government to facilitate embeddedness of projects in the South Sudan emergency and recovery strategy
 - Assist in the development of other outward documents such as brochures and presentations of programme achievements to stakeholders as requested by the Head of mission
 - Other related tasks as delegated by the Head of mission

Qualification

- Relevant Master/Bachelor degree, with components of program management, political science, sociology, anthropology, humanitarian studies is preferred.
- Lower academic qualifications can be considered if applicant has at least 5 years relevant experience on senior programme management level in South Sudan or the region.



- Minimum 5 years' experience in implementation of multiple humanitarian aid projects with an international NGO/agency and in the context of complex crisis or a significantly relevant specialization in aspects of programme management (e.g. external evaluations, humanitarian methodological approaches, etc.)
- Fluent in written and spoken business English is mandatory
- Knowledge of Arabic and/or other South Sudan language is an added advantage
- Proven good proposal writing and reporting skills in English
- Knowledge of cash transfer programming including practical experiences in implementation or management of CTP activities is a strong advantage
- Broad sector knowledge and practical experience in core sectors such as Food Security and Livelihoods, Protection, Shelter and NFI, WASH, and Education in emergencies
- Good knowledge and experience of the UNOCHA cluster system and the humanitarian pooled fund system is an advantage
- Knowledge of regulations of the major international donors is required (UN agencies, CHF, ECHO, USAID, DFID, etc.). Ability to read and understand unknown donor regulations is necessary.
- Knowledge of German bilateral donors (AA, BMZ) and the ACT Alliance is a strong advantage
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Indicating "Program Coordinator -PC" in the subject line.
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