



**NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANCY ANNOUNCEMENT**

JOB TITLE: Finance Officer
DUTY STATION: Juba
REPORTING TO: Assistant Finance and Administration Coordinator
STARTING DATE: January 2012
SALARY: 2,300 SSP per month

The Norwegian Refugee Council is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2006: our current programmes include Education, Shelter, Food Security and ICLA.

Duties and responsibilities:

- Make sure all financial responsibilities are done according to the NRC Financial handbook and other financial procedures as instructed by NRC South Sudan Finance Department;
- Be responsible for the preparation of vouchers for book-keeping including correct project and account codes;
- Ensure that all payment vouchers are properly documented, authorized and certified and control that supporting documentation of all financial transactions are valid;
- Operate own cash box for expenditures related to all activities at NRC Country Office, Juba;
- Ensure that all outstanding advances are settled on a regular basis as requested
- Assist the support staff in the preparation of voucher and financial reports;
- Conduct daily cash count and submit weekly and monthly reports to Assistant Finance Admin Coordinator;
- Ensure that financial documentation such as contracts, project budgets, financial reports and vouchers are filed in accordance with NRC guidelines, donor requirements and national requirements;
- Ensure the proper use of NRC property;
- Work in close collaboration with programs, admin and logistics departments;
- Any other duties, responsibilities and tasks relating to finance, project and humanitarian work that may be assigned by the supervisor when required.

Qualifications/ Experience / Skills / Personal Qualities

- All employees of the Norwegian Refugee Council should adhere to our Code of Conduct and the four organizational values: dedicated, innovative, inclusive and accountable
- University Degree in Administration or completed secondary school with significant working experience in the field of finance
- A minimum of 3 years experience working for a NGO in a similar role
- Fluent in oral and written English; any other local languages and written Arabic an asset
- Excellent knowledge of common Microsoft Windows and Office applications and strong IT skills
- Must be highly reliable, mature, and able to work independently as well as in a team
- Flexible, well organised, thorough, creative and co-operative, with excellent attention to detail
- Valid driving motorcycle licence and national Sudanese identity document are a requirement

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why you would like to work for NRC, and why you believe you are the best candidate for this position.
- DO NOT SUBMIT ORIGINAL CERTIFICATES! Submitted application documents will NOT be returned.
- Applications must be submitted by **Tuesday 10th January 2012** to any of the NRC offices in Juba, Aweil or Alek, in an envelope clearly marked 'Application: Finance Officer: Juba' or by email to hrofficer@sudan.nrc.no. Only short-listed candidates will be contacted, preferably by e-mail, or by phone if necessary. NRC won't provide transport facility or allowance to selected candidates for interview.

THE POSITION IS OPEN FOR SOUTH SUDANESE NATIONALS ONLY - WOMEN ARE STRONGLY ENCOURAGED TO APPLY