



South Sudan Nature Conservation Organization

SSNCO

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To: H.3
Approved by
Inspector
18 Sep 2020



VACANCY ANNOUNCEMENT

Job Title	Project Admin/Finance Assistant
Job Location	Juba based
Reporting to	Project Manager
Opening date	18/September/2020
Closing date	07/October/2020

BACKGROUND:

South Sudan Nature Conservation (SSNCO), a founding member of the Horn of Africa Regional Environment Centre and Network (HoA-REC&N) is implementing the Horn of Africa Environmental Sustainability and Resilience project (HoA-ESR) in South Sudan on the Badingilo-Boma and Loelle-Kidepo landscapes funded by Swedish International Development Agency (SIDA). The organization seeks to recruit a highly qualified national to successfully; plan, execute, control and manage the HoA-ESR project in its target locations.

The project is designed to strengthen the biodiversity portfolio and will be implemented across trans-boundary ecosystems and biodiversity hotspots in the selected countries in the Horn of Africa Region. It aims at supporting the countries in their commitments to reducing pressures on biodiversity loss and environmental degradation by promoting research to inform better policy formulation and sustainable land management practices and support restoration of the quality of ecosystem services.

DUTIES AND RESPONSIBILITIES:

- Scrutinize all invoices/documents submitted for payment, and other financial transactions, and verify that they are adequate and relevant before submitting for approval
- Keep records of financial documentation pertaining to the project
- Assist in logistical and procurement of supply materials
- Participate in the report writing, budget preparation and execution
- To manage the financial system and procedures necessary for internal controls and audit requirements
- File taxes in accordance with the law
- Facilitate the timely processing of travel documents for field work.
- Coordinate meetings, submit minutes and follow up on actions points



- Facilitate the process of obtaining permits, travel documents, visas, alien certificates for staff and consultants
- Supervise support staff and replenish office supplies as and when required
- Attend to any other duties as directed by the project manager.

REQUIREMENT, QUALIFICATIONS AND KEY COMPETENCIES:

- University degree in management science, administration, accounting and any other related field
- Minimum of 3 years work experience in project planning and execution
- Experience working with NGOs, INGOs and UN agencies
- Ability to work under pressure with minimal or no supervision
- Proven experience in managing a donor funded project
- Knowledge and experience in using accounting softwares is an advantage

Interested candidates who meet the above conditions should forward their CVs and covering letters which should include contact details of at least three referees.

The position is needed urgently and is open for **SOUTH SUDANESE ONLY**; women are highly encouraged to apply.

Please send applications with copies of documents to the following address below:

South Sudan Nature Conservation Organisation (SSNCO)

P.O.Box Private Bag, Hai Neem, Women Union Compound
Juba, South Sudan

Email: ssncofocalpoint@yahoo.com

