**Senior Tax Administration Advisor**

**South Sudan**

Crown Agents USA, Inc. (CA-USA) is seeking a Senior Tax Administration Advisor for a $90-$95 million dollar USAID-funded program located in Juba, Southern Sudan. The program will provide technical assistance to the Government of South Sudan (GoSS) through the adoption and implementation of sound economic policies, laws, and improved public financial management.

**Project Background**

The project will focus on fiscal affairs including budgeting, tax, procurement, monetary policy, central bank operations, oil management, and management of investment policies. The GoSS institutions to be supported will be the Ministry of Finance and Economic Planning (MOFEP), the Bank of Southern Sudan (BoSS), the Ministry of Energy and Minerals, amongst other key government institutions and agencies. Capacity-building will be an important feature throughout this new activity.

**Responsibilities**

* Assist MoFEP in developing tax policies, regulations, and administrative controls
* Assess tax administration program performance and design legislation to align with international best practices
* Assess tax administration data and develop reports to inform policy development and program adjustments
* Develop manuals, curricula, and training programs to improve performance and standardize revenue authority functions

**Gender Specialist**

**South Sudan**

Crown Agents USA, Inc. (CA-USA) is actively seeking a **Gender Specialist** for a USAID-funded program located in Juba, South Sudan. The program will provide technical assistance to the Government of South Sudan (GoSS) through the adoption and implementation of sound economic policies, laws, and improved public financial management.

**Responsibilities**

The gender specialist will be responsible for developing and performing a gender assessment in South Sudan, working in close collaboration with the MOFEP, BoSS, MOEM and other GoSS government institutions and agencies. The specialist will gather and analyze information regarding the current gender conditions in South Sudan and subsequently identify opportunities and develop an implementation strategy to improve equal access to economic and political opportunities. This position reports to the Chief of Party and is based in Juba, South Sudan.

**Specific Responsibilities**

Duties will include assisting the MOFEP with the following:

* Develop and conduct a survey of current gender conditions relating to the MOFEP, BoSS and MOEM and draft a report of the findings
* Assess results of survey and provide feedback and recommendations to provide opportunities more equitably, ensuring that gender is appropriately integrated into the various agencies
* Develop a plan to ensure strengthening of gender equity and provide training and technical assistance in implementation to increase organizational capacity and policy awareness
* Ensure long term sustainability by incorporating gender analysis into design and implementation of future projects of MOEM, MOFEP, and BoSS and offering training

**Director of Finance & Administration**

**South Sudan**

Crown Agents USA, Inc. (CA-USA) is seeking a **Director of Finance and Administration** for a USAID-funded program located in Juba, South Sudan. The program will provide technical assistance to the Government of South Sudan (GOSS) for the adoption and implementation of sound economic policies, regulations, improved public financial management, and the transparent and efficient management of petroleum resources.

**Roles & Responsibilities**

The Director of Finance and Administration will lead and be responsible for the day to day operations of the Finance and Administration Department, ensuring that transparent procedures are followed for all expenditures and that adequate financial data and accurate reports are provided to support decision-making. This position reports to the Chief of Party and is based in Juba, South Sudan.

The successful candidate will have proven skills and experience in training and capacity building through mentorship, team-building and collaboration. Additionally, the candidate must have a proven track record in working effectively with and preferably leading multidisciplinary, multinational teams through excellent written and verbal communication, delegation, leadership, interpersonal and team -working skills.

**Specific Responsibilities**

* Ensuring the smooth operation of technical efforts and field activities by providing accounting, management and logistical support to facilitate the implementation of project activities.
* Conduct administrative, contractual operations and financial management systems according to USAID established regulations, standard operating procedures and good business practice.
* Establish and maintain transparent financial systems of the highest integrity.
* Evaluate the financial impact of management decisions, ensuring that USAID receives value for money and that all financial transactions undertaken are in line with USAID established guidelines.
* Design and prepare routine (Monthly, Quarterly, Annual) financial reports for the management team.
* Identify and implement interventions that promote efficient utilization of available resources.
* Ensure that financial management systems are well maintained and remain up-to-date.
* Supervise administrative staff and provide management support to the technical team.
* Put in place systems for proper management of office assets.

**Senior Advisor, Capacity Building**

**South Sudan**

Crown Agents USA, Inc. (CA-USA) is actively seeking a **Senior Advisor, Capacity Building** for a USAID-funded program located in Juba, South Sudan. The program will provide technical assistance to the Government of South Sudan (GoSS) through the adoption and implementation of sound economic policies, laws, and improved public financial management.

**Responsibilities**

The Senior Advisor, Capacity Building will take lead responsibility for the design and implementation of capacity building activities throughout the project, working in close collaboration with the MOFEP, BoSS, MOEM and other GoSS government institutions and agencies. The Capacity Building Advisor will contribute to project reporting, identification of new opportunities as well as training and supervision of counterparts and other stakeholders. This position reports to the Chief of Party and is based in Juba, South Sudan.

**Specific Responsibilities**

Duties will include assisting the MOFEP with the following:

* Assessing existing Human Resource assets and determining capacity development needs.
* Designing, implementing and monitoring of a capacity building framework based on best practices, taking into account social and cultural context. This will include:

1. Developing and coordinating training activities for all components of the project;
2. Developing implementation tools as necessary;
3. Producing guidelines to support training and capacity development;
4. Clarifying roles for stakeholders;
5. Briefing and training new advisors and nationals to ensure effective transfer of skill set and knowledge base;
6. Coaching and mentoring the National Capacity Building Team and other members of the MOFEP, BoSS, and MOEM to support their professional development.

* Developing and managing a centrally organized knowledge system to promote understanding, dissemination, and use of capacity building best practices. This will include:

1. Developing criteria for data collection, revision and organization;
2. Working in consort with the M&E Advisor, monitoring and evaluating training effectiveness and impact.

**Banking Advisor**

**South Sudan**

Crown Agents USA, Inc. (CA-USA) is seeking a Banking Advisor for a USAID-funded program located in Juba, South Sudan. The program will strengthen core economic governance institutions in South Sudan through the adoption and implementation of sound economic policies, laws, and improved public financial management.

**Roles & Responsibilities**

The Banking Advisor, working closely with BSS officials, will lead a team of experts to help the BSS monitor and regulate South Sudan's macroeconomic, financial and foreign exchange regimes as well as improve the BSS's functioning as a supervisory institution for the financial sector. This position reports to the Chief of Party, and is based in Juba, South Sudan.

**Specific responsibilities include assisting the BSS with the following:**

* Oversee provision of legal and policy advice for appropriate independence of the BSS
* Manage recommendations on reorganizing BSS to become a fully functioning central bank
* Strengthen Bank Operations, including capacity building for staff
* Establish a BSS training unit and develop annual training plans
* Develop capacity of the Research Unit
* Establish dedicated debt unit in MoFEP and BSS
* Enhance the capacity to undertake monetary policy

**Senior Advisor, Public Financial Management**

**South Sudan**

Crown Agents USA, Inc. (CA-USA) is seeking a Senior Advisor, Public Financial Management for a USAID-funded program located in Juba, Southern Sudan. The program will provide technical assistance to the Government of South Sudan (GoSS) through the adoption and implementation of sound economic policies, laws, and improved public financial management.

**Responsibilities**

The Senior Advisor, Public Financial Management will be responsible for leading a team of public financial management experts dedicated to building the capacity of the MOFEP of the GoSS. The Senior Advisor, Public Financial Management will be responsible for working with counterparts at the MOFEP, donors and other implementers to ensure that budget execution and accountability mechanisms are in place and working at the GoSS and state levels. This includes a system for the collection of non-oil revenue and taxes and a procurement system at both GoSS and state levels. This position reports to the Chief of Party and is based in Juba, South Sudan.

**Specific responsibilities include assisting the MOFEP with the following**:

* Implement the financial management information system (FMIS) at GoSS ministries and state-level
* Put in place a commitment-control and contract management system
* Pass an annual appropriation act at state level
* Approve relevant legal framework and put regulations in place
* Ensure that procurement agent is in place
* Deliver procurement training for core staff
* Establish implementing regulations / technical manuals
* Sourcing of non-oil private revenues
* Harmonize tax framework at GoSS and state-levels
* Support implementation of new taxation system
* Deliver tax framework training to core staff

**Senior Advisor, Petroleum Policy & Management**

**South Sudan**

Crown Agents USA, Inc. (CA-USA) is seeking a Senior Advisor, Petroleum Policy & Management for a USAID-funded program located in Juba, South Sudan. The program will provide technical assistance to the Government of South Sudan (GoSS) for the adoption and implementation of sound economic policies, regulations, improved public financial management, and the transparent and efficient management of petroleum resources.

**Roles & Responsibilities**

The Senior Advisor, Petroleum Policy & Management will lead and manage a team of advisors providing support to the Government of South Sudan (GoSS), specifically to the Ministry of Energy and Minerals and the Nile Petroleum Corporation (Nilepet). The Senior Advisor will act as a lead advisor in the petroleum sector, with current knowledge of industry best practices and mentorship capability, in order to build GoSS's petroleum management capacity. This position reports to the Chief of Party and is based in Juba, South Sudan.

The successful candidate will have proven skills and experience in training and capacity building through mentorship, team-building and collaboration. Additionally, the candidate must have a proven track record in working effectively with and leading multidisciplinary, multinational teams through excellent written and verbal communication, delegation, leadership, interpersonal and team -working skills. Advanced knowledge of Microsoft Office Suite is required. Fluency in written and spoken English is required. Experience in Africa or post-conflict environments is preferred.

**Specific Responsibilities**

Duties will include assisting the GoSS to:

* Develop a solid legal, regulatory, and fiscal framework to govern the petroleum sector.
* Establish effective systems and infrastructure to track and monitor resource and revenue flows from upstream and downstream petroleum activities.
* Market and optimize the value of crude oil and oil products from South Sudan, including developing market databases and analysis.
* Ensure effective management of environmental aspects of petroleum sector development through intensive mentorship/capacity building and oversight.
* Develop and implement a capacity building plan/framework relating to petroleum sector activities within the GOSS.
* Lead a team of advisors/consultants at qualification levels to be determined by the project.