



VACANCY ANNOUNCEMENT

Upper Nile Operations Officer

Job Title: Upper Nile/Unity State Operations Officer

Location: Renk, Upper Nile

Duration: One year fixed-term contract, with the possibility of extension, subject to three month probationary period

Reporting to: Logistics Manager – Juba

Staff Responsibility: Driver and Cleaner

Working Hours: Official working hours in South Sudan are Monday to Friday 8am to 5pm however, this is a professional role that requires flexibility, commitment and willingness and ability to work longer hours when necessary.

Overview:

The Upper Nile Operations Officer will be responsible for the overall financial management, HR, IT, logistics management and security coordination for Concordis' Upper Nile Liaison Office. She/he will also contribute improvement and development of Concordis International strategies, policies and practices.

Key areas of responsibility:

List key areas of responsibility and tasks

- Oversee all financial management, procurement, logistical arrangements and basic administration of the Liaison Office
- Manage the Liaison Office budget in coordination with Liaison Officer and Logistics Manager in Juba and monitoring of cash and expenses
- Responsible of for reporting of all expenses, disbursement of cash and checks for programming and reimbursements for staff in Liaison Office
- Develop and manage the Liaison Office annual budget
- Oversee monthly, quarterly assessment and forecast of financial performance against budget in coordination with Logistics Manager in Juba
- Managing day to day processing of accounts receivable and payable using Concordis International financial accounting system and finance policy
- Develop, maintain and monitor all the Liaison Office grants, accounting system and procedures and recording all transactions from Juba
- Represent the Liaison Office and coordinate in all issues related to finance and logistics locally and at national level
- Work closely with local partners and building capacity in finance and logistics
- Obtaining all necessary permits required by the state to allow Concordis to operate
- Management of all Logistics including procurement, asset register and transportation
- Contribute to security management and coordination
- Perform other duties as assigned

Required attributes and experience:

Essential

- South Sudanese national
- University degree in administration, finance, accounting or related field
- At least two years professional experience with INGOs in finance
- At least two years professional experience in operations (logistic, HR, liaison with government)
- Experience with accounting software packages
- Good computer skills (Microsoft Office, particularly Excel)
- Fluency in English
- Commitment to Concordis' mission, principles, values (available at http://www.concordis-international.org/files/pdfs/Concordis_Mission-Principles-Values.pdf)
- Personal efficiency, resourcefulness, organising ability and flexibility

Desirable

- Fluency in local languages
- Knowledge of local context
- Established relationships with local government officials, businesses and community groups

Women are highly encouraged to apply for this position.

Application process:

Interested candidates should submit an application, including the following:

1. a letter of application, addressed to Mr Michael Lado Allah Jabu, Logistics Manager, explaining their interest and suitability for the position
2. CV or Resume
3. the names and contact details of two professional references.

Applications may be submitted in hard (delivered to Concordis' Renk office or Country Office at Juba Raha Compound in Juba) or soft copy (emailed to concordis.vacancy@gmail.com).

The deadline for applications is **31 January 2012**. Applications submitted after this date will not be considered. Only shortlisted candidates will be contacted.