

# Finance Manager – South Sudan – USAID South Sudan Youth Empowerment Activity

**Position Location:** Juba – South Sudan

**Project Name:** USAID South Sudan Youth Empowerment Activity

**Anticipated Start Date:** ASAP



## EDUCATION DEVELOPMENT CENTER (EDC)

**Education Development Center (EDC)** is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and under-served populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

### EDC is committed to equity, diversity, and inclusion in the workplace.

We are looking for candidates who share EDC's commitment and understand the importance of cultural responsiveness in today's context.

### Project Description

The USAID Youth for Empowerment Activity will reach 25,000 South Sudanese youth in 13 counties across five states (Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) over a four-year period. This community-based intervention will establish a vibrant Youth Corps and support local organizations enhance youth-friendly service offerings. The USAID Youth Empowerment Activity will tailor its intervention to meet the realities of each implementation area and to best support a diverse group of youth with varied capacities and aspirations to reach their full potential.

### Position Description

The Finance Manager role with proven ability to understand and apply a highly technical body of knowledge and applicable laws, including supervising a major area. Must be able to perform difficult duties with a minimum of supervision. Responsible for managing very complex and high-level processes and providing input on strategic initiatives. This position reports to the Director of Finance

- Support the COP and the Director of Finance in managing the activity.
- Generate programmatic and financial reports.
- Support the Director of Finance in overseeing sub-contracts or sub-grants with implementing partners.
- Ensure training, supervision and coordination among short and long-term consultants for program interventions.



- Establish and maintain sound and transparent accounting and fiscal control procedures; be able to detect and swiftly deal with any issues of fraud and/or corruption.
- Ensure compliance of financial systems with EDC policies and procedures, USAID rules and regulations, and local laws.
- Develop, analyze and monitor program budgets in collaboration with leadership team and EDC HQ staff.
- Monitor and track wire transfer requests and expenditures against budgets and support budget realignments as needed.
- Liaise between EDC headquarters and the field office on financial matters.
- Regularly analyze and forecast project expenses.
- Support the Director of Finance in monitoring sub-award implementation and management for the full cycle of sub-awards, in coordination with other staff in the field and HQ.
- Advise senior leadership on financial matters.
- Support preparation of annual and quarterly financial and accrual reports for donors.
- Contribute to the development of high-quality work plans, quarterly and annual reports, financial reports, and any other reports required by USAID.
- Liaise with internal and external auditors in the review of project financial management.
- Supervise and train other project-based finance staff.
- Support finance-based capacity development of local partners/government agencies as needed by the program.
- Collaborate with the Director of Finance to ensure accurate financial forecasting and budgeting across all project activities.
- Coordinate the preparation and submission of financial reports to headquarters, ensuring accuracy and timeliness.
- Ensure proper documentation and filing of all financial records, maintaining an organized and transparent audit trail.
- Manage and mitigate risk through monitoring national and regional issues that may impact staff and programming and ensure all staff understand and adhere to EDC staff safety and security policies and plans.
- And other duties, as assigned.

The candidate for the position of Finance Manager shall have at a minimum the following qualifications:

### **Education:**

A master's degree is required.

### **Skills and Experience:**

- A minimum of 7 to 8 years of progressively responsible and directly relevant experience required.
- Or a bachelor's degree with a minimum of 9 to 10 years of relevant professional experience.
- Extensive knowledge and financial management experience with USAID funded-programs;



- Proven understanding of financial management and accounting principles.
- Experience working with computers, especially MS Word and MS Excel.
- Proficiency with QuickBooks accounting system or similar software required
- Demonstrable initiative, creativity, and flexibility.
- Ability to work independently and effectively in groups.
- Strong interpersonal & organizational skills.

**Language:**

Fluency in English is required. Working knowledge of Juba Arabic and local dialect is essential.

**Application Instructions:**

**Job closing date: date: 19<sup>th</sup> Nov 2024**

To apply, Applicants are encouraged to visit the [Careers Page](#) at:  
<https://go.edc.org/SouthSudanJobs>

Only if technical difficulties occur, applicants may send their resumes to:  
[usaidyearecruitment@edc.org](mailto:usaidyearecruitment@edc.org), listing “**Job Title-Finance Manager**” in the Subject Line.

Emails submitted without a resume and/or Job Code in the Subject Line will not be reviewed.

Or hand delivery applications, enclosed in an envelope to **Afex Security Reception** to the attention of Chief of Party, Education Development Center, (EDC), USAID Youth Empowerment Activity. Indicate on the envelope the position applied for.

Due to the urgency of this position, Applications will be reviewed on a rolling basis  
Only shortlisted finalists will be notified. No phone calls, please.

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*EDC is committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women, minorities, and individuals with disabilities are encouraged to apply.*

