



VACANCY ANNOUNCEMENT

Job Title: Finance and HR Officer
Location: Juba, South Sudan
Status: Full-time

About Internews

Internews Network is an international media development organization based in Arcata, CA, and Washington, DC, whose mission is to empower local media worldwide to give people the news and information they need, the ability to connect, and the means to make their voices heard. Internews has been working in South Sudan since 2006, establishing community radio stations across the country and training South Sudanese journalists to operate them. We also implement other activities across the sector, including actively working to meet the critical information needs of South Sudanese communities.

Project Summary

Internews is implementing the "Voices on the Move" Project in Jamjang, Maban and Renk project funded by the Department of State's Bureau for Population, Refugees, and Migration (PRM). The project is focused on establishing safe, accessible, and live-saving information services that mitigate protection and health risks and optimize the effectiveness and efficiency of humanitarian response services for refugees, returnees and host community.

Position Summary

The Finance and HR Officer is responsible for managing the daily operations of finance and HR processes, ensuring compliance with Internews policies, maintaining internal controls, and supporting audit processes. This role includes financial planning, cash management, vendor payments, payroll processing, recruitment, and maintaining HR records.

Essential Duties and Responsibilities

Finance Responsibilities:

- Ensure accurate, reliable, and timely accounting according to Internews standards and donor regulations.
- Manage cash flow, including bank accounts, cash books, and monthly reconciliations.
- Oversee financial planning, analysis, and cash forecasting, ensuring all expenditures are planned and tracked.
- Preparation of monthly month end reports as well as ensuring that the office has adequate funds for activities implementation through processing of monthly Wire Transfer Requests.
- Handle all vendor payments, ensure proper documentation, and manage payroll, including taxes and salary adjustments.
- Manage all taxes, – PIT, rental tax, tax clearance certificate. – Ensuring that all taxes are paid in time, all certificates are up-to date
- Process all Expense reimbursement forms (ERF) for all staff; ensuring that there are supporting documents, approvals and the expenses are as per the Internews policy.
- Coordinate with logistics to ensure procurement procedures are followed and all related documents are correctly filed.
- Ensure that all procurement documents are validated, correct, value for money as well as ensuring that procurement procedures are followed.
- Responsible for assuring that all documents related to suppliers, service providers, and any contractor (invoices, contracts, agreements, etc) are properly collected and filed.
- Serve as the point of contact for field office financial transactions and reviews.
- Support internal and external audits, prepare monthly financial reports, and maintain financial records.





HR Responsibilities:

- Assist in developing and reviewing HR policies compliant with Internews standards and South Sudan labor laws.
- Manage recruitment processes, including advertisements, interviews, and staff induction.
- Maintain HR records, including personnel files, leave tracking, and staffing lists, ensuring confidentiality and accuracy.
- Provide support on employee relations, grievance management, and performance evaluations.
- Build the capacity of HR teams in field offices and ensure staff adherence to Internews policies.
- Process payroll, ensure timesheets are collected, and manage leave accruals.
- Assist management in recruiting, training, and terminating staff as per grant provisions.
- Any other duty as assigned.

Essential Skills and Experience

- Relevant degree in Accounting or Business Management.
- Minimum 3 years of experience in a similar position within an NGO.
- Proficient in Excel, ERP systems, and Microsoft Office suite.
- Strong English language skills, both written and oral.
- Excellent interpersonal and organizational skills with the ability to work effectively under pressure.
- Strong leadership, communication, and team coordination skills.
- Sensitivity to cross-cultural dynamics and experience in supervising staff.
- Self-reliant, resourceful, meticulous, with a good sense of humor and flexibility.
- South Sudanese nationality required.

How to apply

- 1) Email your application to SS-Recruitment-mbx@internews.org.
- 2) Include an attachment of your resume / CV and cover letter with three professional references
- 3) Indicate on the email subject the position you are applying for "Finance and HR Officer"

Note:

- That, only shortlisted candidates will be contacted for interview.
- That, the closing date for receiving applications for this position is 25th September 2024 at 5:00 pm Juba time
- That, applications received later than this date will not be considered.
- That, due to the number of applications we receive, only shortlisted candidates will be conducted.
- That, this position is open to South Sudanese nationals only.
- Please note that this position needs to be filled rapidly. Applications will be reviewed on a rolling basis.

