



United Nations World Food Programme – South Sudan
The Food Aid Organization of the United Nations System
VACANCY ANNOUNCEMENT: 2016-S029
INTERNAL/EXTERNAL

The Office of the United Nations World Food Programme, South Sudan is currently seeking qualified candidates for the following posts;

Job Title:	Finance Associate(1 position)
Duty Station:	Aweil
Section/Unit:	Finance
Contract Type/Grade:	Service Contract SC 6(GS 6 equivalent)
Post Duration:	12 months
Issue Date:	24th June 2016
Closing Date:	8th July 2016
Applications Details:	<p>This vacancy is open for qualified South Sudanese Nationals ONLY. <i>Applications from qualified female candidates are encouraged.</i></p> <p>Interested candidates should submit their signed application by e-mail to: vacancyjuba@wfp.org or, personally deliver applications to UNWFP, Juba/South Sudan in Jebel Kujur (near Rock City) OR submit to the nearest WFP office in their respective location.</p> <p>All application letters should be addressed to: The Head of Human Resources UNWFP, Juba/South Sudan Jebel Kujur (near Rock City)</p> <p>Please clearly indicate the Job Title and the Vacancy Number you are applying for on the envelope. Unmarked envelope will not be considered.</p> <p>Your application will not be considered if the following is not enclosed in the envelope; photocopies not originals of South Sudanese Nationality Certificate, academic qualifications, a signed Personal History Form (P11) and CV.</p> <p>To download the Personal History Forms (P11) please follow the link http://tinyurl.com/wfp-p11</p> <p><i>Only short listed candidates will be contacted for interviews.</i></p>

Terms of Reference

Under the direct supervision of the Head of sub-office and the technical supervision of the Head of Finance Unit in Juba or his or her designate, the Finance Associate will be responsible for the following duties and responsibilities:

- Provide the procedural and technical support to staff within the areas of finance and budget, to ensure compliance with WFP financial policies, rules and regulations.
- Support the development and implementation of financial policies and procedures, and assist in setup and implementation of proper accounting procedures, systems and internal controls.
- Monitor the daily cash position in order to optimize the use of surplus cash and maximize returns on investment through the liquidity portfolio.
- Monitor the centralized registry system in order to process all payments to internal staff and invoices to external suppliers in a timely manner and in accordance with WFP standards.
- Contribute to the preparation, implementation and monitoring of budgets, monitor expenditure and budget forecasts, to ensure that relevant future funding requirements are met.
- Co-ordinate with other teams in order to ensure that all financial and administrative services are being performed efficiently and in line with the needs of the wider team.
- Monitor account balances and process financial transactions in an accurate and timely manner, to avoid the occurrence of an overdraft.
- Monitor and analyze general ledger accounts in order to initiate and achieve corrective actions.
- Compile data from the WFP database and systems in order to assist in generating and analyzing financial reports on a monthly basis.
- Allocate tasks to other support staff, provide guidance and on-the-job training in management of financial resources (e.g. managing the petty cash/sub-imprest account, review and analyze vendor and balance sheet accounts, etc.), to ensure services are delivered consistently and to the required standards.
- Remain on stand-by and follow standard emergency preparedness practices in order to meet immediate emergency requirements for further service on the job and in the field.

Minimum qualifications required:

Education: Completion of secondary school education. A post-secondary certificate in the related functional area.

Experience: Has experience assessing financial health and stability of Cash and Voucher (C&V) projects and other programming initiatives to verify compliance with integrity local laws. Has experience working with auditors and other third party vendors.

Desired Knowledge and skills: Internal controls & Compliance ,demonstrates basic knowledge of internal controls, risk management and monitoring mechanisms, and their applicability to WFP's critical activities, programme budgeting ,analysis & reporting .Demonstrates participation in business planning efforts by developing basic project level budgets and forecasts, incorporating information from various sources as appropriate to monitor key performance indicators(KPIs) ;resource management ,and demonstrates ability to track and compile reports on Headquarter (HQ) and field staffing and resource usage on a project-level basis.

Language: Fluency in both oral and written English, Arabic and one of the local languages spoken in the operation area.