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VACANCY ANNOUNCEMENT

Jop Title: Accountant

Duty Station: Juba

Staring date: 1st October 2014

Background to ONAD

Organization for Nonviolence and Development (ONAD) is a voluntary non-profit making organization. It was initiated in 1994 by South Sudanese Students in internally displaced context. ONAD is legally registered entity with both the Ministry of Justice and Relief and Rehabilitation Commission (RRC), Republic of South Sudan. The organization operates in five States on; Nonviolence and Peacebuilding, Governance and Civic Education, Community Empowerment and Gender and Institutional Capacity building.

ONAD is seeking a full-time Accountant. This is a full-time position for one year contract subject to renewal annually based on employee's performance.

Specific duties and responsibilities

- Keep an upto-date and accurate records of all daily financial transactions
- Uphold good standards of projects budget control, monitoring and timely reporting to ensure that organization's resources achieve desired impact, and funding flow is maintained.
- Ensure that all payments and payment vouchers are authorized, properly documented and in line with financial policy and procedures and posted under specific project.
- Ensure that project agreements, budgets, financial reports and documentations are filed and reported on timely manner and in accordance to donor and ONAD requirements.
- Prepare and provide substantive input in the preparation of project budgets and monthly cast forecast.
- Support the Logistics Officer in verifying and sorting quotations and claims related to auto-mobile maintenance.
- Assist the Financial Officer in bank reconciliation and preparations of all financial reports
- Performs other duties and responsibilities related to finance, administration and programs as may be assigned by the supervisor.

Qualifications and Competencies required

Essential

- Atleast three years experience of working with non-governmental organizations and other similar Institutions.
- Education: A minimum of University **Diploma or Degree** in accounting or business administration from a recognized High Institution of learning.
- Demonstrated ability to write concise analytical financial reports (in English) with ability to guide and develop project budgets.
- Computer knowledge with skills to use internet, Excel spreadsheet, word..etc.
- Demonstrate initiative, perseverance and ability to work with less supervision.

Desirable

Experience and skills in using Accounting Cost controlled **QuickBooks** and ability to drive will be an added advantage

Application procedures: All interested candidates should submit their application together with their CVs and photocopies of the documents of eligibility (plse, do not submit original documents) in a closed envelope addressed to the Executive Director ONAD through the Administrative Secretary. ONAD office is located at Kololo Road off US Embassy Street, block 4 Juba Nabari/Tongping West of Turkish Embassy. Telephone: +211 921352592. The deadline: **19th September, 2014** and **not later than 5:00 PM**. Those who wish to submit online can send their application to: onadjuba2011@gmail.com. Note that only the short listed candidates will be asked to attend the interview. The successful candidate will be asked to provide original documents for processing the appointment. This position is open for South Sudanese nationals only.