



SOLIDARITY WITH SOUTH SUDAN

SUDAN CATHOLIC BISHOPS' CONFERENCE SECRETARIAT

P.O. Box 144 Juba Tel: +211 919 790 672

E-mail: sssjuba@gmail.com Website: www.solidarityssudan.org

Community Bursar/Purchaser **Job Description (06.March.2020)**

This position is accountable to the Executive Director. This position is located in Juba, South Sudan.

The job duties/responsibilities of the Community Bursar/Purchaser include:

1. Manage the Community Accounts in South Sudan Pounds.
2. Manage the cash payments on the Juba Solidarity Expense Accounts in both US Dollars and South Sudan Pounds.
3. Work with the Financial Consultant to ensure acceptable accounting principles are applied.
4. Make payments for all contract work done in the house.
5. Identify needs within the house and make purchases as necessary.
6. Ensure quick and effective repair and maintenance of facilities in the house.
7. Ensure adequate supplies of food and drink in the house for guests.
8. Maintain a data base of all guests who stay at the house.
9. Keep an accurate account of all capital items of the Juba House.
10. Supervise the daily work of the house in cooperation with the Hospitality Officer.
11. Supervise the work of the Cook and assist in planning the meals as needed.
12. Create a data base of all Juba House Solidarity Employees and their relevant data.
13. Attend Solidarity and other staff meetings as appropriate.
14. Any other duties so assigned based upon need.

Requirements:

The person will be fluent in English. Any ethnic languages will be a plus.

This person will have some experience in Accounting, Management, and Administration.

The position requires a knowledge of MicroSoft Word and Excel..

Status of Solidarity with South Sudan

Solidarity with South Sudan is a faith-based charitable organization which operates under the provisions of the South Sudan Catholic Bishops Conference. The organization adheres to all Government of South Sudan laws and restrictions.

The Mission of Solidarity with South Sudan

Solidarity with South Sudan aims to create self-sustainable teacher training, health and pastoral institutions and programs that will help to empower South Sudanese people to build a just and peaceful society. Solidarity is a collaborative commitment of religious institutes of men and women, members of the Unions of Superiors General and the Church in South Sudan working in partnership with the Sudan Catholic Bishop's Conference.

Inquiries and applications to: The Executive Director, SSS, email sssjuba@gmail.com