



Liberté
Créativité
Diversité

FICHE DE POSTE

INSTITUT FRANÇAIS REGIONAL DU SOUDAN

IDENTIFICATION DU POSTE	
<i>Intitulé du poste</i>	Administrative and Finance officer EQUIP 2
<i>Nature du poste</i>	Open to Sudanese National only
IDENTITE DE L'AGENT	
<i>Statut</i>	Full time
PRESENTATION DU SERVICE	
<i>Mission du service</i>	Following EQUIP 1 (2018-2021), the Education Quality Improvement Programme in Sudan 2 (EQUIP 2, 2021-2024) is a EU-funded programme that seeks to improve the quality of education in Sudan, for which Expertise France, in partnership with France Education International, is responsible of the component 2: Enhance basic-school teachers' qualification in Sudan, particularly through the focus on professional skills for both pre-service teacher training (PSTT) and in-service teacher training (ISTT).
<i>Service</i>	EQUIP 2
<i>Autorité</i>	The staff member is under the direct supervision of the EQUIP 2's Financial and administrative Manager (Expertise France). The staff member is under the administrative supervision of the French Institute
LES MISSIONS DU POSTE	
<i>Missions et activités principales du poste</i>	<p>Areas of responsibility</p> <p>Under the direct supervision of the Financial and administrative Manager and the overall supervision of the Team Leader and in close consultation with the project coordination teams at Expertise France headquarters (CHDS), the AdFin officer will:</p> <ul style="list-style-type: none"> - Support the management of the financial and accounting system of the projects in Khartoum act as deputy accountant. - Support in preparing payments, cheques, and payment authorization vouchers. - Carryout invoices check and translation. - Ensure all the supporting documents are complete and signed by the required party and follow up with suppliers, service providers, partners and beneficiaries as needed. - Ensure proper archiving and all documents are scanned - Support in cash withdrawals from the bank - Support the preparation of the project activities - Act as focal point for the facilitators - Handle airplane booking for participants and staff, - Handle cars planning, ensure the log book is filled on time, insurance is up to date and filling the drivers' extra hours. - Act as focal point for IFRS contract daily operations. - Ensure compliance with EF and EU procedures, and compliance with the projects' manual of procedures. <p>Profile</p> <ul style="list-style-type: none"> - Fluent in Arabic and English (spoken and written); - University degree in accounting or Business Administration or similar area; - At least 2 years of similar professional experience;

	<ul style="list-style-type: none"> - Previous similar experience in international technical assistance projects; - Good communication skills; - Excellent organization and time management skills; - Great attention to meeting deadlines; - Ability to work proactively and autonomously; - Multi-lingual/international environment and ability to accommodate differences to interact effectively with people of different cultures; - Perfect command of Microsoft Office tools (especially DOC and XLS).
<i>Modalités de candidature</i>	By 12 January 2023, 23:59 Sudan Time , candidates are requested to send CV and motivation letter in English to equip.sudan@gmail.com Title of the email : Administrative and Finance officer EQUIP 2
<i>Horaires de travail</i>	Sunday-Thursday - Expected starting date: February 2023

Date et signature de l'agent :	Date et signature du chef de service :
---------------------------------------	---

Date et signature du directeur délégué de l'IFRS :