

ADVERTISEMENT

Post Title: Finance Assistant/Scanning
Number of Vacancies: 03 (Three)
Duty Station: Juba, Jubek State.

Contract length: 3 Months – Short Term
Reports to: Acting Finance Manager

Organizational background

Interchurch Medical Assistance, Inc. (d/b/a IMA World Health) is a nonprofit organization dedicated to implementing health care programs in developing countries. Highly motivated and dedicated employees, committed to the mission, vision, goals and objectives of IMA World Health (IMA), make the accomplishment of its mission possible. Accordingly, IMA recognizes that its employees are responsible for its accomplishments and provide the foundation for continued future service to those in need. IMA is a donor-funded organization; therefore, terms and conditions of employment are subject to available project/program funding. An awareness of IMA's purpose and goals will enable employees to benefit from their employment, share a common purpose, and more effectively meet their work responsibilities.

POSITION DESCRIPTION

In order to ensure smooth management of financial operations for IMA World Health, the Finance assistance will have the following key responsibilities:

KEY RESPONSIBILITIES:

- Ensures all documents are stamped paid.
- Prepare financial documents ready for scanning
- Ensure all documents are adequately supported before scanning.
- Scanning of all financial and related documents.
- Maintenance of the filing system for the scanned documents.
- Ensure all finance documents are in order as per the voucher/cheque numbers
- Maintenance an inventory of the filled documents

Qualifications/Experience/Skills

- Diploma or Certificate in finance or finance related field
- One -two-year work experience in finance/accounting
- Experience in scanning, printing and photocopying
- Accounting and bookkeeping skills
- Ability to excel in a culturally diverse team with integrity
- Ability to interact effectively with international and national personnel
- Proficiency in oral and written English
- Proficiency in MS Word, Excel and Outlook

Qualifications (Preferred):

- Previous experience working with humanitarian organizations
- Demonstrate ability to work in fast paced detailed oriented environment with minimal supervision

- Professionalism – Maintains a positive outlook, motivates self and team to work constructively under pressure. Responds resourcefully when challenges arise; accepts responsibility for actions and learning. Arrives at work and appointments on time.
- Analytical Thinking – Builds a logical approach to address problems or opportunities; manages situations by drawing on own knowledge and experience base and calling on other references and resources as necessary
- Oral and Written Communication – Clearly and effectively expresses ideas, thoughts and concepts verbally and in written or graphic form, using correct and appropriate grammar, organization and structure, and effective presentation media and techniques. Uses appropriate media and approach to present ideas formally to individuals or groups with required impact.
- Decision-Maker – Demonstrates excellent interpersonal skills. Capable of directing and managing change, inspiring teamwork and high performing teams.

Contact

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least two professional references from previous employers to The Human Resource Office IMA through e-mail jubahr@imaworldhealth.org, or hand delivered to the IMA Juba Office, located at Nimra Talata, opposite Basket Ball Stadium and next to Ministry of Mining. Deadline for submission is **Friday March 22, 2019 by 5pm Juba time.**

NB: Applications received later than the deadline will not be short-listed. **Only short listed candidates will be contacted.** Due to the urgency of this vacancy announcement IMA reserves the right to fill this position prior to the closing date

IMA World Health is an equal opportunity and affirmative action employer.

Open to South Sudanese nationals only

