



## **JOB VACANCIES**

CCM - Comitato Collaborazione Medica is an INGO founded in 1968 in Italy and specialized in the health sector. Its core mission is contributing to the development processes which safeguard and promote the right to health, by acting with an integrated approach on the health needs and by influencing the social-economical determinants. CCM aims at improving health conditions of the population in low-income countries and intervenes through projects of international cooperation, education to the world citizenship, advocacy activities and interventions of health promotion in the context of migration processes.

In Greater Tonj, CCM is acting as the leading agency in supporting primary healthcare services and Nutrition services in partnership with the State MoH and works in Twic state, Mother Teresa Hospital. The activities implemented include: (I) support to facility based primary health care; (II) community based interventions; (III) public sensitization campaigns on Health and Nutrition.

To ensure smooth implementation of all the activities, CCM intends to recruit qualified personnel to fill below positions:

Interested applicants are requested to submit the updated CV, cover letter and relevant academic certificates to CCM contacts below.

Deadline for submission of the application:

All application must be received by <sup>Friday</sup> Thursday 9<sup>th</sup> November 2018.

**The applications must be addressed to:  
Country Administrator**

**And delivered at:**

CCM Field Offices in Tonj South; Kacuat; CHD Office in Romic; Juba office; Hai Cinema-Opposite Juba Landmark Hotel

**Electronic applications can be sent to the following email address indicating the position in the subject:**

[admin.ssd@ccm-italia.org](mailto:admin.ssd@ccm-italia.org) and Cc: [stateadministrator.warrap@ccm-italia.org](mailto:stateadministrator.warrap@ccm-italia.org); [hr.officer.ssd@ccm-italia.org](mailto:hr.officer.ssd@ccm-italia.org)

**Please Note:** Position is open to South Sudanese only. Only short-listed applicants will be called for interviews. Due to the urgency of this position. Candidates will be shortlisted on a rolling basis and the position will be



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assigned as soon as the best candidate is identified, this may be before the application deadline.

## POSITION: FIELD ACCOUNTANT

**Number of Positions:** 2

**Duty Station:** Tonj South & Tonj East South Sudan

**Duration:** 6 months with possibility of renewal

**Reports To:** State Administrator

### Position Summary;

The Field Accountant will be in charge of day to day cash management, transaction recording, and NPS-Accounting system updating on a daily basis and ensuring correctness of support documentation.

The Field Accountant is answerable to the State Administrator and linkages with Programme Manager

### Key Responsibilities

#### A) Finance

- Maintain cashbook and accounts records for Field office and ensure that all book-keeping and coding is accurate;
- Prepares payments, cheque by verifying documentation, and requesting disbursements;
- Make sure that all financial transactions are carried out and recorded in accordance with CCM standard financial procedures;
- Secures financial information by completing data base backups and work closely with State Administrator;
- Maintain staff advances registers and reconcile with the accounting system every month;
- Compile necessary data required by the State Administrator in order to prepare monthly payroll and do salary payments;
- Ensure that monthly accounting documents are received in Juba within the set date of each month and properly file;
- Maintain monthly bank and cash reconciliations. Ensuring the trial balance is reconciled every month and working closely with State Administrator for field office transaction;;
- Implement CCM financial systems and help all staff to understand and work with them;
- Provide support in all other financial matters in collaboration with State Administrator;



**B) Administration**

- Ensure that all financial records are properly kept based in different project/donors;
- Ensure monthly PIT/withholding remittance to the Authority;
- Record all transaction into the NPS-accounting system while ensuring proper coding and an exhaustive description of all the expenses;
- Maintain and manage a suitable stock of office stationery;
- Oversee all administrative filing and records, and archiving;
- Provide support to the office in all other administrative matters;
- Undertake any other duties that may be requested by the State Administrator;

**Key Qualifications and requirements:**

- Bachelor Degree in either Accounting or Business Administration;
- Minimum of two years of solid experience in financial management, administrative and logistic work with International NGOs
- Honest and of high integrity
- Familiarity with MS Words, MS Excel required, Outlook. Familiarity with computerized Accounting packages will be a definite added advantage.
- Experience in managing different donor funded projects UNICEF, WFP, DFID, CHF, HPF and ECHO
- Ability to Multi-task while maintaining a stringent eye on details
- Excellent interpersonal, communication, negotiation and representation skills
- Accurate and precise work style
- Fluency in English required-ability to communicate in Juba Arabic & Dinka will be a definite advantage
- Able to work in a team setting
- Ability to use own initiative and to work with minimal supervision

