



Vacancy announcement

Malteser International, the worldwide relief agency of the Order of Malta for humanitarian aid, with over 100 projects annually in some 25 countries throughout Africa, Asia and the Americas for people in need, regardless of their religion, origin or political affiliation. Its mission is to provide emergency relief as well as to implement rehabilitation measures and to facilitate the link between emergency relief and sustainable development. Christian values and the humanitarian principles of impartiality and independence form the basis of its work in the following areas: Relief, Reconstruction & Rehabilitation; Health & Nutrition; Water, Sanitation & Hygiene (WASH); Livelihood & Social Programs and Disaster Risk Reduction.

Malteser International already has existing programs in Wau, South Sudan; ranging from Nutrition, Food Security, School Feeding Programs and WASH. Thus, Malteser International Wau Office is looking for qualified candidates to fill the vacant post of **Administrator**

Job Title	: Administrator
Job Location	: Wau
Report to	: Program Coordinator
No. of Position	: One (1)
Starting date	: As soon as possible
Deadline	: 22nd December 2017

The overall responsibility of the **Administrator - Wau** is responsible for planning, organizing, implementing and reporting on all financial/administrative activities for the Wau location. Based on mission program needs and with respect to Malteser International and donors' financial reporting and accountancy policies and procedures, the Administrator sets the objectives for the Wau Finance Section within the projected time frame and budget and works towards their implementation.

Responsibilities:

Financial Management

- Prepare Wau office cashbook, cash request and cash count protocols and other financial documentations as per Malteser International guidelines
- Maintain the Wau cashbooks, prepare monthly closure
- Do routine cash-count protocols against cashbook balances
- Assist the Program Coordinator:
 - in the preparation of monthly expenditure forecasts
 - in the preparation of salary payments to local staff and PIT lists
 - proper deduction, documentation and transfer of social contributions and other ancillary salary payments.
 - in optimizing the daily management of finances
 - Bank withdrawals, transfers and statement requests as per MI guidelines.





- Check and review the invoices to be paid to suppliers
- Perform bank reconciliations
- Cash box management
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; oversee all financial accounting
- Assist with audit process
- Other financial tasks as assigned by the Program Coordinator

Human Resource & Administration

- Organize Wau location office to achieve a proper filing, updating and retrieval system of all administrative information
- Ensure and monitor that the location has at all times valid staff contracts and maintain staff list.

Logistics

- Check PRFs for the relevant approval and cross check with the available budget and ensure that all documents are filled according to Malteser International guidelines and donor standards

Qualifications:

- BA in accounting, finance or business administration;
- Professional certification as Chartered Accountant or Certified Public Accountant is an advantage.
- Previous INGO experience as Finance Officer or Accountant highly desirable.
- 3 years of relevant professional experience
- Proven experience in M&E with a special focus on documentation
- High level fluency in English language. Knowledge on local Arabic is an advantage
- Ability to work in a team
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Proven ICT skills, especially in the development of MIS software using database software;
- Expertise in analyzing data using statistical software;
- Strong training & facilitation skills.

How to apply:

- If you are interested in this position, please apply to; elias.machingambi@malteser-international.org
- Kindly submit your application, CV, copies of your scan documents of relevant certificates, your salary expectation and three professional references.
- Please indicate the job title in the email subject line.
- This position is for **South Sudanese Nationals Only**.
- The deadline for application is on **22nd December 2017 at 5:00 p.m.**
- Only short listed candidates will be notified for personal interview.

