



Approved.
PRC - Director
23/11/2017

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Abn: M. ALI KHAN

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Juba, South Sudan
www.psi.org

Position: Program Monitoring Specialist
Location: Juba
Reports to: PMU Finance and Compliance Manager
Opening date: 22nd-November 2017
Closing Date: 11th-December 2017



Who we are

We're Population Services International (PSI) South Sudan, one of the East African Region's leading non-profit social marketing organization. We work to ensure that people of South Sudan have access to health care products.

There over 9000 "PSI'ers" around the world and 60 plus in South Sudan. We are a diverse group of professionals with wide ranging backgrounds in law, marketing, public health with a mix of non-profit and profit sector experience. Regardless of our background, we bring a common passion and commitment to go beyond the call of duty to serve the people of South Sudan.

PSI began operations in Southern Sudan in January 2005, distributing Long-Lasting Insecticide-Treated Nets (LLIN) through the commercial sector and implementing behavior change communication on HIV/AIDS. Over the years, PSI has continued its presence and expanded operations to include a comprehensive hygiene, sanitation and safe water program.

In 2009, PSI started a Home Management of Malaria (HMM) program for children under five years old. Since then, HMM has evolved into a broader Integrated Community Case Management (ICCM) program with the addition of pneumonia, diarrhea and acute malnutrition interventions.

Responsibilities

The Program Monitoring Specialist will ensure effective grant, financial, and consortium partner management among consortium partners and donor reporting through effective compliance management. The Program Monitoring Specialist will continuously assess operational, financial, and technical capacity, measure progress towards deliverables, and reinforce compliance requirements to ensure that the partners are held accountable and adequately supported by PSI, under the general direction of the Finance and Compliance Manager. This position is responsible for but is not limited to:

- Assisting the Finance and Compliance Manager in all aspects related to donor reporting, ensuring reports are submitted to the donors on or before the set deadlines.
- Providing technical support and supervision for the consortium partner and ensuring fidelity to PSI policies and procedures and donor rules and regulations.

Date: 22.11.2017
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- Receiving and reviewing of all transaction documents that are presented to the PMU for processing by the consortium partner.
- Ensuring that all documents are well supported as per donor rules and regulations and/or PSI policies.
- Administering the database of project contracts for effective and efficient project tracking.
- Implementing internal controls as provided for by the PSI policies and donor rules and regulations.
- Assisting the Finance and Compliance Manager in verification of consortium partner documents to ensure that they are adequately supported and based on the approved work plan and budget
- Assisting in the preparation of the consortium partner management letter as needed.

Disbursements

- Receive all payment requests submitted to PMU by the consortium partner
- Verify all documents received for appropriateness and availability of budget and completeness.
- Check all documents presented to PMU department for completeness by ensuring that the supporting documentation is accurate, mathematically correct, fully coded with appropriate project and account codes, and also approved by the appropriate person.
- Return any set of documents not complete to the owner clearly indicating what is missing and indicating what needs to be added to be completed.
- Ensure that invoices and other relevant supporting documents are valid and complete by verifying at field sites or sub recipients' office.
- Ensure that the supporting documents reconcile in terms of amounts and quantity against the approved budget.

Disbursement Sub-Recipient (SR) Management

- Quarterly review of all sub-recipient (SR) reports for accuracy and provide a regular update in the Grant performance tool.
- Provide and analyze and provide oversight of overall budget as well as sub-recipient budgets, including providing monthly burn rate analysis.
- Administer database of project contracts for effective and efficient project tracking example contracts, policies and procedures, capacity assessment, and pre authorization letters.
- Check all SR documents to ensure that they are adequately supported and approved and prepare management letter as needed
- For all documents that are not complete, feedback to the SR on what is missing and what is necessary to complete the documentation
- Review the profit and Loss, and transaction details in QuickBooks Enterprise and Aging Status Report to make sure proper coding and allocation of budgets.
- Follow up SR reports and make sure that each SR has submitted its hard copy of reports quarterly with the proper time line.


 Date: 22.11.2017
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- Coordinating the retrieval of audit samples in response to requests from external and internal auditors as necessary.
- Communicate financial information to PMU Manager as required.

Budgeting

- Assist the Financial and Compliance Manager in the review of the Prime Recipient (PR) and SR budgets to ensure that it is up to date for all funding sources; that the costs are adequate in terms of completeness and reasonableness.
- Review financial reports to ensure that all costs have been fairly allocated as per the common cost policy, and appropriate budget code in the QuickBooks Enterprise.
- Review financial reports to ensure that coding of expenses is being done correctly as per donor approved budget, and in cases where this is not done - take corrective action.
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Requirements:

- Nationals of South Sudan
- Minimum of a Bachelor's Degree in Finance and Accounting, Commerce, Business Administration or a related field.
- Minimum five years' work experience in a busy accounting environment, preferably in South Sudan.
- Minimum two years' work experience with donor grants/program management.
- Experience in budgeting and budget management.
- Thorough knowledge of generally accepted accounting principles and practical applications of financial systems.
- Good interpersonal skills and demonstrated ability to communicate clearly and effectively.
- Written and verbal fluency in English.
- Ability to work in Microsoft word, Advanced Excel (Spreadsheet), Access and Outlook.
- Experience working with various accounting software and working knowledge of QuickBooks Enterprise of accounts is preferred.
- Ability to work under pressure with minimum supervision.

Interested candidates may apply via e-mail: jobs@psi-southsudan.org or you can drop hard copy of their CV, cover letter and list of referees to Reception's Desk at PSI South Sudan Juba Office reception.

