



INTERNATIONAL MEDICAL CORPS

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www.imcworldwide.org

JOB VACANCY ADVERTISEMENT

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|--------------------------------|---------------------------------|
| Job Title: | Finance/HR - Kodok (I) |
| Country Program: | South Sudan |
| Location of Position: | Aburoc |
| Position Opened for: | South Sudanese only |
| Desired Start Date: | ASAP |
| Advertised date | January 18 th , 2019 |
| Closing Date for Applications: | March 8 th , 2019 |

Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

Essential Job duties / Scope of Work:

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- Cash and bank Management in Consultation with the Finance Manager
- To Prepare and Verify Payments and receipts including supporting documentation
- To maintain and file bank and cash receipt documents.
- To do daily cash counts of field site and file them.
- To Prepare and send daily cash reports to Juba that includes both cash and bank balances
- Timely submission of the statutory deductions to relevant government bodies.
- To maintain and Monitor the national staff Advances register.
- To review the field accounting transactions and record them in the DELTEK on a daily basis, including monthly cash reconciliation for the field site.
- Preparation, monitoring and analysis of monthly reports and grants including input into DELTEK AND calculation of average exchange rates allocated field site, for review by Finance Manager

Duly Approved
18 FEB 2019
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- Reconciliation of various records, investigating unusual items and bringing these to the prompt attention of the Finance Manager.
- To file all finance and human resource documents and send them to Juba on a monthly basis.
- Ensure that all staff time sheets are correctly completed by the individuals, well approved by supervisors and send to Juba in timely manner.
- Help employees to manage their leave, maintain an up to date leave tracker and send leave tracker to Juba HR at the end of every month.
- Filing all HR documents in the employees file at the field level and ensuring all copies of HR documents send to Juba are kept in their file for future records.
- Spearheading local recruitments with the help of site Manager and HR Juba office
- Preparing Temporary ID Cards for newly recruited employees whenever required.
- Providing induction and orientation for new recruits.
- Assist with Audits of various site and functions as may be assigned
- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) Standards within International Medical Corps and amongst beneficiaries served by International Medical Corps.

Qualification/ Experience:

- Bachelor's or Master's degree in Finance or business administration.
- 2+ years of experience on similar position.
- Extensive background in the areas of finance management, book-keeping and documentation.
- Fluent in English, Arabic, (Shook is preferred).
- Proficiency in word processing, Excel and database skills;
- Ability to perform and prioritize multiple tasks;
- Good interpersonal skills with the ability to communicate with staff and visitors.
- Self-motivated with the ability to work autonomously in a highly stressful and challenging environment.
- Commitment to the aims and principles of IMC. In particular, a good understanding of the IMC mandate.

If you meet the above mentioned requirements, please submit a Cover letter indicating daytime, contact numbers, copies of Updated CV, South Sudanese addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to SS-Recruiting@internationalmedicalcorps.org and hand delivered applications should be submitted to Juba Head Office. Plot # 1. Block C West, 3rd Class, Nimra Talata, Near Basketball Stadium, Juba Town, Central Equatoria

NB: Please indicate the title of the position that you are applying for on your application envelope.



Closing date for all application is March 8th, 2019

We appreciate your Applications; however, Only Shortlisted Candidates will be contacted for interviews.

