



# ICAP

Global. Health. Action.  
COLUMBIA UNIVERSITY  
Mailman School of Public Health



50-H-3  
Approved  
Inspector  
  
4/9/2017

## POSITION DESCRIPTION

JOB TITLE: **Director of Finance and Administration**

INSTITUTION: Columbia University Mailman School of Public Health - ICAP

LOCATION: ICAP Juba Office, Republic of South Sudan,

DIRECT REPORT: **Country Director**

### ICAP IN SOUTH SUDAN

ICAP at Columbia University is an international NGO funded by PEPFAR through CDC. ICAP in South Sudan has partnered with the Ministry of Health-RSS to increase uptake and improve quality of HIV prevention, care and treatment services through technical assistance and capacity building.

### OVERALL JOB FUNCTION:

Reporting to the Country Director, the *Director of Finance and Administration* will oversee all finance and administration functions of ICAP in-country, including budget development and tracking, financial management and reporting, subcontracts, procurement, human resources and office management. Builds and supervises a strong administration and finance team

### DUTIES AND RESPONSIBILITIES:

- Develop, manage and regularly review ICAP finance and administration procedures to ensure efficiency and compliance to Columbia University/funder rules and regulations; serve as the primary custodian of all financial transactions; establish and manage financial systems to ensure transparency, accountability and accuracy of all financial data; establish and maintain financial procedures, ensuring adequate segregation of duties are maintained
- Develop and monitor budgets across multiple grants, in accordance with pre-established ICAP, Columbia University and donor guidelines; prepare forecasts of programmatic and operational costs, ensuring the availability of funds to meet financial needs; ensure that advances are reconciled in accordance with procedures and required deadlines
- Establish and maintain solid professional relationships with vendors, ensuring that all payments are made timely and that products and services are delivered in accordance with established standards; ensure that ICAP meets donor financial and administrative requirements, and apply fiscal controls and compliance procedures



- Conduct periodic pipeline and burn rate analyses, audits of actual expenses and budget-to-actual comparisons; present relevant reports to internal and external audiences to facilitate financial and programmatic planning and monitoring
- Perform periodic training for staff and partners in financial systems and policies
- Serve as lead liaison to ICAP headquarters in New York, to ensure that all administrative and financial obligations of the program are routinely met; serve as lead liaison with national tax authorities to ensure that ICAP in-country adheres to taxation requirements and receives taxation relief
- Establish/maintain banking relationships, ensuring transactions are processed timely, accurately, and adequate balances are maintained; ensure timely financial reporting
- Supervise sub agreement development and management process, including negotiation of contracts, development of budgets and provision of technical assistance to sub grantees, in close coordination with the ICAP-New York sub award team, to ensure effective management of funds and financial reporting
- Oversee procurement of office and program-related equipment, ensuring adherence to all donor, Columbia University and national regulations; maintain appropriate inventory of supplies and equipment, taking special care to ensure that all items are adequately documented and costs are appropriately chronicled; ensure that bid analysis is done and filed as part of the supporting documents for all purchases
- Ensure effective and smooth office operations, including security and transportation management of a fleet of vehicles; review the logs of vehicles maintenance; review the property log at least once a quarter; ensure that insurance policies are updated when new items are bought
- Serve as lead liaison with in-country legal counsel and coordinate legal matters with ICAP-New York; ensure effective establishment and implementation of ICAP systems for recruitment, orientation and on-going performance management for all staff; manage complex human resource matters including grievances, discipline, terminations, staff reductions, severance and rewards
- Facilitate decision making on human resources matters (including organizational design and development, staffing, change management, position classification, compensation, supervision, performance management, and conflict resolution)
- Ensure that monthly payroll reconciliations are done, approved and filed
- Performs other related duties as directed



## EDUCATION

- Bachelor's degree in business administration, finance, accounting or related field required
- Master's degree preferred

## EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS

- Minimum ten (10) years of relevant work experience with at least seven (7) years of work experience at an international NGO
- Demonstrated experience analyzing and interpreting financial data
- Sound knowledge of accounting principles and techniques required; experience with



accounting software, such as QuickBooks, is a plus

- Experience working with international donors required; experience specifically with US government donor agencies and familiarity with USG rules and regulations strongly preferred
- Strong supervisory and management skills and demonstrated experience in the supervision of finance and administrative staff
- Demonstrated experience working independently with minimal supervision, reliably establishing priorities and meeting deadlines
- Advanced proficiency in Word and PowerPoint to develop presentations and Excel to develop moderately complex spreadsheets
- English proficiency required

### TRAVEL REQUIREMENTS

- Frequent travel to field sites, and possible international travel, is required

Note: This is a local hire position and the successful candidate will be an employee of ICAP in South Sudan subject to the local terms and conditions of employment which includes a competitive salary and benefits package.

#### **How to apply:**

Please forward your resume or CV to [icap-jobs-southsudan@columbia.edu](mailto:icap-jobs-southsudan@columbia.edu) Please indicate you are applying for the "South Sudan – Director of Finance and Administration" position in the subject line of your email. Or you can deliver your application and CV to ICAP office located next to **American Resident** or **Non-violence** office in Kololo.

Approved - Labour  
HQRs

4/9/2017

**Application Deadline September 29, 2017**



**NB: Only those who are shortlisted will be contacted**

Columbia University is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment on the basis of race, color, sex, gender, religion, creed, national and ethnic origin, age, and citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam era or disabled veteran, or any other legally protected status. This Position is for South Sudanese Nationals only and women candidates are highly encouraged to apply.

