



South Sudan Mission



VACANCY NOTICE

Action Against Hunger (ACF)-USA is part of the ACF-International Network which works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities, through nutrition, food security and Livelihoods, water and sanitation, health and advocacy.

ACF-USA is current looking for suitable candidates to fill the position of **Research Manager (1 Position)**.

Position open date: 7th February 2017

Starting date: 1st March 2017

Duty Station: Malualkon

Objective 1	Ensure quality control of the invoices and supporting documents
Tasks & responsibilities	<ul style="list-style-type: none"> • <u>1st step - check the quality of the invoices and supporting documents</u> <ul style="list-style-type: none"> - Check that all invoices and their amounts are present and match with the SAGA entries - Check the nature of the invoice and its presentation (photocopy, original, pro forma, translation, date, signature, stamp, supplier info, calculations etc...) - Check that all the supporting documents attached to the invoices follow ACF USA General Process & Guidelines and ACF South Sudan specific ones • <u>2nd step - update Internal Pre Audit Tool</u> <ul style="list-style-type: none"> - Update the ACF Internal Pre Audit tool on monthly basis in accordance with the findings - Share the document with the Finance Coordinator - Each three months , highlight to the Finance Coordinator through a written analysis the recurrent findings not cleared and the improvements done
Objective 2	File and archive the documents
Tasks & responsibilities	<ul style="list-style-type: none"> • <u>1st step - Do and electronic filing</u> <ul style="list-style-type: none"> - Scan all the accounting documents previously checked and validated - File them in the Finance Archives Hard drive by <ul style="list-style-type: none"> - Month / Book / entry number - Ensure the that the Finance Archive Hard drive is organized in a logical way to permit to find in the quickest and easiest way the documents • <u>2st step - file original documents</u> <ul style="list-style-type: none"> - File the originals hard copied by : Month / Contract code / Financial line - File the Shared costs by Month / ZIIC / Financial line - Add labels on the files as per ACF Kit Admin - When reallocation are done, reclassify in the Archive room the invoices according to their new contract code / financial lines - Ensure the that the Finance Archive room is organized in a logical way to

	<p>permit to find in the quickest and easiest way the documents</p> <ul style="list-style-type: none"> • <u>3st step - update the Archiving tool</u> <ul style="list-style-type: none"> - Update the ACF Archiving tool on monthly basis - Share the document with the and Finance Coordinator
Objective 3	Participate in the pre-audit the invoice of donor contracts for External Audit
Tasks & responsibilities	<ul style="list-style-type: none"> - Upon the request of the Finance Coordinator or Deputy Finance Coordinator, support the Finance Team in updating the Risk Assessment Tool for Donor contracts before an External Audit occurred at Mission or HQ level - Share the RAT with the Finance Coordinator - Compile the pending document received and update the RAT accordingly - Prepare an adequate packaging for sending the documents to Donors or HQ
Objective 4	Organize and file other relevant files
Tasks & responsibilities	<ul style="list-style-type: none"> • <u>For the Finance Department</u> <ul style="list-style-type: none"> - File Donors contract and communications - File Banks documents and communications - File Suppliers contract - File Tax documents • <u>For other Department</u> <ul style="list-style-type: none"> - Upon request of the Finance Coordinator support other Department on specific occasions in Archiving and Filing of their documents

REPORTING RESPONSIBILITIES

- Monthly update of the Internal Pre Audit tool
- Monthly update of the Archiving tool
- Upon request, update of the Risk Assessment tool

POSITION REQUIREMENTS

QUALIFICATIONS

BSc. Accounting, Bachelor level degree in management, finance, or related field

SKILLS & EXPERIENCE

ESSENTIAL	<ul style="list-style-type: none"> • Extreme motivation, willingness to learn and grow in the organization • Exceptional organization and planning skills, ability to manage and follow work plans • Remarkable attention to details • Highly developed interpersonal, communication, able to negotiate, influence, give effective feedback, be a team player • Able to manage stress effectively, juggle competing priorities • Able to maintain confidentiality • Strong computer skills particularly in Excel, literacy and numeracy • Fluent in English • Committed to ACF values
PREFERRED	<ul style="list-style-type: none"> • Prior experience in NGOs/INGOs • Experience with SAGA accounting software • Prior work experience in finance & accounting roles

Objective 1	Research Implementation Activities.
Tasks & responsibilities	<ul style="list-style-type: none"> • Participate in the piloting and review of the data collection tools. • Supervise the implementation and monitoring of the research study in line with research protocol, proposal targets and work plan timelines. • Ensure and Promote strict adherence to research protocol by the research team through effective communication with Research Officers to the nutrition supervisors and clinic facility staff. • Coordinate with Field Research Coordinator and Nutrition Coordinator to develop training curricula and study implementation plans. • Develop and maintain a system for maintaining data collection and data quality management procedures at all times. • Conduct data audits based on agreed methodology(s) including surveys, process monitoring, and other rapid methods. • Coordinate with the Field Research Coordinator, MoH and other county stakeholders to ensure maximum effectiveness of the research study.
Objective 2	Human Resources.
Tasks & responsibilities	<ul style="list-style-type: none"> • Provide on job training and coaching to Research Officers and nutrition supervisors as necessary. Build the research officers' capacity to support the on going nutrition program staff e.g. Community Nutrition Workers, Community Health Workers and Community Volunteers. • Provide direct and routine supervision of Research Officers; monitor their performance according to their roles and responsibilities and provide oral and written feedback in a timely manner. • In charge and responsible for daily management of the research team including leave planning, while ensuring there is proper coverage while staffs are on leave. • Review personnel issues and concerns of research staff; determine and implement solutions, escalate issues to Field Research Coordinator and assist with determining and implementing solutions.
Objective 3	Supply Chain/ Logistics Support.
Tasks & Responsibilities	<ul style="list-style-type: none"> • Work with the base supply Chain /logistics team to develop accurate and timely supply orders for the field research team. • Support research officers' to monitor utilization of research study issued nutrition supplies; monitor and track research study assets. • Review of all ComPAS research project purchase requisitions working closely with the base supply and procurement team to ensure that procurement plans are in place and effectively followed and used.

	<ul style="list-style-type: none"> Responsible for availability of adequate supply of ComPAS research supplies at the health facilities (OTP/TSFP sites) where the study will be implemented.
Objective 4	ComPAS Project Monitoring and Reporting.
Tasks & responsibilities	<ul style="list-style-type: none"> Establish a standard for accountability across the project in close collaboration with the Field research Coordinator. Using the m- health platform and occasional onsite audits, closely monitor ComPAS research data to ensure accuracy, quality and alignment with the study indicators; provide appropriate and immediate corrective action/ instruction to minimize the occurrence of the errors. Regularly meet with the ComPAS research team (ROs and nutrition supervisors) in order to share feedback on the data in terms of quality and way forward. Attend and/or host ComPAS research project meetings. Keep the nutrition coordinator/Field Research coordinator informed on all progress/ developments through regular reporting. Prepare a monthly progress report to the Field Research Coordinator.
Objective	Finance and Grant management.
Tasks & Responsibilities	<ul style="list-style-type: none"> Assure appropriate and timely spending of grants to achieve the project goals. Track ComPAS budget expense and do routine budget analysis and tracking of the expenditure. Ensure timely expenditure and in line with donors expectation and ACF- USA guidelines.

INTERNAL & EXTERNAL RELATIONSHIP.	
Internal	<ul style="list-style-type: none"> Field Research Coordinator: hierarchical relationship – technical support – exchange of information. Nutrition manager: technical support on ComPAS – exchange of information. Base Admin/Finance: exchange of information on administrative and financial matters. Base Logistician and supply chain: Exchange of information and other logistical support. Field staffs of international aid organizations: exchange of information and collaboration.

REPORTING RESPONSIBILITIES.
<ul style="list-style-type: none"> Weekly progress reports. Monthly progress reports.

POSITION REQUIREMENTS.
QUALIFICATIONS & EXPERIENCE.
<ul style="list-style-type: none"> Master’s degree in Public Health / Nutrition with a minimum 2 (two) years of professional experience in nutrition or public health. Bachelor’s degree from any of the above fields with at least 4 (four) years of experience in nutrition or public health.
PREFERRED KEY COMPETENCE AND SKILLS.


ESSENTIAL	<ul style="list-style-type: none"> • Technical understanding of CMAM. • Minimum 2 years in nutrition-related research, designing and/or implementing nutrition research studies or evaluations required, experience with RCTs preferred. • Knowledge in mHealth data collection software and platforms; experience troubleshooting electronic data collection issues strongly preferred • Strong analytical skills, sound judgment and the capacity to think and plan strategically, including the ability to produce high quality implementation plans. • Excellent communication skills; demonstrated patience and effective leadership in communicating new topics to diverse audiences; experience providing job coaching or on the job training. • Previous experience working in remote areas with low literacy, rural populations is preferred. • Experience in emergencies and/or in unstable security environments is preferred.
PREFERRED	<ul style="list-style-type: none"> • Clear understanding of Team Work. • Flexible personality and negotiation skills.

This document is non-contractual and may be modified to reflect the changing needs of the service.

To apply send your application with CV, cover letter and three professional references to hr-mn.ssd@acf-international.org specifying "Research Manager" in the title of your email, or deliver your application to: Action Against Hunger Office at Hai Cinema next to Bari church, Juba Town and Malualkon-NBeG state.

The deadline for applications is Wednesday 15th February 2017 at 5:30 pm. Note due to urgency of the position we will be reviewing the applications as they come and interviews may be done before the closing date.

Note: Applications submitted are non-returnable


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