



**Reproductive Health Association
Of South Sudan
(RHASS)**



JOB VACANCY (RE-ADVERTISEMENT)

Reproductive Health Association Of South Sudan (RHASS) is an indigenous Non-political, Non-Religious, Not for profit making Non-governmental Organization registered in South Sudan since 2011 to offer free Sexual reproductive Health Services, Anti natal Care, Post abortion Care, GBV and being supported by International Planned Parenthood Federation (IPPF) based in UK with Africa Regional office in Nairobi, United Nations Population Fund (UNFPA) and Global Affairs Canada (GAC).

RHASS has recently secured funding from UK government through DFID under the project title "Women Integrated Sexual Health (WISH) LOT 2 to be based in former Central Equatoria's States for the period of three years.

In order to implement this exciting project, RHASS plans to recruit Project Manager and Financial Manager to be based in Juba.

JOB TITLE:	PROJECT MANAGER- WISH
1. JOB PURPOSE	
<p>The post holder will lead the [IPPF's Collaborating Partner (RHASS)] and the WISH2ACTION project team to deliver the DFID-funded Women's Integrated Sexual Health (WISH) project. [IPPF CP] is part of IPPF's leadership in this global effort within the WISH to action consortium to reach young, poor and hard to reach women and men with integrated family planning services through a results-based contract with DFID – The Department for International Development. The role will support, and performance manages the project budget, work plan and project team within the Collaborating Partner (RHASS).</p> <p>This position in close supervision of RHASS's Executive Director will lead the project; managing relationships with external stakeholders, coordination of employees responsible for technical, financial and service delivery activities associated with the WISH2ACTION Project. You will be directly responsible for the management and overall successful performance of the [IPPF CP]'s national WISH2ACTION project.</p>	
2. KEY TASKS	
<ul style="list-style-type: none">• The Project Manager is the lead focal point for the IPPF W2A global project management team based in Nairobi to work together to reach project goals and targets, leading and supporting the team to reach the project results.	

- Leads internal and external project planning and reporting including annual work planning with technical and implementing partners including capacity building and technical assistance to cluster partners.
- Responsible for leading quality and timely reporting of the project results from the CP to the project hub.
- Utilise project, country and donor data to analyse project progress, update strategies and improve service delivery.
- Leads the team to develop innovations, tools and approaches to improve access to quality, voluntary family planning and other Sexual and Reproductive Health (SRH) services, eliminating barriers for young, marginalised, poor and underserved groups through the project.
- Work collaboratively and effectively with consortium partners (where present) to support and drive shared project results and to oversee and implement evidence-based innovations and practice shared globally to increase women's choice and access to SRH services.
- Supports and ensures strong, timely and compliant financial management of the project working with the project finance manager, the finance & Administration Coordinator of the CP and the W2A consortium Commercial Advisor.
- Drive effective communication and collaboration between the in-country consortium partners and project stakeholders, including regular meetings and facilitating solutions to project challenges.
- Ensure knowledge sharing and learning and oversee the development of syntheses and dissemination of lessons learnt from the project within the CP and IPPF for reporting and dissemination.
- Develop and deliver a range of detailed financial and narrative reports e.g. project review, reports to the project Hub.
- Represent the CP and the project at relevant technical stakeholder meetings within the national environment. In liaison with the CP's Executive Director and the W2A project team acts as contact and liaison point with the DFID in country team to maintain effective communications on the project progress and challenges.
- Coordinate with the [IPPF Collaborating Partner(RHASS)] on to ensure an integrated and collegial approach, draw on expertise within the [IPPF Member Association] and to ensure shared learning between [IPPF Member] and the WISH2ACTION programme

3. EDUCATION & QUALIFICATIONS

- Postgraduate qualification in public health, social science or related field essential.
- Bachelor degree in development studies, Mass Communication, Journalism , Political science/Statistic or related field

4. PROFESSIONAL EXPERIENCE

- Over 10 years of experience leading and managing, INGOs, DFID funded projects and complex projects to successfully deliver donor projects, DFID and payment by results contracts would be advantageous.
- Significant experience of managing SRH/FP projects management to include the development / implementation of FP policies, programmes and service delivery approaches in an operational context.
- Comprehensive technical knowledge of integrated sexual and reproductive health (SRH) service delivery approaches, health systems strengthening and health markets, with an understanding of service delivery for young people and the poorest from a gender and rights perspective.

5. SKILLS

- Excellent interpersonal skills with a proven ability to influence and negotiate.
- Excellent verbal and written communication skills.
- Strong leadership skills including the ability to effectively engage a range of stakeholders.
- Excellent staff and team management skills.
- Strong analytical skills.
- Excellent project management skills including experience of reporting to donor agencies.
- Excellent budget management skills.
- Excellent time management skills to meet tight deadlines.

6. OTHER PERSONAL ATTRIBUTES

The candidate must adhere to the safeguarding reporting and monitoring requirements of this role

The candidate must be pro-choice

JOB TITLE:	Financial Manager (WISH)
1. JOB PURPOSE	
<p>The post holder will lead the [IPPF's Collaborating Partner (RHASS)] and the WISH2ACTION financial management which will be Core to continue funding by DFID. This position in close supervision of WISH project manager and in collaboration with RHASS's finance team will lead the project finance managing relationships with external auditors and stakeholders, coordination of financial management with RHASS team for service delivery activities associated with the WISH2ACTION Project. You will be directly responsible for the management and overall successful performance of the [IPPF CP]'s national WISH2ACTION project.</p>	
2. KEY TASKS	
<ul style="list-style-type: none"> • In collaboration with RHASS's finance team, responsible for all financial transactions of the project in the head office and field offices. • Oversight of financial management & reporting for the programme ensuring effective project financial management and reporting systems are in place at the CP that deliver timely and accurate financial reporting and meet the financial compliance requirements of DFID. • To ensure compliance with internal and external reporting requirements on activities and programmes. • Oversight of VFM framework • Work with RHASS's finance team to ensure PBR reporting and strategy in place • In close supervision of Fin/Admin Coordinator, decision making authority for finance related matters 	

- Identification of training needs / capacity building requirements
- To provide advice and support to Country Finance staff on project related financial issues and requirements, including templates and guidelines.
- To ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF's Gender Equality Policy.
- To build and maintain positive relationships with all members of staff, and contacts within and outside the Federation.
- To become familiar with the Federation's Health and Safety Programme and Guidelines for using Visual Display Units. To do everything possible to ensure a healthy and safe working environment, including following instructions and guidance.
- Provide technical review and input to country teams on budget and cost application development and project reporting as required
- Together with RHASS finance team, provide in-house training to staff on financial and contractual compliance as required; arrange external training as required (with support from IPPF's Technical Advisor and IPPF's Finance & Procurement Advisor base in Juba)

3. EDUCATION & QUALIFICATIONS

- Master in Business Administration(Acc & Fin), Master of Economic and Finance
- BBA(Acc & Fin), Bachelor of Commerce Accounting option or Finance option
- Partial or full qualification in CPA-K or ACCA

4. PROFESSIONAL EXPERIENCE

- 3-5 of progressive experience INGOs, NNGOs, UN Agencies and or at banking sector
- Well vast with DFID reporting standards and requirements
- Full knowledge of accounting software, especially QuickBooks

5. SKILLS

- Excellent interpersonal skills with a proven ability to prepare the best donor financial report
- Excellent verbal and written communication skills.
- Strong leadership skills including the ability to effectively engage a range of stakeholders.
- Excellent staff and team management skills.
- Strong analytical skills.
- Excellent project management skills including experience of reporting to donor agencies.
- Excellent budget management skills.
- Excellent time management skills to meet tight deadlines.
- Ability to work under pressure
- Skill to work in a team

6. JOB RESPONSIBILITIES AND ROLES

Budget and Management Reporting

- Preparation of management reports and actual expenditure against business plan & budget as required
- In close relationship with RHASS's finance team, Provide management reports to Project Manager
- Prepare and manage WISH's cash flows and forecasts
- Manage process for recording and reconciling expenses against income and provide regular management reporting
- Prepare, analyse and present financial report in an accurate and timely manner, clearly communicating monthly and annual financial statements in line with IFRS
- Together with RHASS FAC oversee budget review meetings with program and RHASS's finance team

Financial Processing

- Together with RHASS finance team participates in APB
- Together with RHASS finance team prepare financial statements
- Oversee the day to day process of account payables and receivables by obtaining payment authorities
- Closely monitor the aging creditors and debtors reports and take appropriate actions

- Ensure monthly reconciliations of all WISH accounts
- Maintains up to date Asset Register for WISH project and together combine with institutional Asset Register
- In collaboration with Project Manager-WISH RHASS's procurement and Logistic Assistant and FAC arrange for stocks taking
- In close relationship with RHASS finance team coordinate and lead the annual audit
- In collaboration with FAC, effectively communicate and present the critical financial matters to the Board

Payroll Management

- Prepare monthly payroll, obtain approval and present it to the bank for payment
- Ensure payslips are issued on time
- Maintains all payrolls such as PIT and NSSF
- Prepare yearly payrolls reconciliation, payroll taxes and NSSF deductions
- Records all payroll expenses into the software

Risk Management

- In collaboration with project Manager, FAC and Executive Director manage any potential risks
- Work closely with RHASS finance team to assess, arrange for insurance cover
- Together with RHASS administrative team to process insurance claims and keep proper records
- Together with WISH project Manager develop risk register

Compliance Management

- Work closely with project manager and RHASS finance team to ensure compliance to the government and local Authority laws, regulations and requirements
- Consistency on donor rules and requirements while reporting
- In close relation with RHASS's finance and procurement team oversee the procurement in line with RHASS procurement policies
- Maintain good relationship with donor representatives
- The candidate must be pro-choice

Interested and Qualified Candidates should send their CV in TWO pages only together with a covering letter to recruitmentrhass@gmail.com and address to Reproductive Health Association of South Sudan (RHASS), CHD Juba Town before the close of business on **29th March 2019**.

Applications will be reviewed as they come in due to urgency of the needs. Applications receive after the deadline will not be considered. Female candidates are highly encouraged to apply. This position is open to South Sudanese nationals ONLY





Reproductive Health Association Of South Sudan (RHASS)

Vacancy Announcement

The Reproductive Health Association of South Sudan [RHASS] is a member of the International Planned Parenthood Federation [IPPF] and it plans to implement a three years Reproductive Health and Rights project funded by Global Affairs Canada in close partnership with the IPPF African Regional Office in Juba, Torit and Bor with outreach services to surrounding areas.

The project has started in phases starting in juba through a full-fledged Reproductive Health clinic expected to start functioning at the beginning of May 2019 in Torit and Bor and will be linked to existing public health facilities. The reproductive health services that will be provided from static clinics and through outreach include family planning, ante natal care, post-natal care, HIV and STI counselling and testing, breast and cervical cancer screening and preventive treatment, Counselling for SGBV and management and related services. The project also includes substantial community level engagement to promote gender equality and girls /woman empowerment by working with supportive traditional and local government structures and partners.

Positions to be filled

Category	Numbers Needed	Requirement
Head Nurse/midwife (2)	one at each health Facility in Torit and Bor	Proof of professional qualification; at least five years of work experience in Reproductive Health service, Diploma in midwifery, at least two years' experience in supervision and team management
Nurse service Providers (4)	one at each health Facility in Torit and Bor	Proof of qualification; at least two years of experience in Reproductive Health provision
Admin assistant /Data clerk(2)	one at each health Facility in Torit and Bor	Proof of training in Admin/Logistics /finance or data management; at least two-years' work experience.
Cleaners (2)	one at each health Facility in Torit and Bor	Work experience of at least two years.
Drivers (2)	one at each health Facility in Torit and Bor	Valid Driving licence, at least two years' experience, certificate of Good conduct.

Interested individuals are invited to apply for the opportunity by submitting their updated CV with a cover letter in 3 pages to recruitmentrhass@gmail.com or physically to the RHASS Family Health Clinic located in Juba Town Former IGICZ compound opposite the Big Mosque by **March 29/2019**. Positions are opened to South Sudanese nationals and female candidates are highly encouraged to apply.

RHASS will contact only shortlisted candidates.





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Vacancy Announcement

Reproductive Health Association of South Sudan [RHASS] is affiliated with the International Planned Parenthood Federation [IPPF] and it plans to implement a three years Women's Integrated Sexual Health (WISH2ACTION) funded by DFID in close partnership with the IPPF African Regional Office in Juba, Wau and Yei with outreach services to surrounding areas.

WISH2ACTION's operational model – the WISH Cluster Model – is comprehensive, integrated approach to ensure equitable access to family planning and sexual and reproductive health and rights (SRHR), prioritizing the most underserved women and girls, particularly youth under 20, the very poor, and marginalized populations (including people with disability, people displaced or affected by humanitarian crisis, and people living in hard – to – reach areas. The project will start in 2019 and will be linked to existing public health facilities

The reproductive health services that will be provided from static clinics and through outreach include family planning, antenatal care, post-natal care, HIV/AIDS and STI counselling and testing, breast and cervical cancer screening and preventive treatment: Counselling for GBV prevention and management services. The project also includes substantial community level engagement to promote SRHR/FP by working with House hold promoters, community health workers including supportive traditional and local government structures and partners.

Positions to be filled

Category	Numbers Needed	Requirement
Head Nurse/midwife 1	Juba	Proof of professional qualification; at least five years of work experience in Reproductive Health service, Diploma in midwifery, at least two years' experience in supervision and team management
Nurse service Providers (6)	one at each health Facility in Juba, Yei and Wau	Proof of qualification; at least two years of experience in Reproductive Health provision

Interested individuals are invited to apply for the opportunity by submitting their updated CV with a cover letter in 3 pages to recruitmentrhass@gmail.com or physically to the RHASS Family Health Clinic located in Juba Town Former IGICZ compound opposite the Big Mosque by **March 29/2019**. Positions are opened to South Sudanese nationals and female candidates are highly encouraged to apply. RHASS will contact only shortlisted candidates.

