



Comitato
Collaborazione
Medica

BURUNDI ETIOPIA KENYA MALI SOMALIA
CAMBIARE PARTECIPANDO



JOB VACANCIES

CCM - Comitato Collaborazione Medica is an INGO founded in 1968 in Italy and specialized in the health sector. Its core mission is contributing to the development processes which safeguard and promote the right to health, by acting with an integrated approach on the health needs and by influencing the social-economical determinants. CCM aims at improving health conditions of the population in low-income countries and intervenes through projects of international cooperation, education to the world citizenship, advocacy activities and interventions of health promotion in the context of migration processes.

In Greater Tonj, CCM is acting as the leading agency in supporting primary healthcare services and Nutrition services in partnership with the State MoH and works in Twic state, Mother Teresa Hospital. The activities implemented include: (I) support to facility based primary health care; (II) community based interventions; (III) public sensitization campaigns on Health and Nutrition.

To ensure smooth implementation of all the activities, CCM intends to recruit qualified personnel to fill below positions:

Interested applicants are requested to submit the updated CV, cover letter and relevant academic certificates to CCM contacts below.

Deadline for submission of the application:

All application must be received by Saturday 25th November 2017.

The applications must be addressed to:

Country Administrator

And delivered at:

CCM - South Sudan Office

Hai Cinema Area- Opposite Juba Landmark Hotel

Electronic applications can be sent to the following email address indicating the position in the subject:

admin.ssd@ccm-italia.org and Cc: ceceparek@gmail.com

Note: This position is open to South Sudanese Only. Only short listed applicants will be contacted for written exam and interviews.





POSITION: ACCOUNTANT

Number of Positions: 1

Duty Station: Juba, South Sudan

Reports To: Country Administrator

Position Summary;

The Accountant will be in charge of day to day cash management, transaction recording, and NPS-Accounting system updating on a daily basis and ensuring correctness of support documentation.

The Accountant is answerable to the Country Administrator and linkages with Deputy Country Administrator and State Administrator.

Key Responsibilities

A) Finance

- Maintain cashbook and accounts records for Juba office and ensure that all book-keeping and coding is accurate;
- Prepares payments, cheque by verifying documentation, and requesting disbursements;
- Make sure that all financial transactions are carried out and recorded in accordance with CCM standard financial procedures;
- Secures financial information by completing data base backups and work closely with Deputy Country Administrator;
- Maintain staff advances registers and reconcile with the accounting system every month;
- Compile necessary data required by the Country Administrator in order to prepare monthly payroll and do salary payments;
- Ensure that monthly accounting documents are received in Juba within the set date of each month and properly file;
- Maintain monthly bank and cash reconciliations. Ensuring the trial balance is reconciled every month and working closely with State Administrator for field office transaction;;
- Implement CCM financial systems and help all staff to understand and work with them;
- Provide support in all other financial matters in collaboration with Deputy Country Administrator;





B) Administration

- Ensure that all financial records are properly kept based in different project/donors;
- Ensure monthly PIT/withholding remittance to the Authority;
- Record all transaction into the NPS-accounting system while ensuring proper coding and exhaustive description of all the expenses;
- Maintain and manage a suitable stock of office stationery;
- Oversee all administrative filing and records, and archiving;
- Provide support to the office in all other administrative matters;
- Undertake any other duties that may be requested by the Country Administrator;

Key Qualifications and requirements:

- Bachelor Degree in either Accounting or Business Administration;
- Minimum of two years of solid experience in financial management, administrative and logistics work with International NGOs
- Honest and of high integrity
- Familiarity with MS Words, MS Excel required, Outlook. Familiarity with computerized Accounting packages will be a definite added advantage.
- Experience in managing different donor funded projects UNICEF, DFID, CHF and ECHO
- Ability to Multi-task while maintaining a stringent eye on details
- Excellent interpersonal, communication, negotiation and representation skills
- Accurate and precise work style
- Fluency in English required-ability to communicate in Juba Arabic will be a definite advantage
- Able to work in a team setting
- Ability to use own initiative and to work with minimal supervision

