



## **VACANCY**

### **FINANCE OFFICER**

Duty Station: Juba, Jubek State, South Sudan

Contract: 5 months, renewable

Salary: according to NGO salary scale and experience

Starting Date: August 2016

Doctors with Africa CUAMM is an international NGO working in South Sudan since 2007. CUAMM's aim is to improve maternal, neonatal and child health, through a comprehensive approach of health system strengthening considering communities, health facilities and hospitals as interlinked elements. Currently, CUAMM's operating areas are in former Lakes and Western Equatoria States.

CUAMM is looking for a suitable candidate to fill the position of **Finance Officer to be based in Juba, Jubek State, South Sudan**

The Finance Officer is responsible to carry out specific administrative-related activities for Doctors with Africa CUAMM in the duty station in line with CUAMM accounting procedure. The Finance Officer will work closely with the Country Administrator, taking care of the administrative management of the project activities. S/He will cooperate with the administrative and logistics staff based in Juba Country Office.

#### **Duties & Responsibilities:**

- Updating projects accounting through CUAMM accounting software
- Ensuring supporting documents in line with CUAMM and donors procedures
- Processing payments
- Payroll management
- Managing bank and cash related to the projects
- Ensuring monthly cash and bank reconciliation
- Compliance with CUAMM procurement policy

#### **Qualifications**

- Degree /Diploma in Business and Administration or related discipline
- ACCA or CPA certificate will be favorably considered

#### **Experience and Competencies**

- At least 2 years' experience in the area of Administration, better within an NGO

- Previous working experience at country office level
- Strong interpersonal and planning skills
- Self-motivation and initiative
- Excellent communication skills with fluency in English.
- Ability to work with medium supervision
- Team building attitude

#### **HOW TO APPLY**

1. Interested Candidates are requested to submit their Updated CVs, copy of academic certificates, copy of recommendation letter from previous employers, cover letter and scan copy of their nationality ID to: **CUAMM HR Dept, Juba HQ, NOT later than August 7<sup>th</sup>, 2016 or Email it to: [m.jotichi@cuamm.org](mailto:m.jotichi@cuamm.org)**
2. Position code: **CUAMM/SS/JUB/FO**
3. The position is open only to South Sudanese national.
4. Only shortlisted candidates will be contacted and applications submitted will not be returned.