



Reducing deaths and suffering from Malaria and other Vector Borne Diseases in humanitarian crises

Call for Applicants!

Position: Finance and Administration Officer, Juba, South Sudan

The MENTOR Initiative is a UK registered charitable, not-for-profit, non-governmental organization working globally to reduce malaria deaths and suffering in humanitarian crises. With support from UNF and UNICEF, The Mentor Initiative will implement a programme in South Sudan targeting **Emergency Control of Malaria and other Major Vector Borne Diseases (VBD) amongst IDPs, and Vulnerable Host Communities in Conflict Affected areas of South Sudan**. The MENTOR Initiative works in close partnership with the MoH in South Sudan to build technical capacity and effective planning and responses to malaria and other VBDs.

DEADLINE FOR SUBMISSION: July 31, 2017

Overall Job Purpose: To assist the NGO functioning in all finance, administrative, and human resource aspects

Location:

Based in Juba.

Reporting to:

Operations Support Coordinator/Country Director

Key tasks and responsibilities

Administrative & HR Tasks:

- Respect and comply with the labor laws and regulations in South Sudan
- Follow up & renewal of International staff Visa, work permit, registrations.
- Follow up and filling of staff contracts, renewals, leaves, overtime... etc.
- Support the finance coordinator in follow up of contracts and MoUs renewals.
- Ensure contractual framework for relations with the various stakeholders of the base (suppliers, craftsmen ...).
- Supervise the work of finance assistant and office cleaner to ensure their tasks are completed properly.
- Manage the systematic filing (both soft and Hardcopies) for all Admin/HR related activities and correspondence

Financial Tasks:

- Ensure communication with Finance & Administration Coordinator and the Country Director of accounting documents and weekly and monthly reports (cash counts, accountability/SAGA).
- Field visits to support and replace finance staff in the field when needed
- Maintain a daily management of the cash accounts in Juba office when required.
- Cheques withdrawals, cheques deposit to suppliers Liaise with bank issues when required.
- Ensure all cash payments and other payments following The MENTOR Initiative's procedures and protocols (procurement and authorizations requests, Advances request, etc...)
- Follow all procedures of the NGO in relation to finance and be consistent with the logistic department
- Arrange for monthly shipment of the accounting documents to headquarter in time (DHL)
- Maintain/ keep updated a budget data base (monthly budget, calculation of the balances by budget lines)
- Plan for future expenditures of the current month and project costs for future months
- Other activities will be determined by the Finance & Administration Coordinator and Country Director.
- Ensure all payments are justified with sufficient supporting documents according to the MENTOR Initiative SOP on invoice Submission

Requirement:

- Bachelor Degree or equivalent in Business Management, Accounting or Human Resource Management
- 2 to 4 years of related experience with an international NGO
- Able to work as part of an established team with excellent communication skills, team builder, flexible, adaptable
- Good and strong command in computer skills and especially on Microsoft Excel
- Conduct all activities in an honest and trustworthy manner in the best interest of The MENTOR Initiative
- Only Sudanese National

Submit applications before the 31st July 2017, by e-mail to: mentorvacancy@gmail.com, **or hard copy to:** MENTOR Initiative, Hamza Inn Compound Block G, Plot No. 4 - Juba Town Area, opposite UNOPS Office or NOTOS, or MENTOR Initiative Sub Office, **Note:** due to urgent need to fill this vacancy, the position may be filled before the above mentioned deadline.

With Subject Line 'Finance Officer - Juba'

Female Candidates are strongly encouraged to apply.

