



SOH 3
Approved
MLPS & HRD
Inspector
Hafsa
29/11/2018

VACANCY

Administrator



Duty Station: Mingkaman, Eastern Lakes States South Sudan
Contract: 3 months, renewable
Salary: according to NGO salary scale and experience
Starting date: January 2019

Doctors with Africa CUAMM is an international NGO working in South Sudan since 2006. 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, Unity and Western Equatoria States.

CUAMM is looking for a suitable candidate to fill the position of **Administrator to be deployed in Mingkaman, Eastern Lakes States, South Sudan**

The Administrator has to ensure the correct management of all administrative aspects of Cuamm multi-donor projects in collaboration with the Project Managers, with the Country Representative and the Administrative supervisor of the area. The Administrator should work following the local and international legislation and should always consider Cuamm and donors defined working procedures.

Duties & Responsibilities:

- Overseeing multi-donor projects accounting through CUAMM's accounting software
- Ensuring supporting documents in line with CUAMM's and donors' procedures
- Monitoring expenditures according to the budget plan and supporting the Project Manager in reporting and planning project implementation
- Managing bank and cash related to the project
- Ensuring proper logistics and procurement procedures in liaison with Juba Country Office dedicated staff
- Supporting Project Managers in national human resources management
- Managing compound-related staff, maintenance and security

Qualifications

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



Experience and Competencies

- At least 1 years' experience in the area of Finance.
- Specific training in international development/humanitarian action will be favourably considered
- 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, cover letter and scan copy of their nationality ID to: **CUAMM HR Dept, Juba HQ, C/o TM Lion Hotel 100 Meters away from USA Embassy not later than December 19th or Email it to: southsudan@cuamm.org. Commencement Date 29st November, 2018.**
2. Position code: CUAMM/SS/ADM
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.

