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Approved
HLP (Sector)
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7/6
2019

VACANCY ANNOUNCEMENT

Vacancy Title: Finance and Admin Assistant

Location: Longechuk and Maiwut, NIDO Field Offices

Number of Posts: 2

Reports to: Project Manager /Coordinator

Start date: 1st July, 2019

End of Contract: Two Years.

A. Introduction

NIDO (Nile Initiative Development Organisation) is a non-profit making Organisation dedicated to implementing health care programs in developing countries. The accomplishment of its mission is made possible by highly motivated and dedicated employees, committed to the mission, vision, goals and objectives of (NIDO.)

Accordingly, NIDO recognises that its employees are responsible for its past accomplishment and provide the foundation for continued future services of those in need.

NIDO is a donor funded organisation, therefore terms and conditions are subjected to available project/program funding. An awareness of NIDO purpose and goals will enable employees to benefit from their employment, share a common purpose and more effectively meet their work responsibilities.

B. Project

The EHSP is a two-year project funded by World Bank Through UNICEF South Sudan Program and EHSP supports services in the two former states of Jonglei and Upper Nile State respectively.

World Bank awarded the contract to UNICEF to act as the Fund Manager for the EHSP project so as to manage activities of implementing partners.

Whilst providing Essential Health Service Delivery (EHS) to the vulnerable population of Upper Nile and Jonglei State, the ESHP project will also help to strengthen and enable the Government of the Republic of South Sudan (GRSS) to be the leader in developing a health delivery system that saves lives. This will be achieved through supporting transition to government-led service delivery.

The key objectives of the ESHP are to:

1. To increase the utilisation and quality of health services, with an emphasis on maternal and child health.
2. To scale up health promotion and protection interventions so as to empower communities to take charge of their own health.
3. To strengthen institutional functioning including governance and health system effectiveness, efficiency and equity.

The ESHP supports delivery of essential primary health care and referral health services up to county hospital level, as well as health system strengthening at the national, state, county and facility/community levels. The ESHP is supporting these services in the two former states of Upper Nile and Jonglei State

C. This document

This document sets out the specific Terms of Reference (ToR) for two Finance and Admin Assistant to be based in the two counties of Longechuk and Maiwut under Lot 4.

The Reproductive Health officers shall be working under the management of NIDO and will report to Roving Health and Nutrition Manager of the two counties of Maiwut and Longechuk respectively.

D. Key Responsibilities

Budget preparation and implementation:

- Participate in drawing up the administrative budget of the NIDO's County field Office following the schedule set by the Finance Department while taking into account the particular investment needs of the Office;
- Ensure recording, up-dating and monitoring expenditure in accordance with the NIDO's internal control rules and procedures.
- Report periodically on the status of budget implementation and propose possible revisions.
- Establish procedures and controls to improve efficiency of service and identify cost savings and promote efficient use of NIDO's resources.
- Advise the management of NIDO on the available methods to improve control environment in the County field Office.

Finance and Accounting

- Ensure timely payments of all bills for NIDO in line with established financial procedures and regulations
- Ensuring proper documentation of payment vouchers and all other supporting documents.
- Process for payment and maintain individual staff mission expenditure; advances and balances.

- Keep and maintain daily updates of all the required County field Office books of accounts, records, inventory and files in order, and all financial transactions captured and entered in quick books.
- Produce reports for review and final approval of the Project Manager, all the Office monthly financial and budget execution reports.
- Undertake timely preparation and verification of reports, statements and schedules for auditing of the County field Office activities.

Human Resources Management

- Keep all staff records/files up-dated.
- Up-date and submit monthly reports on personnel management.
- Manage office staff benefits in accordance with the Human Resources policy and instructions in force.

4. General Administration: institutional procurement of goods and services and

Management of property and equipment

- Undertake procurement of goods and services in keeping with the NIDO' rules and procedures.
- Manage the preparation and monitoring of service providers' contracts.
- Keep stock of office supplies and inventory of NIDO's property and equipment.
- Management of office vehicles in accordance with the bank's transport policy and instructions in force.
- Organize, supervise and monitor the activities of administrative staff and ensure appropriate training for the latter in order to obtain quality services.
- Ensure all administrative documents necessary for the proper functioning of the office and staff are obtained from the relevant authorities.
- Proper management and control of office stores and petty cash.
- Ensure administrative support to all the County field Office staff and bank's visiting mission as required.
- Ensure that proper filing is undertaken in the Country Office;
- Ensure that proper control mechanism and segregation of duties are in place, and that NIDO's procedures are fully implemented.

E. Qualification and Experiences :

- At least a Bachelor's degree or Diploma in Business Administration, Accounting, and/or Finance;
- Membership to an internationally recognized professional accounting body (e.g. CA, CPA, and ACCA) will be considered as an added advantage.
- At least Five (5) years of relevant work experience. Experience in a similar post in a multilateral organization will be considered an advantage.
- Knowledge and experience in administrative; financial accounting and full range of office support work, with a high level of sustained performance.
- Thorough knowledge and use of all relevant computer software and the ability to help organize data and information retrieval systems.
- Strong interpersonal and verbal communication skills.
- Proven ability to work effectively in a team-oriented, multicultural environment and to function effectively as a member of various groups

- Competence in the use of NIDO's standard software (quick books, Word, Excel, Access, MS Projects and PowerPoint).
- Strong written and verbal communication skills in English. Knowledge of Juba Arabic will be considered as an advantage.
- Demonstrated cross-cultural, teamwork, and computer skills,

Essential:

- Strong preference for South Sudanese Nationals
- At least 5 years experiences of managing and implementing Health projects or other developmental programmes preferably in post conflict situations. South Sudan experiences will be added advantage
- Adequate experience and track record working in gender focussed programmes including women programmes.
- Willingness to work in hard to reach areas and travel to health facilities
- Ability to develop and maintain effective high level relationships with local authorities, other NGOs as well UN agencies.
- Understanding of Community participatory methods in community development and results-based management
- Effective communication, negotiation and networking skills.
- Women are especially encouraged to apply.

Desired:

- Willing to live and work in remote and hard areas of south Sudan especially in the former Upper Nile State of Longechuk and Maiwut counties.
- Ability to work in a multi-cultural team,
- Effective communication and networking skills,
- Fluent in written and spoken English and South Sudanese colloquial Arabic.

Applications should be accompanied by updated CV, covering letter and academic certificates, with at least two suitable referees with their day telephone contact. Application for this post should be submitted electronically to the following email address;

nidoorg1@gmail.com or nyamarichard1979@gmail.com or deliver by hand to NIDO South Sudan Country Office in Konyokonyo Industrial Area, Near Ambassador Hotel along Blue Wave Water Plant Industrial Plant Juba.

The closing date for application is 26th- June, 2019

