



Healthy lives. Measurable results.

Hai Neem – UAP TOWER  
Juba, South Sudan  
[www.psi.org](http://www.psi.org)

### **JOB ADVERTISEMENT**

**Position:** Senior Grants and Contracts Finance Officer  
**Location:** Juba  
**Reports to:** Grants and Contracts Finance Manager  
**Deadline:** April 23<sup>rd</sup> 2020  
**Number of positions:** 2



### **Who we are**

We're Population Services International (PSI), the world's leading non-profit social marketing organization. We work to make it easier for people in the developing world to be healthy by providing access to products and services that range from mosquito nets to HIV testing.

There are over 9,000 "PSI'ers" around the world. It's a motley group of entrepreneurs and professionals with a diverse range of backgrounds all the way from the medical industry to the music business, all with unique skills that we bring to the job.

PSI began operations in Southern Sudan in January 2005, distributing Long-Lasting Insecticide-Treated Nets (LLIN) through the commercial sector and implementing behavior change communication on HIV/AIDS. Over the years, PSI has continued its presence and expanded operations to include a comprehensive hygiene, sanitation and safe water program.

In 2009, PSI started a Home Management of Malaria (HMM) program for children under five years old. Since then, HMM has evolved into a broader Integrated Community Case Management (ICCM) program with the addition of pneumonia, diarrhea and acute malnutrition interventions.

### **Your contribution**

#### **SR Management.**

- ❖ Assist Grants and Contracts Finance Manager in all aspects related to donor reporting, ensuring reports are submitted to the donors on or before the set deadlines.
- ❖ Provide technical financial support and supervision to the SRs ensuring that, donor rules and regulations, SR's Policies, controls and procedures are followed.
- ❖ Prepare Financial Report Review check lists, Site visit reports and Management Letters to document findings that are identified during SR expenditure verifications and suggests corrective Management actions that need to be taken by SR Management to remedy the risks identified.
- ❖ Develop detailed, actionable and time bound monitoring plans for each sub-recipient (SR) and ensure that the control weakness identified during Site visits and expenditure verification exercise are addressed by the SR Senior Management.



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- ❖ Receive and review transaction documents that are presented to Finance for processing by NMCP for completeness, mathematical accuracy and ensure that they are fully coded with the appropriate project and account codes, , and also approved by the appropriate person
- ❖ Ensuring that all documents are well supported as per donor rules and regulations and/or PSI policies. For all documents that are not complete, a feedback should be given to the SR on what is missing and what is necessary to complete the documentation.
- ❖ Administer database of project contracts for effective and efficient project tracking.
- ❖ Circulating of various vouchers and documents for review and approval by working with Platform Finance Units.
- ❖ Implement Internal Controls as provided for by the PSI policies and donor rules and regulations.
- ❖ Ensure that Grant documents such as Contracts, Financial reports, Management Letters, Monitoring plans, Site visit reports, Financial Report Review check lists, meeting minutes and other documents are posted to the SharePoint.
- ❖ Provide analysis and oversight of NMCP budgets as well as sub-recipient budgets, and ensure that budget VS actual meetings are conducted between PSI and Sub-recipients.

#### **Budgeting.**

- ❖ Assist the Grants and Contracts Financial Manager in the review of the PR and SR budget to ensure that it is up to date for all funding sources; that the costs are adequate in terms of completeness and reasonableness.
- ❖ Review financial reports to ensure that all costs have been fairly allocated as per the common cost policy, and appropriate budget code in the QuickBooks.
- ❖ Review financial reports to ensure that coding of expenses is being done correctly as per donor approved budget, and in cases where this is not done - take corrective action.

#### **Other responsibilities;**

- ❖ Perform such other duties as may be required from time to time.
- ❖ Delegation during absences of Finance and Compliance Manager due to annual Leave and away from office.

#### **Qualifications:**

- ❖ South Sudanese Nationals only.
- ❖ Minimum of **Bachelor Degree in Finance and Accounting**, Commerce, Business administration and Management (**Mandatory**).
- ❖ Have proven **3 to 5 years** of working experience in a busy accounting environment, preferably in South Sudan Context.





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- ❖ Previous work experience with Contracts, donor grants management required at least **2 years.**
- ❖ Thorough knowledge of generally accepted accounting principles and practical applications of financial system (**Mandatory**).
- ❖ Strong interpersonal skills and demonstrated ability to communicate clearly and effectively.
- ❖ Proven experience in Microsoft word, Advanced Excel (Spreadsheet), Access and Outlook (**Mandatory**).
- ❖ Experience working with accounting software, working knowledge of QuickBooks of accounts is preferred.
- ❖ Ability to work under pressure with minimum supervision.
- ❖ Able to meet deadlines in making quarterly and monthly financial Reports to Head office.
- ❖ Must be honest and trust worthy in all financial transactions.

Qualified and interested candidates may apply via email with a copy of their CV, cover letter and list of referees to “The HR Manager PSI South Sudan” @ [jobs@psi-southsudan.org](mailto:jobs@psi-southsudan.org) or you can drop hard copies of your CV, cover letter and list of referees to PSI South Sudan Juba UAP Tower 2<sup>nd</sup> Floor Wing A.

Only shortlisted candidates will be contacted for interviews.

*PSI is an Equal Opportunity Employer, and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation, or disability. Female candidates are encouraged to apply.*



Date:

6.4.2020

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