

## POSITION DESCRIPTION

**JOB TITLE:** Finance and Administration Officer – Covid-19 Project

**INSTITUTION:** ICAP at Columbia University Mailman School of Public Health.

**LOCATIONS:** Juba Office - (Emergency Operation Center)

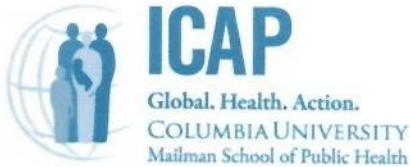
**DIRECT REPORT:** Director Administration and Finance, South Sudan.

## OVERALL JOB FUNCTION:

Under the direction of the Finance and Administration director, the Finance and Administrative Officer will be responsible for maintaining sound financial systems and controls to ensure effective implementation of programs under the portfolio of ICAP South Sudan. This position will produce timely reports, including variance and budget monitoring reports, to assist management in assessing financial performance of grants. The Finance & Administrative Officer will also promote adherence to ICAP Standard Operating Procedures, donors' rules and regulations, as well as South Sudan law. In addition, the incumbent will provide daily administrative support in functions including office management, logistics, procurement, and coordination of trainings, meetings and workshops.

## DUTIES AND RESPONSIBILITIES:

1. Ensure that proper internal control procedures are maintained for day-to-day financial activities within respective grants.
2. Ensure that staff salaries, benefits and other mandatory payments are accurately processed as per source documentation.
3. Maintain the office petty cash funds and ensure disbursements are made in accordance with ICAP policies and procedures.
4. Responsible for subsidiary ledgers: cash disbursements, cash receipts, accounts payable, payroll summaries, accounts receivables summaries and journal entries for adjustments to ledger sheets.
5. Maintaining any capital funds ledgers, trial balances, financial reports and balance sheets.
6. Based on ICAP Chart of Accounts, classify financial transactions by sub codes, project activity, and other sub-analysis codes.
7. Prepare monthly reports that include accounts payable reconciliation, accounts receivable reconciliation, cash flow reports and balance sheet audits.
8. Analyze and interpret financial data and prepare financial reports, statements, and/or, projections.
9. Assist in development and coordination of annual budgeting processes as well as applications for new funding.
10. Assist with internal and external audits for the country office.



11. Develop and maintain a filing system to ensure efficient storage and access to departmental information according to sound administrative practices.
12. Solicit quotations for purchasing of office equipment, materials and supplies and printing as per ICAP Standard Operating Procedures.
13. Update databases, organize files and records, draft and proof correspondence, reports, presentations and other documents.
14. Maintain and update property log.
15. Ensure that sufficient office supplies are available for staff.
16. Coordinate logistics for staff trainings, meetings and workshops.
17. Coordinate travel arrangements for staff and manage traveler paperwork.
18. Undertake other related tasks as required.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree or equivalent in Accounting, Management or related field.
- Minimum 3 years relevant experience in finance administration or accounting.
- Experience working in limited-resource settings, preferably in Africa or South Sudan.
- Prior work experience with International NGOs.
- Fluency in spoken and written English.
- Excellent communications and organizational skills.
- Proficient IT skills: QuickBooks, Microsoft Excel, Word, PowerPoint, Access.

#### **How to apply:**

Please forward your resume or CV to [ml4185@cumc.columbia.edu](mailto:ml4185@cumc.columbia.edu) and copy [mka2155@cumc.columbia.edu](mailto:mka2155@cumc.columbia.edu) . Please indicate you are applying for the "South Sudan – Finance and Admin Officer" position in the subject line of your email. Or Deliver it to ICAP offices near American residence, Kololo Plot 25 Block 3K south DDR Avenue

Note: This is a local hire position and the successful candidate will be an employee of ICAP in South Sudan subject to the local terms and conditions of employment which includes a competitive salary and benefits package.

**Application Deadline August 7<sup>th</sup>, 2020 – (This position is urgent CVs will be reviewed as they come in)**

**NB: Only those who are shortlisted will be contacted**

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# ICAP

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## POSITION DESCRIPTION

JOB TITLE: **Data Base Officer**

INSTITUTION: **Columbia University Mailman School of Public Health - ICAP**

LOCATION: **Juba Office**

DIRECT REPORT: **M&E Advisor.**

### Daily routine activities

- Every morning print attendance sent by Health Facilities through WhatsApp and update ( tick on) the submission sheet
- Then, enter the attendance in to the database (update database based on daily attendance)
- Follow up those health Facilities who didn't share their attendance and until they share
- If a facility didn't share attendance for more than 2 days communicate to the juba based point of contact (POC), M & E Advisor and Technical director in person and via WhatsApp
- Extract daily missed appointments and share with facilities
- Clean data base as necessary

### Monthly routine activities

- Update the status of each client in the database on 10<sup>th</sup> day after end of month
- Compute TX\_NEW and TX\_CURR for all health facilities (both ICAP and MOH) by end of reporting month (**deadline 10 days** after end of the month)
- Compute missed appointment and LTFU for each health facility and share with facilities
- Verify health Facilities reports against the computed numbers in the database and give feedback
- Work with facilities to work on the feedback and send reports back
- Follow up HFs about monthly report submission

### AOB

- Conduct any other activity of M & E unit as assigned by M & E advisor
- Performs other related duties as required.

## EDUCATION

- BSC in statistics/computer science

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## REQUIRED SKILLS & EXPERIENCES:

- Experience in health and database management
- Knowledge and skills on advanced Microsoft excel is mandatory
- Experience in data analysis and interpretation
- **Must be a South Sudanese National. A copy of national ID or passport should be attached to the CV**

## How to apply:

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## Application Deadline on Friday August 7<sup>th</sup>, 2020

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## POSITION DESCRIPTION

JOB TITLE: ECHO/Training Officer

INSTITUTION: Columbia University Mailman School of Public Health - ICAP

LOCATION: Juba Office

DIRECT REPORT: ECHO Manager/ C&T Advisor.

## POSITION SUMMARY:

Working under the overall guidance of the ICAP project ECHO Technical lead, the training assistant will be primarily responsible for providing training support to the TeleECHO clinic sessions, provide training support to ICAP staff in Juba and its environs on training related activities.

## MAJOR ACCOUNTABILITIES:

- Facilitate logistics support for all ECHO supported sites
- Ensure session attendance forms have been disseminated & collated at every ECHO session from all supported ECHO sites.
- Ensure ECHO session invites and pre-course information are disseminated in a timely manner.
- Compiling the training objectives of the participants
- Support technical lead in creating training support materials
- Facilitate in updating training materials for ECHO sessions and trainings.
- Ensure training support materials are printed out
- Facilitate the recording of the attendance of participants for the training session
- Support in preparation of training and session reports
- Provide support on filing, organising and archiving training materials from supported ECHO facilities.
- Ensure timely dissemination of session slides to all ECHO facilities & participants by uploading completed slides to designated drives
- Maintain and monitor participants training records & database.
- Providing general administrative assistance to technical lead and trainers.
- Support the development of needs assessment surveys, feedback and recommendation systems
- Disseminating and collating details from feedback and recommendation forms and presenting to the technical lead.
- Periodically update participants' contact and mailing list in iECHO
- Handle any other task associated with organizing and scheduling training sessions.
- Perform any other related duties/ activities as assigned by supervisor.

## EDUCATION

- Bachelors in Business Administration, Education

## REQUIRED SKILLS & EXPERIENCES:

- Minimum 2 years relevant experience in training

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- Prior work experience with an international NGO
- Outstanding written and verbal communication skills
- Have thorough understanding of the organization's goals and mission
- Ability to work under pressure, to multi-task and prioritise
- Ability to work as part of a team, proactive, problem solving and decision-making skills
- Be efficient and organised with good attention to detail
- Be computer savvy
- Be able to handle clerical tasks, such as filing and typing.
- **Must be a South Sudanese National. A copy of national ID or passport should be attached to the CV**

### How to apply:

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### Application Deadline on Monday August 7<sup>th</sup>, 2020

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## **POSITION DESCRIPTION**

**JOB TITLE: Information Technology Assistant**

**INSTITUTION: Columbia University Mailman School of Public Health - ICAP**

**LOCATION: Juba Office**

**DIRECT REPORT: IT Officer.**

### **POSITION SUMMARY:**

The IT Assistant is responsible for maintaining ICAP, South Sudan IT Equipment, user support, providing users with on-the-job training and general support to the IT System.

### **MAJOR ACCOUNTABILITIES:**

#### **1. User and Client system support:**

- Setting up and management of desktops, laptops, printers and mobile devices
- Provides office level network administration, including routine troubleshooting, maintenance and hardware/software upgrades.
- Ensures that ICAP South Sudan information and IT systems are protected in a manner consistent with information security policy, procedures and standards.
- Facilitates preparation for videoconferences and other collaborative activities, such as Webex, Zoom and Gotomeeting sessions.
- Manages all local IT assets and assists clients to manage data.
- Identification of routine desktop and application support issues and provision of training for staff as required
- Regularly update anti-virus programs and ensure the entire network and computers are virus-free
- Establishing a clear back-up policy and system; regularly making back up and ensure archives are made and stored as scheduled for the ICAP, South Sudan office and undertake the necessary steps for this activity including designing a schedule and materials list; recovery of all databases and their management.
- Maintenance of IT User Guide and ensuring user compliance with IT policies and guidelines
- Management of IT equipment inventory and loaner Equipment pool
- Support M&E unit in all data management processes

#### **Support to ECHO project**

- Facilitate logistics support for all ECHO supported sites (fuel, refreshment distribution and collation of appropriate retirement documents)
- Ensure ECHO session invites are disseminated in a timely manner.
- Ensure session attendance forms have been disseminated & collated at every ECHO session from all ECHO sites.
- Ensure all hard and soft copies files of ECHO facilities are well kept and properly secured

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- Periodically update participants' contact and mailing list in iECHO
- Maintain and monitor participant's knowledge assessment & training database.
- Monitoring facility level internet data usage across all ECHO sites and recommend innovative solutions to prevent unauthorized and inappropriate use.
- Set up and manage functional email addresses for all ECHO supported site.
- Ensure timely dissemination of session slides to all ECHO facilities by uploading slides to designated google drive
- Periodically facilitate and contribute to ECHO session reports and summaries.
- Support any other data related technical support to ECHO facilities as assigned by the ECHO technical lead.
- Perform any other related duties/ activities as assigned by supervisor.

## EDUCATION

- Diploma in Computer Science or Management of Information Systems
- CompTIA A+, Network + certification or Equivalent
- At least 2 years' experience in similar capacity.

## REQUIRED SKILLS & EXPERIENCES:

- CompTIA A+, Network + certification or Equivalent
- At least 2 years' experience in similar capacity.
- **Must be a South Sudanese National. A copy of national ID or passport should be attached to the CV**

## How to apply:

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