



Position: Finance Assistant

USAID/South Sudan Monitoring, Evaluation, and Learning Support (MELS) Activity, South Sudan

Project Summary:

Implemented by Integrity Global, Inc. and MSI, the Monitoring, Evaluation, and Learning Support activity (MELS) supports USAID/South Sudan through tailored monitoring and evaluation services to enhance Mission programs. In a dynamic operating environment, MELS provides the Mission with flexible, demand-driven technical, analytic, and advisory support that:

- Helps the Mission internalize and integrate concepts under Collaborating, Learning, and Adapting (CLA),
- Strengthens knowledge management and improves institutional memory,
- Advises on and produces fit-for-purpose MEL products,
- Enhances organizational effectiveness and operational efficiency, and
- Strengthens data-driven decision making through Geographic Information Systems (GIS) and other innovative spatial analyses.

Project Background:

The MELS activity serves as the Mission’s primary mechanism for monitoring, evaluation, and learning and adaptive management services for ongoing activities and programs. In a dynamic operating environment, MELS provides USAID/South Sudan with flexible, demand-driven technical, analytic, and advisory support in order to strengthen collaboration, learning and adapting (CLA); promote institutional memory; produce monitoring, evaluation, learning products as appropriate; strengthen knowledge management and organizational learning (KMOL), organizational effectiveness and operational efficiency; and strengthen data-driven decision-making through an efficient use of GIS and other innovative spatial analysis.

Position Summary:

The Finance Assistant will support the MELS activity in South Sudan. S/he will process income taxes, make payments, be a point of contact for clients/vendors, archive all financial documents in proper order. S/he will support the implementation and management of internal financial controls to facilitate accurate and timely financial management and operations systems. and will report to the Finance Specialist. This is a Long-Term Technical Assistance (LTTA) Position based in Juba.

Responsibilities:

- The Finance Assistant will be responsible for preparing all bank instructions, receiving invoices from the bank agent (LEM) and keeping an updated tracker to avoid double payment.
- S/he will be responsible for processing all payments and scanning financial documents on a shared point in a timely manner.
- Maintain financial files including updated databases and trackers and archiving information.
- Support the finance team in managing staff compensation and consultants’ invoicing.





- Responsible for preparing accounts payable and receivable request form for the payment of integrity Global vendors.
- Prepare all staff travel advance request form on time before traveling date.
- Assist Finance specialist and Director of Finance & Administration in reviewing all staff expense reports with keen attention to detail.
- Assist finance team with financial entries on QuickBooks.
- Be a key point of contact for the clients/vendors and support DFA with banking matters.
- Do any other project related duties as required and requested by the DFA and/or supervisor.

Qualifications:

- Bachelor's degree in Finance & Accounting or related field.
- At least three (3) years previous experience of accounting and Finance/or implementing development projects.
- Knowledge of and experience with accounting software packages.
- Self-motivated, with enough personal confidence to be open to continuous learning and development.
- Experience with word processing and spreadsheet software (Microsoft word and excel preferred).
- Evidence of ability to work in a team and is motivated to adhere to commitments and keep strict deadlines.
- Ability to analyze and interpret government and company rules and regulations.
- Capacity to identify essential elements of complex accounting issues.
- Excellent verbal and written communications skills (in English).
- Strong ethics, with an ability to manage confidential data.
- Capacity to work both independently and as a member of a team.

Integrity and MSI is an equal opportunity employer that values diversity and inclusion. We strive to develop and maintain a culture that honors the perspectives and identities of our employees, our communities and those impacted by our work. We encourage applications from suitably qualified and eligible candidates, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status. We will respect your confidentiality and abide by data protection laws.

NOTE: Open to South Sudanese citizens only

The closing date for the application is November 24th, 2023. We will review resumes on a rolling basis and the vacancy may be filled before this deadline. We encourage early applications. Please be advised that only shortlisted applicants will be contacted for an interview.

How to Apply:

Hand deliver and addressing your application to Integrity Global MELS Human Resources and Administrative Manager, Goshen House, Gate I or by email: ssmels.recruitment@integrityglobal.com or use our online application system <https://podio.com/webforms>. <http://tinyurl.com/3h99f7d8>

