



SO-H-3  
Approved  
Inspector  
10/12/2013

# HealthNet TPO

## VACANCY ADVERTISEMENT

### POSITION: Finance and Admin Officer Aweil Centre - South Sudan

#### General context:

The Dutch organization HealthNet TPO is a knowledge-driven, non-profit organization that works in areas disrupted by war, disasters and poverty. Working together with local populations it works on rehabilitation and sustainable health care development.

HealthNet TPO operates in 8 countries with more than 2,000 employees where it provides expert advice and support on rebuilding and restructuring health systems, mental health, health financing and disease control. In addition HealthNet TPO conducts related social, epidemiological and medical research contributing to a better response to chronic crises worldwide.

HealthNet TPO's programme in South Sudan dates from 1996. HealthNet TPO aims to contribute to improving the overall health situation and supports the strengthening of health systems to ensure the provision of quality health care in Sudan. HealthNet TPO aims to include and build the capacity of Sudanese organizations, communities and authorities.

Currently, HealthNet TPO implements a health service delivery programme in Lol State, Aweil State, and Terekeka, funded by DFID (Health Pooled Fund).

#### Purpose of the position

The Finance & Admin Officer is a substantial member of the Aweil Centre Office team with responsibility for accurately maintaining financial records and processes, logistics and HR administration.

#### Place in the organisation (reporting lines)

The Finance & Admin Officer is based at the Aweil Centre office and administratively reports to the Area Programme Manager with a dotted line to Finance & Administration Manager. He/she works closely together with the Medical Coordinator, as well other individual staff members.

#### Key accountabilities and responsibilities

##### **Administering and Monitoring Financial Systems (10%)**

- Work closely with the Finance and Admin Manager (FAM) to ensure that HealthNet TPO's financial policies and procedures are adhered to by all users and contribute to the maintenance and development of internal financial controls.
- Assist FAM when necessary in preparing budgets, and monthly cash forecasts for Aweil Centre field Office.
- Ensure that all invoices, correspondence and back up documents promptly and in an appropriate manner, and that computerized accounting and payroll systems are updated and backed up regularly.



- Assist FAM in the preparation of the annual/ donor audit and contribute to the audit process, responding to all deadlines in a planned and structured manner.

***Financial and Management Accounting (25%)***

- Undertake the day-to-day input of transactions onto the accounting system and the maintenance of financial records covering purchases, petty cash, expenses and banking.
- Ensure that all balance control accounts (prepayment & Accruals) are reconciled every month, and where necessary, follow up and investigate any queries or variances.
- Oversee all cash transactions to ensure that they are collated regularly, cash books reconciled on a daily basis whenever possible.
- Ensure that payments to suppliers are supported by full and accurate documentation, processed efficiently and payment dispatched promptly.

***Partner financial administration support (15%)***

- With programme and partner staff, monitor the use of funds to ensure they are properly accounted for on a monthly basis or as required.
- With support from the FAM, train partner staff on the policies and procedures for financial accountability and ensure on-going compliance with these procedures.
- In consultation with County Project Manager, ensure timely transfers to partners for effective programme implementation.

***Vehicle/Transport Management (10%)***

- Implement and monitor HNTPO standard vehicle policies and procedures, with particular attention to safety and security issues.
- Manage and be accountable for the vehicle fleet, ordering and inventory management of all vehicle related parts and consumables, including fuel.
- Ensure the correct and timely routine maintenance and repair of HNTPO vehicles including generators.
- Ensure that all vehicles carry the required on-board documentation and that all documents are kept up-to date (including insurance).

***Procurement (25%)***

- Ensure cost effective and timely authorized procurement for the operations and for program requirements, and respecting closely all established procurement procedures for HNTPO.
- Ensure proper use of procurement paperwork including Purchase Request, Request for Quotations, Purchase Order, Bid Analysis and Payment Request
- Ensure quotations are evaluated based on quality, cost, appropriate technical and support 'capacity, and ultimately achieve value for money and the overall ability to best meet the needs of the project.
- In consultation with FAM, identify gaps in the procurement system and to suggest ways of addressing them.

***Inventory & Asset Administration (5%)***

- Receiving, inspecting and verification of all incoming equipment, furniture, drug and consumable supplies and scheduling deliveries to users as promptly as possible.
- Coordinates, updates, and maintains the tracking of new and existing capital and non-capital fixed assets including asset identification tagging, location identification, physical count, and departmental equipment custodians.
- Maintain an up-to date fixed asset register in Juba Office including all the fixed assets in the



field bases.

- Track all movement/ transfer of equipment's and furniture both in the staff residence and office.
- Provide support to the management on physical assets disposal. Review of assets and recommendation of physical assets for disposal. Oversight of disposed items and accuracy of disposed physical asset data.
- Preparation, certification and timely submission of quarterly fixed assets reports.

#### **Admin & Human Resources (10%)**

- Monitor and record employee leave requests and time sheets (where necessary)
- Process and maintain Human Resources personnel files for all staff employee classifications. Responsible for retention and archiving of all personnel records
- Act as the focal point person for the maintenance and repairs of assets and other administrative infrastructural systems, liaising with the appropriate staff to arrange quality repairs of reported malfunctions in a timely and expeditious manner
- Update the filing system and manage filing the office documents for both hard and electronic copies

Any other duties as can reasonably be asked from the position by the Medical Coordinator or the Finance and Administration Manager.

#### **Required Skills, Knowledge and Expertise**

- A South Sudanese National with all the requisite national documents;
  - Excellent organisational skills
  - Diploma or Degree in Accounting/ Finance and/or Business Administration;
  - A proven track record in financial administration with demonstrable 2-3 years' experience in accounting and financial procedures for international organization;
- Advanced computer skills including MS Office applications (Word, Excel)
- Knowledge of spoken Arabic and local languages is an added Advantage
  - Ability to work in remote field conditions

#### **Competencies**

- Good team player, able to listen and motivate
- Able to work in a culturally diverse environment
- Takes initiative to establish a network or partnership where one does not exist
- Able to work with minimum supervision and be pro-active
- Able to work under duress, occasional flexibility in terms of working off hours
- Understands others underlying needs, concerns and motivations and communicate effectively in sensitive situations
- Gives regular, timely and appropriate feedback, acknowledges good performance and deals with issues concerning poor performance

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

Please send your CV and application letter to: [fam.juba@ss.hntpo.org](mailto:fam.juba@ss.hntpo.org) & [fo1.juba@ss.hntpo.org](mailto:fo1.juba@ss.hntpo.org) by 30 Dec 2019. We will be reviewing application letter on rolling basis before the closing of date until the position is filled. Include the title in the e-mail subject line: Finance Officer-Aweil Centre

Hard copy applications can be delivered to HealthNet TPO Juba office at SADECO Centre 1st Floor, Airport Road Adjacent to International Commercial Bank; or Nyamlel HealthNet TPO field office.

This position is **Open to South Sudanese only.**