



HEALTH ACTION AID



Gudele 1 Rock City Road, Block 9 extension 5M behind Lou specialist

clinic email; hrhealthactionaid17@gmail.com

Job Description

| | | | |
|--------------------------------|-----------------------------|---------------------------|---|
| Position Title: | Field Finance Assistant (1) | Length of Contract | (6) Months (with Possibility of Extension based on funding) |
| Duty Station: | 95%Roving(Mobile Response) | Type of Contract | Volunteer (Internal/External) |
| Department: | Operations | | |
| Reporting relationship: | Finance Officer | | |
| Opening Date: | 5 th Sept 2019 | | |

Overview

Health Action Aid is a national non-governmental organization registered and incorporated under chapter 3, section 10 of South Sudan NGOs' Act, 2016 with the Relief and Rehabilitation Commission (RRC) in 2017. Our headquarters is located in Juba South Sudan.

Job Purpose:

To maintain and control the competitiveness and accuracy of the field financial system

Job Duties/Responsibilities:

- Daily book keeping of transaction and reconciliation of cash balance/ bank balance.
- Weekly and monthly reporting of income, expenditure and cash/ bank reconciliation.
- Daily maintenance/ reconciliation of petty cash.
- Check daily the cashbook balance and the cash inventory and make sure that there is no amount difference
- Ensuring that all expenses are properly authorized before payment.
- Ensuring that all payments are prepared in time and in accordance with all financial guideline in the field.
- Carrying out the reconciliation of advances on monthly basis giving justifications for pending advances.
- Maintaining financial fillings system in accordance with the guidelines.
- Providing documentations as required by the auditors and donors.

- Maintaining schedule for payments of utilities and contractual agreements.
- Ensuring all vouchers, i.e. petty cash, payments and advances are scanned on a monthly basis.
- Checks, corrects and maintains a variety of financial records and documents.
- Conduct weekly petty cash count and close the books of accounts.
- Update the financial movements in the cash book according to the accounting standards.
- Attend to any other duty as directed and instructed by the line manager.

Education/Professional Designations/Experience

- Diploma in Accounting/Finance is required or any another relevant field. Bachelor's Degree is an added advantage.
- Professional qualification in accountancy such as CPA (Certified Public Accounts) ACCA is an added advantage.
- Minimum of two (2) years of progressive financial management experience in both international and national NGOs field office experience is required.
- Strong accounting skills and experience, including management of general ledger, journal entries and balance sheets.
- Knowledge of Tally system is required.
- Advanced computer skills in MS Office programs, particularly Excel.
- Prior staff supervisory experience and strong organizational skills are desired.
- Excellent oral and written English skills.
- Ability to work under pressure
- Must be willing to travel to remote areas within South Sudan for emergency response.
- The holder will adhere to the standard of conduct outlined in the HAA code of conduct manual.

How to apply

Interested candidates are requested to submit their Cover letters, Updated CVs, and Scanned Copies of their Certificate not later than Friday **13/Sept./2019** at **5:00 PM** to the HR Department Juba office. Email; to hrhealthactionaid17@gmail.com

(No hand delivery only online applications shall be considered)

Health Action Aid is an equal opportunity employer, merits, competency and past performance are the key parameters embraced

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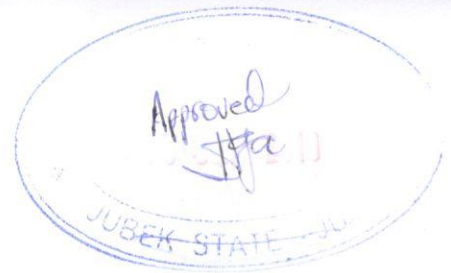


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Job Description

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| Position Title: | Senior Finance Officer (1) | Length of Contract | (6) Months (with Possibility of Extension based on Funding) |
| Duty Station: | 95% Roving(Mobile Response) | Type of Contract | Volunteer (Internal/External) |
| Department: | Operations | | |
| Reporting relationship: | Finance Manager | | |
| Opening Date: | 5 th Sept 2019 | | |

Overview

Health Action Aid is a national non-governmental organization registered and incorporated under chapter 3, section 10 of South Sudan NGOs' Act, 2016 with the Relief and Rehabilitation Commission (RRC) in 2017. Our headquarters is located in Juba South Sudan.

Job Purpose:

To provide high quality and effective financial support and assistance to the Finance Manager and Program staff as required.

To monitor and review financial systems and procedures and recommend, devise and implement more effective and efficient procedures.

Duties/Responsibilities:

- The SFO will review the bank reconciliations and other reconciliations on a monthly basis.
- Co-ordinate the annual internal financial policy audit and the financial year end and external audit, ensuring the organization abides by relevant legislation and statute.
- Oversee and manage daily program of accounting and finance functions including timely recording of transactions, cash management, banking, inventory, receivables, and payables.
- Assist in developing annual fiscal year budgets together with the Finance Manager.
- Liaise with HR department on payroll review especially time sheet allocations and daily rate calculations.
- Assist the Finance Officer in posting cash payments on the general ledger in the financial system.

- Support and review all cash and bank transactions are posted in to the financial system in a weekly basis.
- Prepare monthly management reports to the Finance Manager and the Program staff as required, including expenditures by cost center/project and other financial information, in a timely and accurate manner.
- Prepare financial reports, for review by the Finance Manager and to donors in line with donor requirements.
- Produce timely monthly management accounts and departmental financial reports.
- Supports the management in budget planning and revisions.
- Support and supervise the Finance Officer to arrange for timely cash transfers to the field offices, check approvals by budget holders and ensure proper accounting of transfers.
- Overseeing petty cash.
- Others duties as assigned by the supervisor.

Education/Professional Designations/Experience

- Bachelor's Degree in Accounting/Finance, BBA or any other related field.
- Professional qualification in Accountancy such as CPA (Certified Public Accounts) ACCA is an added advantage.
- Minimum of three years of progressive financial management experience from both international and national NGOs field office experience is required.
- Strong accounting skills and experience, including management of general ledger, journal entries and balance sheets.
- Knowledge of Tally system is required.
- Advanced computer skills in MS Office programs, particularly Excel.
- Prior staff supervisory experience and strong organizational skills are desired.
- Excellent oral and written English skills.
- Ability to work under pressure.
- Must be willing to travel to remote areas within South Sudan for emergency Response.
- The holder will adhere to the standard of conduct outlined in the HAA code of conduct manual.

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Job Description

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|--------------------------------|----------------------------|---------------------------|--|
| Position Title: | Operations Officer (1) | Length of Contract | (6) Months (with Possibility of Extension based on Funding) |
| Duty Station: | 95%Roving(Mobile Response) | Type of Contract | Volunteer (Internal/External) |
| Department: | Operations | | |
| Reporting relationship: | Operations Manager | | |
| Opening Date: | 5 th Sept 2019 | | |

Overview

Health Action Aid is a national non-governmental organization registered and incorporated under chapter 3, section 10 of South Sudan NGOs' Act, 2016 with the Relief and Rehabilitation Commission (RRC) in 2017. Our headquarters is located in Juba South Sudan.

JOB PURPOSE:

The Operations Officer shall have the primary responsibility of leading the day-to-day operations of the Organization and the strategic plans and operating policies.

DUTIES AND RESPONSIBILITIES:

Logistics and supply chain management

- Review policies of Logistics, procurement and warehouse
- Attend to Logistics cluster coordination meetings
- Institute systems to enhance the Log/ supply chain department/IT
- Supervise the staffs under the department and mentor them on capacity building
- Closely develops and plans projects of the Procurement and Logistics
- Implement Logistics and supply management in close collaboration with the head of departments and staffs.
- Coordinates procurements and reporting/ tracking records of Logistics/supply chain and generates reports to the senior management.

Finance

- Liaise with the finance department on project grants management
- Assists project staffs on project coding

- Monitor project budgets in collaboration with the finance department

Human Resource

- Coordinate with the HR department to ensure recruitment efforts, policies are timely implemented.
- Supports supervision to the HR department
- Ensures staffs welfare is in line with the organization's policies and local statutes.

Security

- Ensures standard operating procedures are in place
- Mentor project staffs on safety and security
- Attend to security briefings
- Obtain staff security clearance for field missions
- Generates security reports on the project sites

Education/Professional Designations/Experience

- Should have a Post Graduate Degree in a recognize University/Institution or any other relevant field and possesses a requisite experience in HR framework, Financial management and Operations
- At least three years' experience in working with international and national NGOs.
- Advanced computer skills in MS Office programs, particularly Excel
- Prior staff supervisory experience and strong organizational skills are desired
- Excellent oral and written English skills
- Ability to work under pressure
- Willing to travel to remote areas within South Sudan for emergency response
- The holder will adhere to the standard of conduct outlined in the HAA code of conduct

How to apply

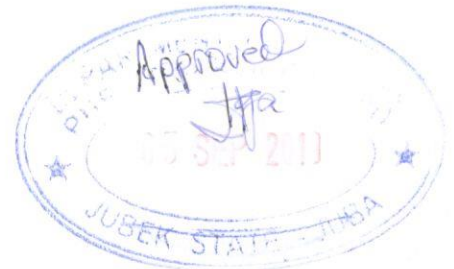
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Job Description

| | | | |
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| Position Title: | Nurse/Nutritionist (1) | Length of Contract | (6) Months (with possibility of Extension based of funding) |
| Duty Station: | 95%Roving(Mobile Response) | Type of Contract | Volunteer (Internal/External) |
| Department: | Health | | |
| Reporting relationship: | Clinical Officer | | |
| Opening Date: | 5 th Sept 2019 | | |

Overview

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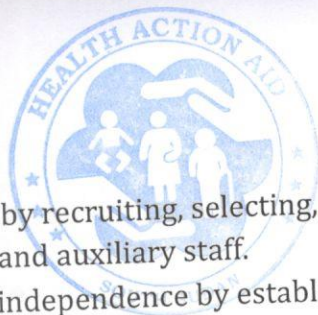
Job Purpose:

Promotes and restores patients' health by developing day to day management and long term planning of the patients care area; directing and developing staffs; collaborating with physicians and multi-disciplinary professional staffs; providing physical and psychological support for patients, friends and families.

Duties and Responsibilities:

Nurse Activities

- Identifies patient service requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand health care service requirement.
- Maintains nursing operations by initiating, coordinating and enforcing program, operational and health care service at both facility and Mobile units' level.
- Assures quality of care by interpreting PHCC and nursing strategies and standards of care; enforcing adherence to standard protocol.



- Mentor PHCC staffs by recruiting, selecting, orienting and training local human resource for health and auxiliary staff.
- Promotes patients' independence by establishing patient care goals; teaching and counseling patients, friends and families and enforcing their understanding of diseases, medications, and self-care skills.
- Provides information to patients and health care team by answering questions and requests.
- Maintains safe and clean working environment for by designing and implementing procedures, rules and regulations; calling for assistance from other health care professionals.
- Maintains documentations of patients' care services by auditing patients and department records.
- Ensures operations of medical and administrative equipment by verifying emergency equipment availability; completing preventive maintenance requirements; following manufactures' instructions troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Manage facility supplies
- Generate reports
- Attend cluster meetings
- Participate in RRM missions monitoring and evaluations

Nutrition Activities

- Ensures the integration of nutrition activities and implementation in health programs (MAM/SAM) management
- Lead capacity building of projects/facility staffs to deliver nutrition services
- Assists in concept note and proposal development of integrated projects
- Participate in smart surveys, trainings, mentorships, assessments and M&E activities
- Participate in cluster coordination meetings and reporting.

Education/Professional Designations/Experience

- Diploma in Nursing or any other related field. Preferably Comprehensive Nursing is an added advantage.
- At least 2 years' experience in both international and national NGO field office experience is required. Trainings/experience in Nutrition activities is an added advantage.
- Experience in MAM/SAM Management is desired.
- M&E Skills required.
- Must be Computer Literate
- Willing to travel to remote areas within South Sudan for emergency response
- Excellent oral and written English skills
- Ability to work under pressure
- The holder will adhere to the standard of conduct outlined in the HAA code of conduct

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