



**Vacancy Announcement:**  
**Project Closeout Officer**

50. H. 3  
Approved  
19/4/2023



**Job Title:** Project Closeout Officer  
**Job Location:** Juba, South Sudan  
**Duration:** Short-Term Consultancy  
**Reports to:** Country Director

Opening date: 19/04/2023, 12:00pm CAT  
Closing date: 10/05/2023, 5:00pm CAT

**Project**

USAID Global Health Supply Chain – Procurement and Supply Management (GHSC-PSM)

**General Summary and Background**

Imatong Employment Solutions is working with Chemonics to recruit a short-term consultant Project Closeout Officer for the USAID Global Health Supply Chain – Procurement and Supply Management (GHSC-PSM).

The purpose of the USAID Global Health Supply Chain – Procurement and Supply Management (GHSC-PSM) project is to ensure uninterrupted supplies of health commodities in support of USG-funded public health initiatives around the world. The project in South Sudan provides direct procurement and supply chain management support to USAID’s Population and Reproductive Health program. In supporting USG-funded global health activities, GHSC-PSM develops and manages a wide array of services for systems strengthening technical assistance encompassing different elements of a comprehensive supply chain.

At the country level, the GHSC-PSM project supports country strategies and priorities that fall under the following project objectives:

- Systems Strengthening Technical Assistance
- Global Collaboration to Improve Long-Term Availability of Health Commodities

**Position Overview**

The Project Closeout Officer will support the daily project operations while also assisting in tasks associated with the project’s September 30, 2023 closeout date. Support will encompass areas of financial, operations, and administration and to ensure tasks are compliant with USAID regulations, Chemonics’ corporate policies, and the laws of South Sudan.



## Principal Duties and Responsibilities

### *Operations & Administration*

- Conducts standard reviews and effective management of subcontracts, purchase orders, and leases with landlords, service providers, and local vendors.  
Reviews requests for quotations (RFQ) for all non-health commodity procurements; reviews purchase orders, drafts/finalizes subcontracts; and oversees the execution and overall management of subcontracts.
- Ensures project inventory tracker and vehicles are maintained/updated.
- Provides support to field office expatriate staff, including but not limited to renewal of residency and work permits.
- Prepare solicitations and requests for proposals/quotations to obtain bids or work directly with local vendors to obtain quotations and initiate procurements.
- Negotiate and prepare contracts and purchase orders.
- Collaborates with the technical team to ensure that the proper procurement and logistical arrangements are made to facilitate the implementation of technical events/activities.
- Ensures proper filing and overall organization of administrative and technical documentation.

### *Finance*

- Oversees accounting procedures according to the Chemonics' accounting policies and ensures timely and accurate entering of project expenses on a monthly basis.
- Manages USD and local currency bank accounts for funding of project expenses; prepares and submits wire transfer requests to home office.
- Oversees the regular reviews of petty cash register.
- Conduct monthly bank reconciliation tasks.

### *Closeout*

- Work on NXP disposition plan to dispose of project property to assigned beneficiaries.
- Prepare all project document files for shipment to Chemonics home office in August/Sept 2023.
- Support the closure of project bank accounts.
- Complete other operational pre-closeout tasks as needed to help prepare the GHSC-PSM South Sudan office closure.

### *Miscellaneous*

- Perform additional tasks as required by the supervisor and/or the Home Office Project Management Unit.

## Job Qualifications

- Degree in Business Administration, Finance, Accounting, or other relevant discipline is required.
- At least five (5) years of experience managing, in increasing roles of responsibility, finance, procurement, contracts management, administration, related matters for international development activities.
- Minimum five (3) years of experience managing USAID contracts, including strong skills in procurement/subcontracting, compliance, human resources, and financial management.
- Ability to work both independently and within a team, assess priorities, and manage a variety of activities with attention to detail.
- Knowledge of South Sudan operating environment, including registration, taxes, and labor law.
- Demonstrated experience closing out USAID-funded project





- Ability to work with cooperating partners in implementing complex programs.
- Experience in maintaining excellent communication with headquarters.
- A team player that possesses positive attitude and pleasant demeanor
- Strong interpersonal, written, and oral communications skills.
- Fluency in written and spoken English.



#### **Level of Effort and Location of Assignment**

This short-term position is based in Juba, South Sudan and is for South Sudanese nationals only.

#### **Supervision**

The Project Closeout Office will report directly to the Country Director or his/her designee.

#### **To apply**

The application package should include a formal application letter, CV and three work references, plus a copy of your national ID or South Sudanese passport.

Applications should be submitted by email to [info@imatongemploy.com](mailto:info@imatongemploy.com) Subject-line must be **“Application for GHSC-PSM Project Closeout Officer”**.

Hard copies may be dropped to the Imatong Employment Solutions office in Hai Kuwait – please contact +211 921 277 383 for directions.

Questions regarding the position can be directed to e-mail: [info@imatongemploy.com](mailto:info@imatongemploy.com) – please mark the e-mail with **“Questions – GHSC-PSM Project Closeout Officer”**.

Applications should not reach later than 10 May 2023 at 5:00pm. Applications will be reviewed on a rolling basis.

**Only shortlisted candidates will be contacted. Qualified females are strongly encouraged to apply.**

**Imatong Employment Solutions is an equal opportunities employer.**

