

Approval



*[Signature]*  
Director of Labour

## Director of Finance & Administration Job Advertisement

Location: Yambio, South Sudan (with 25% travel to field locations)  
Start Date: As soon as possible  
Duration: One Year (Renewable)  
Closing Date: 19th February 2023



### About CMMB

Catholic Medical Mission Board (CMMB) is an international developmental organization that believes in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For nearly 110 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. For further information on CMMB South Sudan, visit our webpage at [www.cmmmb.org](http://www.cmmmb.org).

CMMB has been working in South Sudan for over a decade providing a package of integrated health services to vulnerable populations through its Children And Mothers Partnerships (CHAMPS). CHAMPS focuses on redressing issues that affect the health and wellbeing of mothers, children and newborns. CMMB supports the Ministry of Health (MOH), working with other health partners, to provide: (a) a continuum of care through integrated health services (MNCH, nutrition, WASH, Child Protection and GBV) and health infrastructure strengthening at the community, facility, County and State levels; (b) health workforce capacity strengthening through on the job mentoring and training, as well as leveraging CMMB's international volunteer program; and (c) Health Information System strengthening through transitioning from paper based data collection and reporting to more accurate and timely electronic systems, reproducing and disseminating health registers and training of SMOH data clerks. CMMB also promotes equal access to basic essential medicine through its medical donation program. Finally, CMMB supports the MOH in expansion of the Covid-19 vaccine coverage across four States in the Country, and has been particularly successful in increasing uptake, especially among hesitant groups.

We believe in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children, and their communities. We're ready to make it 100 more.

We believe change starts with her. We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods.

We believe in people. We strive to live out our core values of collaboration, love, excellence and respect every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply.

## The Position

CMMB is recruiting for the position of Director of Finance & Administration to be based at our office in Yambio, South Sudan. The position will report directly to the Country Director who is based in Juba. As the Director of Finance & Administration, your primary function will be to develop, coordinate and implement the CMMB-South Sudan Country Office plans and processes for recording, controlling, monitoring and reporting on all financial and operational support functions and activities. You will provide leadership, direction and hands-on management expertise over the finance function, to include all: (i) accounting, (ii) audit, (iii) budget, (iv) cash management, (v) compliance, (vi) payroll, (vii) financial reporting, and (viii) internal control activities. You will also provide leadership, direction and hands-on management expertise over the operations function, to include all: (i) procurement, (ii) IT (digital), (iii) grant management, (iv) asset management, (v) logistics & vehicle management, (vi) general administration, (vii) safety and security, and (viii) risk management activities. In so doing, you will ensure transparent and responsive accountability and close and responsive collaboration with the program team, the establishment and functioning of strong internal controls, and the identification and mitigation of priority organizational risks. As the senior leader for all finance and operational activities, you are also responsible for supervision, performance management and development of your team through strong team building activities (coaching, feedback, and training).

## DUTIES AND RESPONSIBILITIES

### Strategic Operations Management

- Support the implementation of CMMB's Strategic plan through strengthening adequate system of internal controls that promotes a high level of accounting activities and compliance acceptable to all donors and stakeholders.
- Increase sustainable impact of CMMB's outcomes through transformational planning, directing and controlling the Country Office's operational systems and resources for the timely achievement of organizational strategic objectives.
- Enhance CMMB's profile through implementation of sound financial, IT, procurement, logistics, and other operational policies, procedures and systems in line with best financial practices, donor and government compliance regulations.
- Strengthen strategic partnerships with donors, implementing agencies, line ministries, local authorities and resource organizations to ensure adherence to a comprehensive organizational accountability framework in which all financial, digital, and operational processes and procedures are compliant and positions the Country office as the partner of choice.
- Promote CMMB's mission, vision and values through strengthening structural, process and behavioral transformation in the Finance and Admin department to enhance consistent and professional performance of a high impact results-oriented team.
- Provide accurate, complete and timely financial and operational analyses and briefings to the Country Director in consultation with the Program Director for decision-making purposes.

### Finance, Compliance & Reporting :

- Lead the formulation of the Country Office annual budget covering all program and office activities; support the formulation of project budgets during the proposal development stage.
- managing and overseeing the organization's financial, operational and digital resources (IT), including all office (Yambio/Juba) and project sites and programs funded by US government grants, multi-lateral organization grants (UN) and other donors in line with CMMB's strategic plan.
- Lead the accurate, complete and timely production and distribution of all monthly, quarterly and annual project and office operations budgets and reports in collaboration with the program and finance teams.
- Lead Country Office responses to audit enquiries and ensure continuous compliance with CMMB's accounting policies and procedures, and generally accepted accounting principles.

- Ensure donor and internal reporting compliance requirements are completed in line with agreed standards and on a timely basis; adhere to U.S. government anti-terrorism policies for all US government grants.
- Ensure the accuracy, completeness and timeliness of the reporting and submissions of the monthly accounts in line with the Chart of Accounts through the Abila (MIP) accounting system, to include: (i) bank reconciliation reports, (ii) intra-company reconciliations, (iii) payroll reconciliations, (iv) sub-office reports, (v) employee and grants receivables management; and (vi) sub-ledger and non-sub ledger accounts reconciliations.
- Ensure quality monthly review of balance sheet, income statement, grants and contracts receivable/payable accounts, and monthly budget-to-actual expense reports.
- Perform project variance analysis and provide updated projections in support of management decision-making and/or donor requirements.
- Follow-up comprehensively and on a monthly basis on all outstanding grants and employee receivables, ensuring minimal disallowance of reported grant expenses and employee bad debts.
- Serve as the primary focal point for negotiating with all banks and major vendors.
- Ensure integrity of all bank accounts and that cash flows are sufficient for project and office operations.
- Comply with CMMB and donor indirect cost recovery policies and ensure that all shared program costs are properly calculated, allocated, and recorded.
- Monitor grant spend rates; collaborate with project managers during the critical close out months of a grant to ensure budgets are fully and effectively utilized, and that donor and CMMB close out policies are fully and timely adhered to.
- Provide training and technical assistance to program staff to support the preparation of the proposal budgets, annual project, and budget modifications (if needed).
- Review and advise on all Country Office agreements, audit reports, leases, and other contracts to be signed by the Country Director.
- Prepare the TOR for project audit per donor requirements, coordinate audits, and implement recommendations.

#### Operations (Administration, IT, Procurement & Logistics):

- Ensure the cost-effective and timely procurement and receipt/disbursement of services and materials through the application of CMMB and donor procurement policies and procedures relating to: (i) adequacy of competitive bidding; (ii) technical competence; (iii) timeliness of delivery; and (iv) value for money.
- Meet regularly with respective departments regarding procurement for their understanding and/or recommendation to enhance policies, procedures, and development.
- Communicate and implement at CO level new/revised policies procedures and programs as needed and provide comprehensive guidance on and ensure full implementation of CMMB's Procurement Policies and Procedures related to donors' compliance requirements.
- Direct the implementation of asset management software for office and program equipment and supplies, including maintenance scheduling, consumption trends analysis, adequacy of inventory levels.
- Ensure the security and maintenance of all CMMB premises (office and housing compounds) in line with local best practices and approved lease agreements
- Ensure that all IT and communications (digital) services are delivered efficiently and protected in line with CMMB HQ's IT and cyber security standards and policies.
- Ensure that all IT hardware, software and communications (digital) equipment, including generators and related equipment, are procured and used in a cost-effective manner, fully safeguarded, and routinely and comprehensively maintained in line with best practices.
- Ensure that all office vehicles are used in line with the purposes for their procurement, that they are fully safeguarded, routinely and comprehensively maintained, and that their usage is supported by daily fuel consumption and mileage logs.
- Ensure all Country Office buildings and assets are well managed, ensuring their security, safety, and functionality as relevant.

- Through supportive supervision and training, build the capacity of partner organizations to manage their finance, compliance, administration, procurement, and logistics processes effectively.
- Ensure adequate and comprehensive insurance coverage.
- Ensure the safety and well-being of all staff through the establishment, regular updating, and implementation of safety and security plans, inclusive of evacuation, for the Yambio and Juba offices and project sites.
- Ensure that all other office operations are effectively and efficiently administered, and that the safety and well-being of CMMB staff, premises and assets are always properly secured.

### Staffing:

- Lead and supervise all direct reports in finance, administration, logistics, procurement, and IT functions and provide them with regular coaching and capacity building so as to establish an effective, efficient and collaborative team.
- Develop, communicate, and administer staff performance and development plans and appraisals so as to ensure timely implementation of CMMB's performance management system for direct and indirect reports (including job descriptions, regular feedback, mid-term reviews and annual performance appraisals).
- Address performance and other issues through regular, constructive and honest feedback and coaching.
- Identify staff development needs, retention challenges and succession strategies.
- Undertake other tasks as assigned by the Country Director in line with the goal of providing management support to the Country Office.
- Provide proactive leadership to others in ensuring that CMMB's core values, vision, mission, code of conduct, and principles of gender equity and diversity (GED) are upheld throughout area of responsibility.

### Qualifications and Experience of the ideal candidate:

- Bachelor's degree in Finance, Accounting or Business Administration. Master's degree and/or Chartered Accountant preferred.
- 10 plus years' experience in Finance & Administration with at least five of these being in a senior finance and administration management position, including supervision of multiple teams, in the international NGO sector.
- Demonstrable experience in general administration, procurement, logistics, and IT management
- Strong knowledge of grants management activities and experience in proposal development with a range of international donors (USAID, CDC, UN, HPF, large private foundations etc.).
- Successful representational experience with external stakeholders, including local and international donors, national regional and local government, and community-based leadership structures.
- Demonstrated experience with budget preparation and analysis, report preparation and presentation, and translating financial data into usable information for management decisions.
- Demonstrated experience reviewing an organization's financial management and accounting systems, practices and standards to assure compliance with relevant internal and external accounting standards and other regulations.
- Demonstrated experience reviewing policies for program support functions (procurement, administration, logistics, IT) and working with CO and HQ leadership to ensure required performance and regulatory compliance benchmarks are met.
- Demonstrated experience commissioning, coordinating, and responding to audits.

### Skills and Abilities

- Strong analytical and problem resolution skills, attention to detail, and the ability to prioritize and work effectively under time pressure in a fluid environment with limited financial facilities and an evolving regulatory context.
- Strategic thinker with ability to develop competitive advantages for CMMB programs and operations.

- Demonstrated record that reflects high ethical standards and fiscal stewardship, good business judgement and financial acumen.
- Strong leadership and people skills with experience in team building, coaching, and negotiation.
- Able to earn the trust of others and foster collaborative relationships.
- Models teamwork behavior to foster a high impact team, using judgement, persuasion, coaching and support.
- Willing to travel to program areas within South Sudan for at least 25% of working time.
- Understands CMMB's vision and mission and is committed to promoting its values through daily behaviors and actions.

### How to apply

Please submit your CV and covering letter addressed to CMMB South Sudan at the following email address: [CMMBSouthSudanjobs@cmmb.org](mailto:CMMBSouthSudanjobs@cmmb.org) by latest 19th February 2023. This is a re-advertisement and applicants who have applied before and are still interested must re-apply to be considered. We encourage qualifying female candidates to apply. Please note that CMMB is obliged to undertake a PSEA reference check on the selected candidate, and by applying you consent to this additional check on your person. Thank you for your interest in serving with CMMB in South Sudan.

