



## REAL MEDICINE FOUNDATION (RMF)

### Vacancy Announcement

#### Overview/Profile

Real Medicine Foundation (RMF) is a US based non-profit public charity 501(c) (3), headquartered in Los Angeles, Carolina, with branches in the UK and Germany, and with offices and partners all over the world.

The Real Medicine Foundation South Sudan office works in close collaboration with the Ministry of Health, Republic of South Sudan and the United Nations Children’s Fund (UNICEF) AND World Food Program implementing health and nutrition programs. RMF would like to recruit a **Finance Manager** to help in the implementation of Nutrition project of South Sudan.

Applicants should be in alignment with Real Medicine Foundation’s values of Respect and Dignity, its vision of ‘Liberating Human Potential’ and ‘Empowering Local Leadership’, and its mission of providing humanitarian support to people living in disaster and poverty stricken areas, focusing on the person as a whole by providing Medical/Physical, Emotional, Social and Economical support.

JOB TITLE	Finance Manager
POSITION	01 – Full Time
DUTY STATION	Juba
REPORTS TO	Country Director
DATE OF POSTING	November 6th, 2019
CLOSING DATE	November 26 <sup>th</sup> , 2019



Approved  
*[Signature]*  
6/11/19



## Position Overview

The Finance Manager will be an intergral part of RMF's South Sudan Programs, and will be responsible for overseeing the financial and finance administration aspects of all RMF South Sudan programs, including its healthcare education, vocational training and nutrition projects, and any other projects that might be assigned. He will establish and maintain efficient financial and finance administrative systems and procedures as well as control mechanisms to support the smooth running of the operations and ensure compliance with RMF and Donor regulations, human resources and financial rules and procedures. The Finance manager manages day-to-day financial and finance administrative resources of the project; conduct regular checks of the internal controls, leads the preparation of monthly account closure of operation, proposes the administrative budget and RMF's and Donor's Financial Reles. He will ensure the compliance of all RMF staff with RMF values of 'Dignity and Respect' and 'Liberating Human Potential' while maintaining high standards of confidentiality and discretion, courtesy and integrity, sense of responsibility, and excellent knowledge of protocols. The Finance Manager is expected to demonstrate courtesy and ability to work with people of numerous different national and cultural backgrounds, and will ensure this courtesy and inclusion is implemented and demonstrated by all program staff. The Finance Manager is to provide inputs for the country operation plan (including budget preparation and management, staffing levels and structures) as well as prepares funding submissions, appeals and reports

### Key Responsibilities:

- Perform and oversee the day-to-day management responsibilities as Accountant for the Project.
  - Provide a day-to-day finance and financial administrative resources of RMF South Sudan
  - Oversee and manage RMF South Sudan accounting and banking, including preparation of monthly financial reports and expence documentation, in alignment with RMF Global policies and procedures.
- Certify country's financial expenditures
- Settle amount due, or recover outsanding recievables.
- Prepare required audits, always meeting given deadlines
- Ensure the timely and effecitve follow up to audit observations and recommendations.
- Ensure timely and accurate monthly and year-end closure of accounts, including bank reconcillation, and submit report to RMF Headquarters as per prescribed deadlines.
- Support Team leader in regards to RMF's fundraising actions by supporting preparation of project funding submissions and appeals



- Prepare consolidated budget for the project operations for approval by RMF South Sudan Country office and RMF Headquarters.
- Support administrative aspects of proposal preparation and Grants writing.
- Maintain a pay plan by conducting periodic pay survey, scheduling and conducting job evaluations; preparing pay budgets, monitoring and scheduling individual pay actions; recommending, planning and implementing pay structure revisions
- Maintain organizational staff by establishing a recruiting, testing and interviewing program; counseling managers on candidate selection, conducting and analyzing exit interviews; recommending changes.
- Prepare employees for assignments by establishing and conducting orientation and training programs especially on finance related issues.
- Ensure planning, monitoring and appraisal of employees work results by training managers to coach and discipline employees grievances; counseling employees and supervisors.
- Ensure legal compliance by monitoring and implementing applicable human resource national requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Maintain management guidelines by preparing, updating and recommending human resource policies and procedures
- Maintain historical human rights records by designing a filing and retrieval system, keeping past and current records.
- Ensure the monthly compensation of ALL RMF South Sudan Team is paid in full and on time
- Maintain professional and technical knowledge by attending educational workshops; reviving professional publications; establishing personal networks; participating in professional societies.
- Complete human resources operational requirement by scheduling and assigning employees following up on work results.
- Maintain human resource staff by recruiting , selecting , orientating and training employees
- Maintain human resource staff job results by counseling and disciplining employees; planning, monitoring and appraising job results.
- Contribute to team efforts by accomplishing related results as needed.
- Manage RMF accounting and banking activities in South Sudan, including overseeing monthly financial reports and expense documentation (i.e. providing original and/or scans of receipts, invoices, financial documents) to RMF headquarters in the US.
- Initiate and oversees the production and submission of monthly narrative, financial and photo reports using RMF templates and instructions.
- Maintain record activities pertaining to Real Medicine Operations and report data in South Sudan
- Connect (and if appropriate, meet) with current and prospective contributors, based in South Sudan, and attract funding, such as grants, contributions and sponsorships to Real Medicine Foundation's work, especially focused into RMF's projects in South Sudan
- Explore and evaluate offers of investments into RMF's projects in south Sudan and worldwide.



- Assure Real Medicine's compliance with all levels of requirements in south sudan, and the local and federal government pertaining the oversight of Real Medicine Foundation's (USA/principal) organizational status in South Sudan, including filling all pertinent applications, maintaining accurate activity records and transparent accounting of all transactions.
- Fundraising –
  - Support RMF's fundraising actions by maintaining regular contact with donor representatives and by preparing and submitting project funding submissions and appeals.
  - Connect and if appropriate, meet with current and prospective contributors and investors based in South Sudan, and attract funding, such as grants, contributions and sponsorships to RMF's work.
  - Support and oversee administrative aspects including proposal preparation and grant writing.

### Minimum qualifications and professional experience required:

- **Education:** University Degree from a recognised University/Insitution in Accounting and Finance, additional qualification in professional courses like CPA is an added advantage.
- Excellent inter-personal, communications and representative skills (written, oral, cross-cultural).
- Cost concious to meet financial targets and guard budgets
- Ability to work with multi-cultural teams.
- Ability to manage own work and trust worthiness
- Flexibility, reliability and ability to work under pressure.
- **Job experience:** Minimum of 3-5 years of relevant experience preferably with an NGO.
- Languages: Excellent knowledge of English and good working knowledge of one or more local languages, Arabic is an added advantage.

### Application process

Interested candidates (**South Sudanese Nationals only**) who meet the requirements should send their application letter and non-refundable copy of CVs, National IDs and Academic Documents together with the names of three referees via email to: [Jobs@realmedicinefoundation.org](mailto:Jobs@realmedicinefoundation.org) or hand delivery to RMF Office inside Juba teaching Hospital and addressed to Admin Real Medicine foundation-Juba South Sudan. Clearly write the position on the envelop.

**Note, applications via email are highly encouraged.**

Closing date of receiving application: 16:00 South Sudan Time on 26<sup>th</sup> November , 2019.

