



**DOCTORS
WITH AFRICA**
CUAMM

RE-ADVERTISEMENT

VACANCY: PROJECT ADMINISTRATOR

Duty Station: Cueibet County, South Sudan

Contract: 6 months, renewable

Salary: According to NGO salary scale and experience

Starting date: Possibly August 2022

Doctors with Africa CUAMM is an international NGO working in South Sudan since 2006. CUAMM's aim is to improve maternal, neonatal and child health, through a comprehensive approach of health system strengthening considering communities, health facilities and hospitals as interlinked elements. Currently, CUAMM's operating areas are in Lakes and Western Equatoria States.

"Doctors with Africa CUAMM is an NGO committed to the Safeguarding children and PSEA Policy and the candidate has to abide by them"

"Women are mostly encouraged to apply"

CUAMM – Doctors with Africa is looking for **One (1)** motivated and experienced Project Administrator. The candidates will be stationed in Cueibet - CUAMM office (Cueibet County).

Job Purpose

The Project Administrator is expected to:

General Objective

To support the project activities through proper administration and financial management of the project activities and financial resources.

Specific Objectives

- To ensure proper administration and accountability of the project activities and resources and proper recording of project expenditure.
- To ensure efficient project archive system and availability of the project documentation and records.

Duties and Responsibilities

In relation to the projects:

Projects budget management

- To support project manager in project budget development and management and budget realignment or revision.
- To support project manager in preparing projects planning tools and monitor the expenditures and update the planning tools accordingly.
- Provide technical financial advice on the financial expenditure and planning.

Cash management

- Prepare fund requests according to the approved planning tools and ensure cash adequacy for the seamless operation of the activities.



Approved



Approved
Sp. Director RAC Lakes State

- Ensure that cash are safely kept in a safe room and locks and keep the safe room keys and no other person has access to the safe room.
- Make payment after approval of the expenses or purchase.

Human resource Management

- Ensure that field national staff personnel files are properly archived.
- Prepare staff payroll and health workers incentives
- Computation of staff social insurance benefit and submission to Juba coordination finance office and payment of staff social insurance benefits
- Ensure that staff and health workers incentives are paid in time.
- Provide technical advice on disciplinary action.
- Ensure that staff sign daily attendance sheets.

Project accountability management

- Ensure that all the project expenditures are properly registered in the accounting system.
- All payments have adequate and relevant supporting documents.
- To maintain the filing system and scanning of the project financial documents
- Ensure all project documents are up loaded in the G drive.
- Organize and deliver the project accountability documents which should be kept in the Juba Coordination office or HQ.
- To make sure that all the financial aspects of the training activities of the project are reported and documented
- Support in external and internal audit.

Qualifications

- A degree in Finance and/or Accounting
- Minimum working experience of 5 years
- Experience in word processing, spreadsheets, data entry, including good knowledge of MS Office (MS Word, MS Excel).

Experience and Competencies

- Excellent communication skills with fluency in English. Knowledge of local language will be favourably considered.
- Previous experience in rural hardship area
- Strong interpersonal and planning skills
- Self-motivation and initiative
- Ability to work with medium supervision
- Team building attitude

HOW TO APPLY

All interested candidates are requested to submit the following documents listed below from 8th July 2022 to 22th July 2022 to CUAMM office in Cueibet or Rumbek and Juba (Behind Phenicia Supermarket opposite Kampala University). Alternatively they can submit the documents by Email to: a.patlakwe@cuamm.org and southsudan@cuamm.org

- Application letter
- Complete Curriculum Vitae (CV) Including contacts and references;
- Recommendation letter(s)
- Photocopy of the National ID card or, alternatively of the Age Assessment certificate;
- Photocopy of school certification of certification related to the job;
- All other relevant professional certificates.

The candidate who are found suitable for the position will be called upon for an interview which will be held in CUAMM Office Cueibet, Rumbek and Juba.

NB: Only shortlisted will be contacted. Applications submitted will not be returned.

For any other information, the candidates can contact the following:

CUAMM Finance officer – a.patlakwe@cuamm.org



Approved

Sp. Director REC Lakes state -