



IntraHealth/CDC SI Project – South Sudan-Juba

Vacancy Announcement

Job Title : Finance Officer
Location : Juba, South Sudan
Contract Type : Regular dependent on funding
Supervisor(s) : Senior Finance and Administration Manager
No. of Post : 1 post
Duration : Regular with 3 months probationary period
Application Deadline : 7th August 2020
Start Date : ASAP



Background:

IntraHealth International, Inc. is a US based NGO with offices in over 30 African countries including South Sudan. Currently, IntraHealth is implementing four successful U.S government funded projects in South Sudan. With funding from US Centers for Diseases Control and Prevention (CDC) and in collaboration with Government of South Sudan Ministry of Health (MOH), South Sudan AIDS Commission, IntraHealth is implementing Strengthening National Capacity for Integrated HIV/AIDS Health Data Collection, Use, and Dissemination in Support of an Evidence-based Response in South Sudan under the President's Emergency Plan for AIDS Relief (PEPFAR) project.

PRIMARY RESPONSIBILITIES

The Finance Officer is responsible for providing support in financial and administrative management of projects in IntraHealth South Sudan.

Under the leadership of Senior Finance and Administration Manager, the Finance Officer provides technical management of accounting, financial management and capacity building functions specifically with the following specific tasks:

Essential functions/tasks

(a) Accounting functions:

1. Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, journals and document business transactions.
2. Establish, maintain, and coordinate the implementation of accounting and internal control procedures to monitor revenues and expenditures.

3. Perform daily cash reconciliations, monitor and review accounting and related system reports for accuracy and completeness.
4. Prepare payment vouchers upon review for completeness of LPOs, invoices, and other accounting documents.
5. Maintain financial data bases, computer software systems and manual filing systems.
6. Any other duties that shall be assigned from time to time.

(b) Financial management functions:

1. Review and identify outstanding accounts receivables and follow up on them and ensure that outstanding accounts receivables are cleared after securing the accountabilities in Quick Books.
2. Review and process advance requests for travel and activities upon approval by the Lead Project Managers/Director.
3. Reviews all imprest request documents for approval, process imprest replenishment and post all petty cash expenses to Quick Books.
4. Conduct surprise imprest cash counts, investigate and report any difference realized.
5. Participate in preparation of monthly cash forecast requests.
6. Prepare, analyze and review budgets and expenditures for IntraHealth South Sudan projects.
7. Support the Senior Finance and Administration Manager in strengthening financial management systems and ensure adherence to USG, CDC and other donors and IntraHealth financial rules and regulations.
8. Support the Senior Finance and Administration Manager in developing, implementing and maintaining financial policies and procedures.
9. Support the Senior Finance and Administration Manager in managing funds awarded to local partners including but not limited to advising on funding mechanisms, monitoring budgets, and financial reporting formats.
10. Provide support to the Senior Finance and Administration Manager in monitoring project expenditures versus budgets on a monthly basis using Serenic-generated financial statements and assist program staff with analysis for programmatic decision making.
11. Participate in preparing required periodic project financial reports as required by donors, headquarters and local statutory bodies.
12. Participate in audits for IntraHealth South Sudan projects and support the Senior Finance and Administration Manager in implementing audit recommendations.
13. Review, reconcile and monitor the monthly WFP UNHAS statements for accuracy and expensing to the relevant projects in Quick Books and process replenishments for the accounts.
14. Support the Senior Finance and Administration Manager in carrying out monthly bank reconciliations of IntraHealth International bank accounts.
15. Support the Senior Finance and Administration Manager in carrying out monthly cost allocations, prepare the relevant journals and post them upon approval.
16. Review procurement documents to ensure that all procurement processes are fully followed and backed by proper supporting documents and support the Logistics team in managing contracts and ensuring that all parties perform as per the contract terms and conditions.
17. Monitor the financial holding requirements of the project to ensure adequate availability of cash to meet the programmed obligations and commitments.



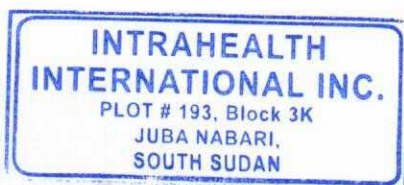
18. Any other duties that shall be assigned from time to time.

Required qualifications and experience

- Bachelor's degree in Business Administration, Commerce or any equivalent discipline.
- More than 5 years of relevant experience would be an added advantage.
- Previous background in institutional environment of development cooperation/agencies (USAID, INGO's, UN system, multilateral cooperation, etc.)
- At least five years of experience working in finance, procurement, contracts management, logistics, safety and security, and/or human resource related matters for international development activities;
- Excellent knowledge of tools, procedures and international standards for purchase of goods and services within the context of USG and or CDC Rules and Regulations.
- Experience of working in a PEPFAR funded grants will be an added advantage.
- Strong oral and written communications skills in English and Arabic.
- Demonstrated ability to work effectively in team-based environment and ability to interact with a variety of technical, clinical and other specialists;
- Proficiency in MS Word, MS Excel and online financial systems-QuickBooks
- Excellent personal integrity and confidentiality.
- High moral integrity, as well as diplomacy, impartiality and discretion with proven ability to work and act under pressure and with discretion in a military environment.
- Demonstrated ability to work effectively in a team of international and local staff in dynamic and sometimes logistically constrained environments.
- Knowledge of the political, economic and cultural situation in South Sudan is highly desirable;
- Ability to lead a team of hard-working staff.
- Ability to meet tight deadlines.
- Ability to work under a stressful environment.

Competencies

- **Innovation:** Develops new, better or significantly different ideas, methods, solutions or initiatives within your role that result in improvement of IntraHealth's performance and meeting objectives, results and global commitments.
- **Accountability:** Holds self and others accountable for all work activities, research and personal actions and decisions; follows through on commitments and focuses on those activities that have the greatest impact on meeting measurable high-quality results for IntraHealth's success. Exercise ethical practices, respectful words and behaviors and equitable treatment of others in all activities.
- **Service Excellence:** Knowledge of and ability to put into action customer service concepts, processes and techniques to access internal and/or external client needs and expectations and meet or exceed those needs and expectations through providing excellent service directly or indirectly.



- **Effective Communication (Oral and Written):** Understands effective communication concepts, tools and techniques; ability to effectively transmit, explain complex technical concepts in simple, clear language appropriate to the audience; and receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed upon strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate time and resources for completing work; foresees risks and allows for contingencies when planning; and monitors and adjusts plans and actions as necessary.
- **Interpersonal Relationships:** Knowledge of and the ability to effectively interact within and across Divisions, Departments/Country Offices and with international partners in a constructive and collaborative manner.

Salary: Salary for the position will be negotiated according to qualifications and relevant work experience.

Application Procedure

Interested candidates should apply to Country Representative, IntraHealth International by sending their Letter of Interest and CV to: Recruitment-SS@intrahealth.org

by 17:00 hrs Juba Time before or on 7th August 2020 Hand delivery of applications shall not be received, Kindly send your CV and credentials to the address above.

South Sudanese Nationals are particularly encouraged to APPLY.

Only short listed candidates will be contacted

IntraHealth International is an Equal Opportunity/Affirmative Action Employer

