



REDUCING DEATHS AND SUFFERING  
FROM TROPICAL DISEASES



## CALL FOR APPLICANTS

The MENTOR Initiative (MENTOR) saves lives in emergencies through tropical disease control and then stays to help people recover from crisis with dignity. MENTOR works side by side with communities, health workers and health authorities to leave a lasting impact in various countries including South Sudan where MENTOR collaborate closely with the Ministry of Health (MoH) to prevent, control and eliminate Neglected Tropical Disease (NTD).

**DEADLINE FOR SUBMISSION OF APPLICATIONS: January 15, 2024**

**Position:** Finance & Logistic officer

**Purpose:** To support MENTOR & the MoH in the implementation of NTD project in South Sudan

**Location:** Roving; Juba & various field locations in The Upper Nile, Jonglei, Northern & Western Bahr el Ghazal States in South Sudan.

**Direct Supervisor:** Operational Support Coordinator

**Project Duration:** Five (05) months

### Summary of key duties/responsibilities;

- Maintain a daily management of the cash accounts in Juba and the field locations
- Ensure communication with Finance & Administration Coordinator and the Country Director of accounting documents and weekly and monthly reports (cash counts, accountability/tool)
- Ensure the monthly closing of cash boxes and payment of PIT to the relevant taxation department
- Ensure all cash payments and other payments following MENTOR procedures and protocols (procurement and authorizations requests, Advances request etc.
- Plan for future expenditures of the current month and project costs for future months in collaboration with the program team.
- Respect and comply with the labor laws and regulations in South Sudan.
- Maintain good coordination with all relevant stakeholders including MoH, other implementing partners
- Maintain a timetable for the administrative and financial contracts (lease, service, etc.)

The MENTOR Initiative is a registered NGO in England and Wales.  
Registered Number: 5126149.  
Registered office: Fourth Floor (South Suite), Fourth Floor, Burns House, Harlands Road, Haywards Heath, RH16 1PG UK  
+44 (0) 1444 412171

[www.thementorinitiative.org](http://www.thementorinitiative.org)





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- Ensure contractual framework for relations with the various stakeholders of the base (suppliers, craftsmen etc. and ensure procurement requests are authorized before purchasing.
- Supervise the correct reporting of MENTOR vehicle and logbooks.
- Assist on local security clearance and tax exemption procedures.
- Perform procurement of office supplies and utilities in collaboration with the Juba coordination team.
- Any other activities determined by the Finance & Administration and NTD Coordinator.

### Requirements:

- South Sudanese national with a diploma in accounting, logistics or management.
- 1 to 2 years of related work experience.
- Strong display of computer skills, particularly Microsoft Excel.
- Strong communication skills in English and preferably speak the local languages such as Arabic
- Conduct all activities in an honest and trustworthy manner in the best interest of MENTOR.

### How to Apply:

To apply, please send your CV, together with a cover letter and details of three professional referees (including your most recent employer) with the Subject Line "Finance & Logistic officer" on or before 15<sup>th</sup> January 2024 to the following email address: [recruitment.southsudan@mentor-initiative.net](mailto:recruitment.southsudan@mentor-initiative.net)

Physical delivery of application documents should be done to the following address:

**The MENTOR Initiative  
Hamza Inn Compound, Block G  
Near UNOPS or NOTOS  
Juba-Central Equatoria State  
Republic of South Sudan**



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**Note: Female candidates are strongly encouraged to apply.**

*MENTOR is an equal opportunity employer and value diversity at its company. We ensure the constant non-discrimination throughout our recruitment process.*

*MENTOR is committed to promoting diversity and gender equality within the organisation. Women candidates are strongly encouraged to apply.*

*MENTOR applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud.*

*MENTOR will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.*



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