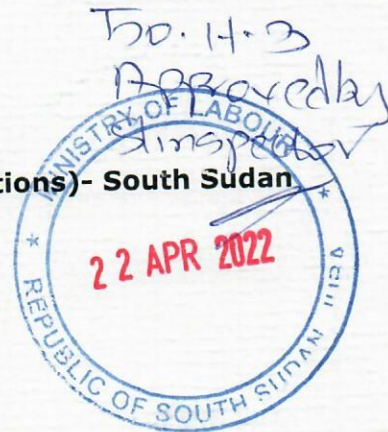


VACANCY ADVERTISEMENT

POSITION: Finance and Administration Officers (3 positions)- South Sudan



DUTY STATION:

- Kuajok in Warrap State (1 position)
- Aweil in NBG State (Nyamlei Base) 1 position
- Raja in WBG State (1 position)

About us:

HealthNet TPO, with global headquarters in Netherlands, is a knowledge-driven, non-profit international organization that works in areas disrupted by war, disasters and poverty. Working together with local populations, it prioritizes rehabilitation and sustainable health care development. We aim to contribute to improve the overall health situation and support the development of systems for the provision of health care. HealthNet TPO contributes to community mobilization as a conditional necessity in populations recovering from long-time warfare. In doing so, we aspire to include and build the capacity of local organizations, communities and authorities. HealthNet TPO strives for developing evidence-based interventions to strengthen the health of populations in distress.

With Funding from HPF, HealthNet TPO in Consortium with other organisations supports provision of Essential Secondary Health Care services in Terekeka, Raja, Aweil North and Aweil West Counties.

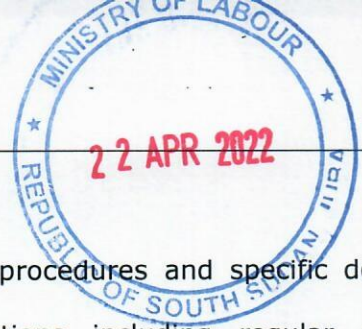
Position summary

The Finance & Admin Officer is a substantial member of HealthNet TPO Field Office team with responsibility for accurately maintaining financial records and processes, logistics and HR administration for efficient implementation of Country Programmes.

Place in the organisation (reporting lines)

The Finance & Admin Officer is based at the field office and administratively reports to the Location Programme Manager with a dotted line to the Finance & Administration Manager.





Key accountabilities and responsibilities

Financial Management

- Ensure payments are done in accordance with HNTPO's procedures and specific donor requirements
- Manage the field office's day-to-day accounting functions including regular cash verification, bank reconciliation, monthly book closing, and timely submission of monthly Project Bookkeeping (PBK) to the Country Office Finance Team.
- Preparation and timely submission to Country office the field office monthly cash requests in consultation with the Location Program Manager.
- Ensure all financial transactions are entered into HNTPO's accounting system (PBK) and relevant support documents are maintained
- Ensure timely preparation and submission of monthly accounting records (PBK) and year end closure reports.
- Ensure agreed reporting dates are observed according to HNTPO's procedures and donor requirements.
- Guide other staff on correct coding of transactions and preparation of proper documentation
- In consultation with CHD and Program Manager, prepare beneficiary incentive payment lists and submit to Country Office by the 20th day of every month.
- Ensure all queries and comments arising out of internal reviews and external audits are appropriately and timely attended to.
- Ensure that all balance control accounts (prepayment & Accruals) are reconciled every month, and where necessary, follow up and investigate any queries or variances.
- Oversee all cash transactions to ensure that they are collated regularly, cash books reconciled on a daily basis whenever possible.
- Ensure that payments to suppliers are supported by full and accurate documentation, processed efficiently and payment dispatched promptly.
- Ensure that HealthNet TPO's financial policies and procedures are adhered to by all users and contribute to the maintenance and development of internal financial controls.

Human Resources

- Monitor and record employee leave requests and time sheets (where necessary)
- Process and maintain Human Resources personnel files for all staff employee classifications. Responsible for retention and archiving of all personnel records
- Ensure proper payroll administration and accounting
- Ensure all staff benefits are managed according to HTPO HR procedures
- Ensure an effective timesheet management.
- Supervise the work of housekeepers and drivers
- Update the filing system and manage filing the office documents for both hard and electronic copies

Procurement

- Ensure cost effective and timely authorized procurement for the operations and for program requirements, and respecting closely all established procurement procedures for HNTPO.
- Ensure proper use of procurement paperwork including Purchase Request, Request for Quotations, Purchase Order, Bid Analysis and Payment Request
- Ensure quotations are evaluated based on quality, cost, appropriate technical and support 'capacity, and ultimately achieve value for money and the overall ability to best meet the needs of the project.



- In consultation with Program manager and Country Office finance & admin team, identify gaps in the procurement system and to suggest ways of addressing them.

Inventory & Asset Management

- Receiving, inspecting and verification of all incoming equipment, furniture, drug and consumable supplies and scheduling deliveries to users as promptly as possible.
- Maintain an up-to date fixed asset register in the field office and any dsignated beneficiary locations.
- Track all movement/ transfer of equipment's and furniture both in the staff residence and office.
- Provide support to the management on physical assets disposal. Review of assets and recommendation of physical assets for disposal. Oversight of disposed items and accuracy of disposed physical asset data.
- Preparation, certification and timely submission of quarterly fixed assets reports.
- Implement and monitor HNTPO standard vehicle policies and procedures, with particular attention to safety and security issues.
- Manage and be accountable for the vehicle fleet, ordering and inventory management of all vehicle related parts and consumables, including fuel.
- Ensure drivers use appropriate fuel log sheets and correct odometer readings taken to track fuel usage and generate month consumption reports
- Ensure the correct and timely routine maintenance and repair of HNTPO vehicles including generators.
- Ensure that all vehicles carry the required on-board documentation and that all documents are kept up-to date (including insurance).

Any other duties as can reasonably be asked from the position by the Program Manager or the Country Finance and Administration Team.

Reqired Skills, Knowledge and Expertise

- A South Sudanese National with all the requisite national documents;
- Excellent organisational skills
- A University Degree in Accounting/ Finance and/or Business Administration;
- A proven track record in financial administration with practical 3-5 years' experience in accounting and financial procedures for donor funded international organizations;
- Good understanding of bookkeeping procedures and double entry
- Advanced computer skills including MS Office applications (Word, Excel)
- Excellent written and verbal English and intermediate oral skills in Arabic
- Ability to work in remote field conditions with a high degree of professionalism.

Competencies

- Good team player, able to listen and motivate
- Able to work in a culturally diverse environment
- Able to work with minimum supervision and be pro-active
- Strong interpersonal skills
- Understands others underlying needs, concerns and motivations and communicate effectively in sentive situations
- Gives regular, timely and appropriate feedback, acknowledges good performance and deals with issues concerning poor performance

We offer: An opportunity to use your expertise and contribute to our mission to improve the health and well-being of people living in fragile states. A culturally diverse working environment, A full-time position (40 hours per week)



How to apply:

Only interested and **QUALIFIED SOUTH SUDANESE NATIONALS** should send applications which includes at this stage **only** a cover letter and a detailed CV in English as a single document with contact details of 3 referees to: info@ss.hntpo.org by 18th May 2022.

NOTE:

- When applying, include the following title **Finance & Administration Officer** in the email subject line.
- Please note that an application which has already been submitted will not be returned to the applicant.
- Due to the urgency of these positions, applications will be reviewed on rolling basis that the position may be filled before the deadline for receiving applications
- HealthNet TPO provides equal opportunities for employment. Qualified women are strongly encouraged to apply.

