



IntraHealth/CDC SI Project – South Sudan-Juba

Vacancy Announcement

Job Title : Senior Finance and Administration Manager
Location : Juba, South Sudan
Contract Type : Regular dependant on funding
Supervisor(s) : Strategic Information Project Director
No. of Post : 1 post
Duration : Regular with 3 months probationary period
Application Deadline : 07th 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 Senior Finance and Administration Manager (SFAM) is responsible for the financial elements of IntraHealth South Sudan-based projects, including project budgeting, financial monitoring and reporting, and meeting legal, auditing and contractual responsibilities. S/he will be the principal financial representative of the project and oversee and coordinate the financial, administrative, HR, and safety & security functions. The SFAM will develop the project financial plan, to include monitoring and reporting systems that meet CDC, PEPFAR and other donor requirements, and manage contracting activities including sub awards. S/he will oversee all project logistics, procurements and subawards and assure compliance with organizational and donor policies. S/he will implement fraud mitigation practices and ensure systems and processes are implemented effectively to support implementation of the award.

The position will be under the direct supervision of and reports to Strategic Information Project Director. S/he will collaborate closely with relevant US-based finance, grants and contracts, and program staff in IntraHealth's Chapel Hill office and the Regional Finance and HR Business Partners.

Essential functions/tasks

- Establish accounting and financial systems for the project in compliance with CDC and other donor regulations and IntraHealth policies and procedures;
- Document, maintain and ensure compliance with finance and administration policies for entire project;
- Develop project procurement plan and ensure proper procurement policies and guidelines are followed when purchasing project services, supplies and equipment;
- Manage all banking transactions, including payments using the mobile money system;
- Maintain robust payroll system including tracking benefits and allowances, ensuring compliance with all applicable local tax laws and reporting requirements;
- Oversee preparation of all vouchers and checks for approved project expenditures;
- Review, analyze, present, and submit periodic financial reports in an accurate and timely manner;
- Ensure budget vs. actual statements are updated on a regular basis and work with program teams to include timely and accurate projections;
- Clearly communicate monthly and annual financial statements to regional finance business partner and headquarters in North Carolina;
- Collate financial reporting materials for all donor segments and oversee all financial, project/program and grants accounting;
- Manage cash flow and forecasting—including preparing and submitting funds requests to headquarters;
- Implement a robust contract management and financial management reporting system to support operational requirements;
- Update and implement all necessary business policies and accounting practices;
- Operationalize the policies and guidelines through putting in place necessary Standard Operation Procedures (SOPs) and workflow charts to improve compliance and ensure quality implementation of finance, admin and procurement related activities;
- Facilitate the set-up of the procurement committee and ensure it is fully constituted and functional;
- Oversee the vendor list identification process in consultation with the procurement committee;
- Ensure that procurement has a price list and from time to time (quarterly/biannually) ensure the price list is updated in consultation with the procurement committee;
- Oversee administrative functions to ensure efficient and consistent operations;
- Maintain general ledger and balance sheets;
- Prepare budget variance reports on monthly basis;
- Maintain asset inventory and reports for project (core and state offices);
- Manage organizational risk and liability, particularly related to ensuring compliance with all relevant CDC and other donor regulations and local laws related to registration and taxes;
- Conduct analyses of financial data monthly to inform project management;



- Provide strategic guidance and assistance in financial and administrative operations problem solving to project leadership;
- Oversee and coordinate staff safety and security policies and implementation practices, and act as security focal point for IntraHealth operations in South Sudan;
- Supervise administrative team to ensure delegation of functions and timely quality performance;
- Any other duties as may be assigned for the good of organization and project and in line with expertise.

Required qualifications and experience

- Master's Degree or higher in Business Administration, Finance, Accounting or any other relevant field. Professional qualification in CPA or ACCA will be an added advantage;
- At least eight years of experience managing, in increasing roles of responsibility, finance, procurement, contracts management, logistics, safety and security, and/or human resource related matters for international development activities;
- Demonstrated experience with USG, CDC, and PEPFAR financial reporting and compliance requirements;
- Experience managing USAID/CDC contracts of USD 3 million or more per year;
- Familiarity with compliance regulations and the Federal Acquisition Regulations;
- Demonstrated ability to set up and maintain accounting and financial management systems and ability to build and review budgets;
- Strong oral and written communications skills in English, and ability to negotiate with partners and donors;
- Demonstrated ability to work effectively in team-based environment, supervise a professional team and ability to interact with a variety of technical, clinical and other specialists;
- Proficiency using online financial systems and databases;
- Excellent personal integrity and confidentiality.

Competencies

- **Strategic Thinking** -Applies organizational knowledge to identify and maintain focus on key success factors while recognizing, anticipating and resolving organizational challenges.
- **Innovation** - Develops new, better or significantly different ideas, methods, solutions or initiatives that result in improvement of performance and meeting objectives, results and global commitments.
- **Client Relationship Management** -Knowledge and ability to determine and satisfy client needs (internally and externally) and maintain partnering and productive relationships during engagements.
- **Accountability** - Holds self and others accountable for all work activities, research and personal actions and decisions.
- **Effective Communication (Oral and Written)** - Understands effective communication concepts, tools and techniques; ability to effectively transmit; explain complex technical concepts in simple and clear language.



- **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 Directorates, Departments, programs 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 07th 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

