

Jhpiego South Sudan
Goshen House, Office Complex Kololo
Ministries – Airport Road
Juba

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Approved by
Inspector
Molys
2/9/2022



VACANCY ANNOUNCEMENT

Jhpiego is an International, non-profit organization affiliated with Johns Hopkins University. For over 50 years, Jhpiego has empowered health workers by designing and implementing effective, low cost, hands on solutions to strengthen the delivery of health care services for women and their families. By putting evidence-based health innovations into everyday practice. Employment with Jhpiego is subject to availability of funds from donors.

Position: Finance and Administration Assistant

Reporting: Administration Officer

Location: Juba, Jhpiego South Sudan Office

Start date: October 1st 2022

Job Summary:

The Finance & Administration Assistant is responsible for providing financial, Administrative and office support to Jhpiego South Sudan Country office. This includes handling day to day financial operations with particular emphasis on petty cash and other payments, stores and equipment management and supporting procurement processes.

Key roles and Responsibilities

1. **Appropriate and consistent interpretation and effective implementation of administrative policy and instructions to support operations.**
 - Provides practical input on implementation of administrative guidelines in close coordination with the program staff.
 - Briefs and assists staff on basic travel processes, procedures and requirements.
 - Assists in procurement processes and procedures and store management.
2. **Efficient and effective management of events**
 - Provides logistical support for training, workshops and flight bookings
 - Prepares trainings, workshop or conference materials for participants/trainees and trainers.
 - Prepares and maintains meeting agenda and assists with minute taking
3. **Asset and Equipment Management**
 - Supports procurement/management of operations and program supplies and including fuel.
 - Assists in monitoring and supply issue and receipt of deliveries/new stock.
 - Organizes stores, assists in issuing fuel for operations.
 - Prepares daily vehicle dispatch and movement plan.
4. **General Administration and Human Resource Management**
 - Maintains and keeps administrative related hard and electronic files.
 - Updates data, ensuring timely recording, saving, storage, back up and protection of information/records.
 - Supports general logistics to staff and suppliers or contractors



- Coordinates with the team to ensure that all staff fill in and submit their monthly timesheets on time and that they are approved by supervisors and HR.

5. Financial Management and Accounting

- Assists in the payment of volunteers' monthly incentives.
- Ensure completeness of supporting documents for all payments.
- Responsible for petty cash disbursements, replenishment and petty cash count.
- Ensure petty cash transactions are recorded daily.
- Ensure all transactions are processed in time for month end and quarter end closure as per agreed time-table.
- Review payment vouchers & petty cash control sheet.
- Ensure all procurements comply with three competitive quotes.
- Issues, tracks and reconciles travel advances to staff.
- Manages filing/archiving of all financial documents (invoices, payment vouchers & expense reports).
- Any other duties that can be assigned by the Finance & Administration Manager and Administration Officer.

Knowledge, Skills and Abilities

- Good communication skills in both written and oral communication.
- Ability to work and communicate effectively within a team.
- Good command of English language in both written and spoken and Arabic will be an added advantage.
- High level of good organizational and administrative skills with an ability to work well under pressure
- Adheres to Jhpiego's values, which are: Knowledgeable, Optimistic, Determined and Engaging.
- Proficient in computer skills including knowledge in MS word, Excel and PowerPoint.
- Strong knowledge of bookkeeping.
- Excellent time management skills

Qualification and Requirements

- University Degree in Business Administration, Accounting, Logistics or Procurement with a minimum of 2 years of progressive responsibilities in administration, clerical or finance related field.
- Familiarity with USAID funded INGO administrative and procurement policies and procedures is required.
- Knowledge of USAID rules and regulations.
- This position is open to South Sudanese nationals only and female applicants are strongly encouraged to apply.



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How to apply:

Interested candidates who meet the above criteria should submit their application, updated CV, and copies of academic certificates with at least three referees with their active telephone contacts and email address: SS-HRApplications@jhpiego.org with copy to the below email addresses: Noel.Batali@jhpiego.org and Peter.Mawora@jhpiego.org

OR

Applications can be hand delivered and to be submitted at the reception and addressed to:

**Administration Officer,
Jhpiego South Sudan-Juba,
Goshen House Complex Kololo Ministry-Airport Road.**

Please clearly indicate the position you are applying for on the subject line.

Deadline for submission is on Friday, September 16th, 2022 at 5:00 PM (CAT)

All applications submitted beyond the deadline will not be considered and Please note that only shortlisted candidates will be contacted, and documents once submitted will not be returned to the candidate.

Peter Mawora

Sep 02 2022

**Peter Mawora
Country Program Manager**





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