



General Context

The Dutch organization HealthNet TPO is a knowledge-driven, non-profit organization that works in areas disrupted by war, disasters and poverty. Working together with local populations it works on rehabilitation and sustainable health care development. HealthNet TPO's programme in South Sudan dates from 1996. HealthNet TPO aims to contribute to improving the overall health situation and supports the development of systems. HealthNet TPO contributes to community mobilization as a conditional necessity in populations recovering from long-time warfare. In doing so HealthNet TPO aims to include and build the capacity of Sudanese organizations, communities and authorities. HealthNet TPO aims to develop evidence-based interventions for sustainable development of populations in distress. Currently HealthNet works in Western Bahr el Ghazal (WBEG) State, Northern Bahr el Ghazal (NBEG), With satellite offices in these States, it has its Country Offices in Juba

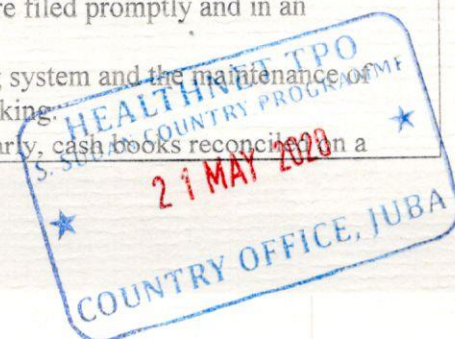
HealthNet TPO is anticipating funding from PSI, under the Global Fund malaria grant, and therefore seeking for qualified, dynamic candidates for LLIN Distribution Coordinator position for Eastern Equatoria State, to support distribution of long lasting insecticide-treated mosquito nets (LLIN) via mass distribution campaigns across all the former 6 counties. The role of the position is to act as focal point for Finance and Administration for HealthNet TPO at the State and county level and to ensure smooth implementation of all Financial, procurement and logistical activities related to LLIN distribution in the State. This is a 3 months contract based in Juba and will be expected to travel 80% of the time within the area of operation and to Juba.

Position Title:	Finance Assistant
Job Location:	Eastern Equatoria State (Torit with travel to the counties)
Contract Duration:	3 Months – Consultancy terms
Expected date of start:	As soon as possible
Reporting line:	This position reports to the Finance Officer based in Juba

Purpose Position: The Finance Assistant is a substantial member of the Field Office team with responsibility for accurately maintaining financial records and other accounting procedures. The Finance Assistant is based in Juba with frequent travels to the project field locations and reports to the Finance Officer, with technical support from Project Coordinator. He/she will work closely together with the State and County LLIN Distribution Coordinators as well as other staff members.

Key responsibilities:

- Work closely with the Project Coordinator, Finance Officer and Finance and Admin Manager to 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.
- Assist Juba based finance team when necessary in preparing budgets, and cash forecast while monitoring variances.
- Ensure that payments to suppliers are supported by full and accurate documentation, processed efficiently and payment dispatched promptly.
- Ensure that all invoices, correspondence and back up documents are filed promptly and in an appropriate manner, and backed up regularly.
- Undertake the day-to-day input of transactions onto the accounting system and the maintenance of financial records covering purchases, petty cash, expenses and banking.
- Oversee all cash transactions to ensure that they are collated regularly, cash books reconciled on a



- daily basis
- Ensure bank reconciliation is performed within 3 days following month end
- Any other duties as required by the Organisation

Knowledge and Skill Requirements for the position

- A South Sudanese National with all the requisite national documents;
- Diploma or Degree in Accounting/ Finance and/or Business Administration;
- A proven track record in financial administration with demonstrable 2-3 years' experience in accounting and financial procedures for international organization;
- With good analytical skills
- Advanced computer skills including MS Office applications (Word, Excel)
- Knowledge of spoken Arabic and local languages

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;
- Able to work under pressure, occasional flexibility in terms of working off hours.

Additional job specific information

This is a full-time position, based on a 40-hour work week, in principle from Mondays to Fridays.
This is a nondependent position.

How to Apply:

Interested QUALIFIED SOUTH SUDANESE NATIONALS should send applications (cover letter, detailed CV in English, contact details of 3 referees and relevant academic documents) to: info@ss.hntpo.org and or you can hand hard copies to Health Net TPO office 1st Floor Sadeco Centre, Airport Road by latest 9th June, 2020.

Only shortlisted candidates will be contacted.

Note: due to urgent need of the position, the applications will be evaluated on rolling bases.

