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21/02/2020
MINISTRY OF LABOUR, PUBLIC SERVICE
HUMAN RESOURCE DEVELOPMENT
21 FEB 2020

Job Title	Finance and Admin Officer
Reports	Finance Manager - Juba
Duty Station	Torit/Magwi Field Office
Advert Start date	21 st February, 2020
Position	2

Context

Impact Health Organization (IHO) is National NGO established in 2013. The organization focus on the three project areas, HEALTH, NUTRITION AND WATER SANITATION HYGIENE in central Equatorial, Easter Equatorial, Northern Bahr el Ghazal and Upper Nile. It is seeking to recruit suitable, experienced and professional South Sudanese who are adaptive in an atmosphere of rapid change, innovative, self-driven, results oriented and a team player to fill the following position.

POSITION SUMMARY

Under the direct supervision of the Finance Manager, the finance and Administration officer is primarily responsible for the efficiency and effectiveness of the administration and finance coordination component of IHO Field office, with the direct responsibility of performing the following.

Key Tasks and responsibilities.

Finance:

- Make all payments and Data entry in to Excel bookkeeping templates.
- Receive analyses, follow up and consolidate filed locations, monthly financing accounts taking in to account field location budgets and IHO financial policies.
- Ensure the financial management routines and systems are respected, and that IHO regulations policies and standards are adhered to in a timely manner and in accordance with quality and policy requirement.
- Manage the field office s day to day accounting functions including regular cash verification, bank and balance sheets accounts reconciliation, monthly closing timely submission of financial reports to senior finance officer at county office in juba.
- Maintain up to data accurate accounting system including computer data entry and paper file system.
- Guide staff on correct coding and proper documentation before submitting to juba.

Administration:



- Manage all IHO Tori staff leave schedules in collaboration with Head office HR
- Responsible for the quality of the contracts engaged by IHO as far as they might be at Tori office (renting premises/houses/vehicles, ICT maintenance, local consultancy contracts etc.)
- Organize and coordinate all transport arrangements to the field and to juba. Uses share point.
- Supervision the cleaner on their day to day basis.
- Receive all procurement requests and ensure that procurement procedures have followed.
- Ensure timely payments of recurrent expenses – internet, phone, fuel etc.
- Ensure driver and motorbike uses fuel log sheet and odometer readings taken to track fuel usage. Generate monthly report.

Competencies.

- Bachelor degree from recognized university in, Business Administration with major in Accounting, finance or relevant field.
- Minimum 1 years of practical experience in relevant field with hands on involvement and knowledge of finance and administration coordination.
- Significant and demonstrable technical knowledge in financial management and administration.
- Excellent written and verbal English and intermediate oral skills in Arabic.
- Strong interpersonal communication skills.
- Ability to work with a high degree of professionalism.
- Able to work in a team.
- Must be south Sudanese citizen.

Application:

The closing date for receipt of applications is **Wednesday 11th March, 2020 at 5:00 pm.**

Interested candidates should submit the following documents along with their application:

1. A cover letter with full contact details, explaining why they feel they are suitable for the position
2. A current cv
3. Copies of their academic qualification certificates.
4. Three references, which should include their current or most recent Supervisor

Applications should be submitted by email to: jobs@ihosavinglives.org and Cc ihosouthsudan@gmail.com

Only short listed candidates will be contacted. This position is open to South Sudanese citizens only. **Women are encouraged to apply**

