

Approved
[Signature]

VA released date: August 26, 2021

Vacancy announcement



Malteser International, the worldwide relief agency of the Order of Malta for humanitarian aid, with over 100 projects annually some 25 countries throughout Africa, Asia and the Americas for people in need, regardless of their religion, origin or political affiliation. Its mission is to provide emergency relief as well as to implement rehabilitation measures and to facilitate the link between emergency relief and sustainable development. Christian values and the humanitarian principles of impartiality and independence form the basis of its work in the following areas: Relief, Reconstruction & Rehabilitation; Health & Nutrition; Water, Sanitation & Hygiene (WASH); Livelihood & Social Programs and Disaster Risk Reduction.

Malteser International has been working in South Sudan since 1996, implementing projects in WASH, Food Security and Livelihoods. Malteser International is an active recognized member of the Humanitarian community addressing the needs of the most vulnerable and affected population.

Malteser International is looking for a young motivated candidate to fill the position of **Finance & Admin Assistant** to be based Yei Field office, under the supervision of the **Country Finance Coordinator**

Job Title	: Finance & Admin Assistant (National Position).
Job Location	: Yei (Central Equatorial State)
Report to	: Country Finance Coordinator
No. of Position	: One (1)
Starting date	: As soon as possible
Deadline	: 10th September 2021

Overall Responsibility:

The Finance & Admin Assistant is responsible for providing support to the efficient financial operations of the Programme Office in Yei, South Sudan and work in close cooperation with the Finance Team at Country Coordination Office.

Key Tasks and duties:

Finance Tasks

- ✓ Check and advance payments (working/salary advances) to programme/other staffs, verify expense receipts/invoices according to Malteser advance regulations.
- ✓ Take on the responsibility of cash-on-hand custodian and handle expenses in excel cashbooks. Maintain overview over project funds at hand (petty cash, working advance, operational advance, etc).



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- ✓ Ensure correct recording of expenses in excel cashbook, accuracy/correctness of receipts, invoices and vouchers and timely delivery of both cashbooks and vouchers to Coordination office. Collect supplier invoices and send to Juba for payment.
- ✓ Prepare Yei field location cash needs and share with coordination for processing. Responsible for cash drop receipt, 2 safe key custodian and responsible for weekly/monthly cash protocol (CCP).
- ✓ Through cash drop system, work with the bank agents to implement payment of incentives to government health staff in Health Centres and Yei Hospital. Ensure proper documentations and storage before sending original documents to Juba Office. Make scans of all finance documents as backup in case of loss.
- ✓ Support finance department during monthly accountancy closure (e.g. cash books, receipts, cash count protocol). Sort and file receipts after monthly closure into project folders.
- ✓ Ensure all documents for interim and final financial reports for donors and auditors are made available, including necessary staff data, rental contracts, service contracts etc.
- ✓ Assist in any further finance related task assigned by Project Manager and CFC.

HUMAN RESOURCES & ADMINISTRATION TASKS:

- ✓ Prepare in a timely manner, field monthly salary payments according to internal deadlines and share with Project Manager for review/approval before sending to HR Manager for further processing.
- ✓ To assist HR Manager, Juba Office with the preparation of supporting documents for employment contracts and amendments
- ✓ In coordination with HR Manager, monitor and remind relevant staff and line managers of timely probation reviews and annual appraisals, to collect and document results and decisions/action plans.
- ✓ Coordinate arrangements for staff ending work with the programme, with particular attention given to the return of Malteser property and correct calculation of leave and other entitlements in close consultation with Finance staff.
- ✓ Coordinate and facilitate confidential investigations into all matters related to issues requiring the consideration of disciplinary measures, in support of the Project Manager who takes the final decision.
- ✓ Ensure continuous communication with Country Office and other Malteser offices including among others technical issues, security issues etc.
- ✓ File all documents regarding human resources, correspondence and contacts and general administration. Keep project folders up to date.
- ✓ Be an active role model towards population, by adhering to a healthy personal behaviour and lifestyle. Maintain a non-judgmental and supportive attitude towards colleagues regardless of their background.



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- ✓ Take responsibility in representing Malteser International towards the local population, authorities and other (I)NGOs.
- ✓ Keep record on personnel information, annual leave, home travel and other allowances.
- ✓ Assist the Project Manager in the recruitment process of national staff in accordance with the Malteser International General Employment terms
- ✓ Conduct induction process for all new Malteser International employees (national staff) including explanation of the contract with its annexes (Code of Conduct against Sexual Exploitation, Fraud and Corruption Strategy, Whistleblowing policy, Social Media Guidelines) and provide a 'welcome pack' (incl. Contract, T-Shirt, ID Card etc)
- ✓ Prepare and regularly update staff list. Ensure that the address and phone list is updated.
- ✓ Ensure that all staff members have a valid Malteser International ID
- ✓ Maintain a "client-friendly" atmosphere that is non-judgemental and supportive of clients regardless of their background, with special attention for respect of medical confidentiality.
- ✓ Adhere to and respect Malteser International guidelines and code of conduct.
- ✓ Carry out any additional tasks in accordance with the programme needs as requested by the Project Manager and HR Manager.

LOGISTICS TASKS:

- ✓ To assist Country Logistics/Security Coordinator in day-to-day management of Logistics Unit in Yei Office.
- ✓ Liaise with the relevant authorities, transport companies, UN agencies, and (I)NGOs to facilitate shipping / transport of goods.
- ✓ Ensure the proper operation of all Malteser premises (stores, offices, team house, PHC Centres)
- ✓ Ensure the correct functioning and maintenance of the project equipment, generators and vehicle fleet (incl. repair and fuel consumption records in the log books and implementation of Malteser security and safety rules).
- ✓ To assist in planning of guard/cleaner monthly schedule and checking their daily task;
- ✓ Report all difficulties and relevant information to the Project Manager and Country Logistics/Security Coordinator in a timely manner.
- ✓ Carry out any additional tasks in accordance with the project proposal as requested by the Project Manager and Country Logistics/Security Coordinator.

Representation and coordination

- ✓ Maintain confidentiality towards third parties of all office (financial) procedures and data.



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- ✓ Liaise with HQ regarding technical finance issues.

Other tasks and responsibilities

- ✓ Adhere and respect Malteser International guidelines and code of conduct
- ✓ Participate in office work with colleagues as a good team player
- ✓ Be an active role model towards population, by adhering to a healthy personal behavior and lifestyle
- ✓ Maintain a “client-friendly” atmosphere, that is non-judgmental and supportive attitude towards colleagues and beneficiaries regardless of their background.
- ✓ Carry out all additional tasks in accordance with the Programme needs as requested by the CFC

Qualifications & Experience:

- ✚ Bachelor’s Degree in Business, Finance, Accounting or related field.
- ✚ A minimum of 2-3 years of progressively responsible and previous work experience in finance or Accounting.
- ✚ Computer literacy with Strong computer skills particularly in (MS Office, Excel, Word and Accounting software);
- ✚ Able to work independently and with great integrity & honesty;
- ✚ Commitment to abide by MI SSD Financial policies and values.
- ✚ Ability to work as a team

How to apply:

- ✚ Interested qualified South Sudanese national who met the above requirements (Preferably those staying in Yei) should submit their applications by email addressed to; mb.hr-southsudan@malteser-international.org
- ✚ Hard copies of application, CV, with relevant scan copies of certificates, salary expectation with three professional references can be dropped at the Reception of:
Malteser International - Juba Coordination Office; Kololo Road Block 445 Tong ping, Juba.
In Yei, applications will be dropped at the Office of County Health Department – CHD Office
- ✚ Please indicate the job title in the email subject line.
- ✚ The deadline for application is on **10th August 2021 at 5:00 p.m.**
- ✚ No phone calls.
- ✚ Only short-listed candidates will be notified for personal interview.

