



**IntraHealth/CDC SI Project – South Sudan-Juba**

**Vacancy Announcement**

Job Title : Senior Finance, HR and Administration Officer  
Location : Juba, South Sudan  
Contract Type : Regular dependent on funding  
Supervisor(s) : Senior Finance and Administration Manager  
No. of Post : 1 post  
Duration : Regular with 3 months probationary period  
Application Deadline: 7<sup>th</sup> August 2020  
Start Date : ASAP

SD-H3  
25/07/20



**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.

**SUMMARY ROLE**

The Senior Finance, HR and Administration Officer is responsible for providing technical support in financial, Human resources and administrative management of South Sudan Projects.

**Essential functions/tasks**

***Financial Management Functions***

1. Compile and analyze financial information to prepare entries budgets and accounts, such as general ledger accounts and document business transactions.
2. Support the Senior Finance and Administration Manager in developing, implementing and maintaining financial policies, rules, regulations and procedures.
3. Establish, maintain and coordinate implementation internal controls to safeguard organizational financial and non-financial assets.





4. Perform routine cash counts, reconciliations and ensure completeness in the accountabilities.
5. Review accounting and related system reports for accuracy and completeness.
6. Prepare payment vouchers, Local purchase LPOs, invoices, and other accounting documents.
7. Maintain financial data bases, computer software systems and manual filing systems.
8. Review outstanding account receivables, discuss outstanding balances with appropriate advance holder and ensure timely clearance of outstanding accounts receivables.
9. Participate in preparation of monthly cash forecast requests.
10. Support the Senior Finance and Administration Manager in managing funds awarded to local sub-grantees and provides technical support in funding mechanisms, budget management and financial reporting.
11. Provide support to the Senior Finance and Administration Manager in monitoring project expenditures against budgets.
12. Serves as an agent to the Project Bank Accounts.
13. Participate in preparing required periodic project financial reports as required by donors, headquarters and local statutory bodies.
14. Participate in audits for the Country Program and provide required responses to raised audit queries.
15. Monitor the financial holding requirements of the project to ensure adequate availability of cash to meet the programmed obligations and commitments.
16. Ensure strict compliance and adherence to USAID & CDC financial rules and regulations.
17. Perform any other duties that shall be assigned from time to time.

#### ***Human Resources and Administration Functions***

18. Manage the human resource functions of the project office, including setting up and maintaining a Human Resource Information System.
19. Assist the Senior Finance and Administration Manager in setting remuneration, hiring and termination procedures, job descriptions, personnel files, staff development plans, and administration of benefits, while maintaining strict confidentiality of records and personnel issues.
20. Participate in the recruitment and placement of project staff as requested.
21. Liaise with Logistics Officer to secure relevant and adequate insurances for the projects.
22. Ensure project compliance with local labor laws, tax laws and other applicable relevant legislation.
23. Ensure orientation of new staff on organization's policies, rules and procedures.
24. Manage preparation of locally recruited staff payroll, handle salary adjustments and ensure compliance to local statutory regulations.
25. Supervise the procurement functions of the Program and ensure strict adherence with the organization's policies.
26. Support the Senior Finance and Administration Manager in overseeing management of program vehicles, office supplies and equipment.
27. Supervise the inventory management of program assets.
28. Manage the working environment of program and ensure staffs are provided with conducive office space and necessary work equipment.





29. Track the Staff appraisal and liaise with the supervisors to ensure this is done in timely manner
30. Track the staff completion of the time sheets online and provide feedback to the staff and supervisors
31. Be focal point for the staff complaints and ensure they are documented and shared with senior management.
32. Perform any other duties that shall be assigned from time to time.

### **EDUCATION/EXPERIENCE REQUIREMENTS**

- Degree in Business Administration or Commerce majoring in accounting with a minimum of 5 years' experience in finance and administration.
- Excellent knowledge of tools, procedures and international standards for purchase of goods and services within the context of USAID Rules and Regulations.
- Knowledge of USAID and CDC grants administrative and financial management procedures is an advantage
- Previous background in institutional environment of development cooperation or agencies (USAID, INGO's, UN system, multilateral cooperation, etc.)
- Computer literate especially, in calculus sheets, excel, access and outlook is highly desirable.
- Proficiency in MS Word, MS Excel, and online financial systems, databases and software such as Deltek and QuickBooks.
- Fluent in spoken and written English and Arabic.
- High moral integrity, as well as diplomacy, impartiality and discretion with proven ability to work and act under pressure and with discretion in a military environment;
- Demonstrate ability to work effectively in a team of international and local staff in dynamic and sometimes logistically constrained environments.
- Knowledge of the political, economic and cultural situation in South Sudan is highly desirable;
- Ability to lead and supervise a team of hard working staff.
- Ability to meet tight deadlines.
- Ability to work under a stressful environment.

**Due to the urgency to fill this position, applications will be reviewed on a case by case basis.**

**This position is open to South Sudanese nationals only**

**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](mailto:Recruitment-SS@intrahealth.org) **by 17:00 hrs Juba Time before or on 7<sup>th</sup> August 2020** Hand delivery of applications shall not be received, Kindly send your CV and credentials to the address above

