



Approved
KMA

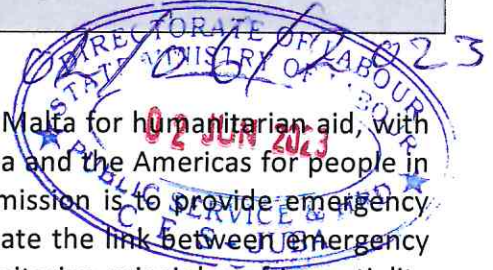
VA released date: June 2, 2023

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 seeking for a young motivated candidate to fill the position of **Finance & Admin Officer** to be based in Juba Coordination office, under the supervision of the **Country Operations Coordinator**.



Job Title	: Finance & Admin Officer (National Position).
Job Location	: Juba
Report to	: Country Operations Coordinator
No. of Position	: One (1)
Starting date	: As soon as possible
Deadline	: 16th June 2023

Overall Responsibility:

The Finance & Admin Officer is in charge of ensuring the smooth financial operations of the Coordination Office in Juba, South Sudan, and works closely with the Finance Team at the field locations.

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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- ✓ Provide input for cash request, budget control and monthly report, finance input when and as required by the CFC
- ✓ Check and where necessary correct coding on vouchers, ensure accurate/timely entering of data in Malteser International accounting system – Fundtrac Light as stipulated in the finance guidelines.
- ✓ Ensure complete and accurate monthly accountancy is scanned and saved on the server. File hardcopies by month and prepare for transportation to MI Kampala regional office whenever necessary.
- ✓ Ensure timely 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 preparation of staff salaries, follow-up on statutory requirements by ensuring taxes are paid on time and tax certificate updated every 3 months.
- ✓ Assist in any further finance related task assigned by supervisor, take up delegated tasks during departmental staff absence/leaves.
- ✓ Be an active role model towards population, by adhering a personal healthy behaviour and lifestyle.
- ✓ 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.
- ✓ Assist in any further finance related task assigned by Project Manager and CFC.



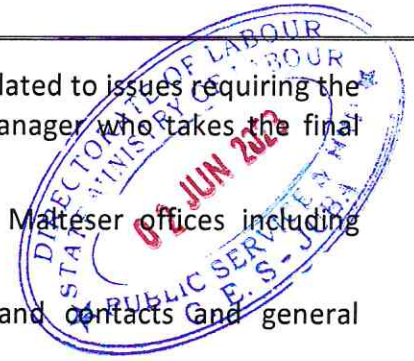
HUMAN RESOURCES & ADMINISTRATION TASKS:

- ✓ 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.



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- ✓ 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.
- ✓ 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
- ✓ In consultation with HR Manager, 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
- ✓ Carry out any additional tasks in accordance with the programme needs as requested by the Project Manager and HR Manager.



Representation and coordination

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



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
- ✦ Excellent interpersonal skills;
- ✦ Experience of HR management is an added advantage.

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
South Sudan Coordination Office
Plot No. 246 Block 3k South, 2nd Class - Behind Indian Embassy, Tong Ping
Juba, South Sudan
- ✦ Please indicate the job title in the email subject line.
- ✦ The deadline for application is on **June 16, 2023 at 4:30 p.m.**
- ✦ No phone calls.
- ✦ Only short-listed candidates will be notified for personal interview.

