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Job Advertisement

Job Title: Director of Finance and Administration (Proposal)

Location: Juba

Contract Type: Regular

Reporting to: Chief of Party

No. Posts: 1 Position

Application Deadline: 30th November 2024

Background

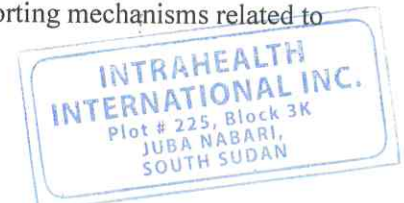
At IntraHealth, we are a global team of committed and creative humanitarians on a mission. We are advocates, technicians, health workers, and communication professionals. Program officers, finance experts, HR specialists, and technical leaders, we are passionate and diverse. We are united in our conviction that everyone should have the healthcare they need to thrive. That's why we work every day to improve the performance of health workers around the world and strengthen the systems in which they operate. For over 40 years, in more than 100 countries, IntraHealth has partnered with local communities to ensure health workers are present where they are most needed, ready to do their work, connected to the technology they need, and safe to perform their best.

Our programs are designed with a deep understanding and appreciation of human rights, equity and gender equality without discrimination, economic empowerment, and population dynamics. The long-term relationships we have established with government partners, private sector partners, and civil society members make our efforts stronger and more effective. Join us, and together, we can make lasting changes in global health for the benefit of us all.

PURPOSE OF THE POSITION

IntraHealth is recruiting a Director of Finance and Administration (DFA) for an anticipated five-year USAID/South Sudan Care and Treatment Activity. The purpose of this Activity is to improve access to and use of comprehensive HIV prevention, care, and treatment services in South Sudan, particularly for people living with HIV (PLHIV) and people at high risk for HIV infection, including at-risk young men and boys, women and girls, children, and key populations, such as female sex workers (FSW) and their clients and men who have sex with men.

The DAF will be supervised by the Chief of Party (COP) and is responsible for overall guidance, control, and oversight in all financial, administrative, procurement, operations, and human resources aspects of the Activity. This includes creating and maintaining project systems and reporting mechanisms related to



accounting, budgeting, financial management and reporting, procurement, sub-agreement management, logistics, risk management, and compliance with donor and Republic of South Sudan laws and regulations. This position will also be responsible for using online accounting software to enter financial data, preparing project budgets, and developing internal and external financial reports. This position will oversee administrative functions such as procurement, logistics, and local and international travel.

This position is dependent on the availability of funds and USAID approval.

ESSENTIAL FUNCTIONS

- Develop, implement and maintain financial policies and procedures, and monitor adherence including compliance with donor and IntraHealth financial, procurement and asset management policies.
- Provide oversight and technical support in budget preparations, including training Program, Finance and Logistics Staff in budget preparation
- Monitor project expenditures against budgets on a monthly basis and provide analysis for programmatic decision-making
- Serve as the primary contact for South Sudan Program bank accounts and manage funds awarded to local partners, including but not limited to, advising on funding mechanisms, monitoring budgets, and financial reporting formats.
- Monitor the financial holding requirements of the project to ensure adequate availability of cash to meet the programmed obligations and commitments including liquidation of advances.
- Interface with HQ focal persons on finance, programs and administration functions to ensure consistent adherence to headquarters policies and procedures. Provide management and oversight for all human resource functions of South Sudan Office.

SPECIFIC RESPONSIBILITIES

Financial, Budgetary, and Treasury Management

- Control all routine bank transactions (verify fund transfers, check requests, regular account statements, and other bank-issued documents, deposit travel and activity advance remainders).
- Ensure regular supply of bank accounts.
- Ensure expenses are charged to appropriate budget lines and that necessary funds are available.
- Verify salary payments (via bank transfer or check) before approval.
- Verify payment of all social benefits (taxes, CSS, IPRES) before approval.
- Monitor regular payment of various dues (rent, telephone, water, electricity, security, building maintenance).
- Verify commitments and budget allocations and ensure their follow-up.
- Control activity expense reports and the processing of supporting documents submitted by accounting assistants before approval.
- Regularly communicate the office's financial and budgetary situation to the supervisor.
- Verify estimated budgets for activities to be implemented.
- Ensure all expenses are charged to appropriate budget lines and that necessary funds are available.
- Develop annual budgets in consultation with the COP and DCOP that reflect cost efficiencies in program implementation and operations.
- Manage budget vs actual spreadsheets to ensure that the project is implemented within budget and per the annual workplan.



Accounting Management

- Verify the accuracy and proper allocation of all supporting documents for expenses and revenue before recording.
- Periodically verify books and accounting records to ensure proper maintenance.
- Verify bank reconciliation statements.
- Produce periodic financial monitoring reports for all implemented activities.
- Regularly ensure that supporting documents for office transactions and all financial or accounting documents are filed or archived following internal and USAID and PEPFAR policies, regulations, and procedures.
- Ensure the integration of corrections, comments, and suggestions made by the headquarters into the accounting system.

Personnel and Risk Management

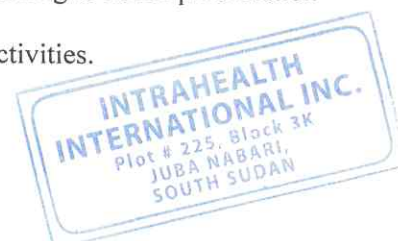
- Supervise the project's administrative and financial team members.
- Participate in staff planning, including recruitment, training, and professional development.
- Ensure effective communication with other project team members, partners, and USAID, ensuring financial information is appropriately shared.
- Ensure compliance with local financial and accounting laws and regulations, as well as the project's internal policies and procedures.
- Identify, evaluate, and mitigate financial risks related to the project by implementing appropriate control measures.

Subrecipient Management

- Regularly monitor subrecipient activities to ensure they are implemented according to agreements and required quality standards.
- Provide training and capacity building to subrecipients to help them achieve project objectives and comply with donor requirements.
- Monitor and verify subrecipient expenses to ensure appropriate and efficient use of project funds.
- Collect and review subrecipient financial and technical reports, ensuring appropriate documentation of all activities.
- Identify and mitigate risks related to subrecipient performance by implementing appropriate control and monitoring measures.
- Ensure regular communication and effective coordination with subrecipients, partners, and USAID.

Reporting

- Prepare and submit the preliminary electronic version of the monthly financial report to the COP by the second business day of each month.
- Submit the electronic version of the monthly financial report to the headquarters by the 5th of each month.
- Prepare and send the monthly project fund request for the following month to the headquarters by the 26th of each month.
- Control and ensure the establishment of all financial statements according to donor presentation guidelines.
- Produce periodic financial monitoring reports for all implemented activities.



MINIMUM REQUIREMENTS

Education & Experience

- A master's degree in accounting, business administration, or a related field from an accredited university or training school is required.
- Certified Public Accountant (CPA) or current equivalent certification preferred.
- At least twelve (12) years of professional experience in accounting and finance, with progressively increasing responsibility levels, including experience on USAID/PEPFAR-funded projects (>\$25M).
- At least five (5) years of supervisory experience.
- At least ten (10) years of successful financial and administrative management experience of international projects, including procurement and sub-agreement management.
- Experience in risk management and implementation of internal controls.
- Proficiency in written and spoken English (level 4S/4R).
- Experience with QuickBooks Desktop or online versions is an advantage.
- Proven ability to handle computer tools and software such as Windows, Word, Excel, Access, PowerPoint, and other financial management information systems.
- South Sudanese nationals are strongly preferred

Salary of the position will be negotiated according to qualifications and relevant experience

Application Procedure

Interested and competent candidates should apply through the below link:

To apply and learn more about IntraHealth careers@: <http://www.intrahealth.org/section/careers>

Hard copy of applications can also be dropped at IntraHealth International office located at Juba Nabari Near UN Women. Plot No. 225. To the attention of the Human Resource Department.

Kindly, attach an Application Letter, copy of National ID card, Academic Credentials and a Curriculum Vitae (CV) including contact details of 3 professional references who must be the most recent or current supervisor.

Deadline for receiving applications is 17:00 hrs. Juba South Sudan Time on or before November 30, 2024.

This position is open to South Sudanese nationals ONLY and Female candidates are strongly encouraged to apply.

Equal opportunity employer

IntraHealth International is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

