



JOB DESCRIPTION

DIRECTOR OF FINANCE AND ADMINISTRATION

Location: Yambio, South Sudan (with 25% travel to field locations)

Start Date: 01/03/2022

Duration: One Year (Renewable)

Closing Date: 10th January 2022

Background

Catholic Medical Mission Board (CMMB) is an international faith-based organization focused on strengthening health service delivery for vulnerable communities globally. Founded in 1912, CMMB is dedicated to delivering locally sustained quality health service solutions to women, children, and their communities worldwide. Our vision is a world in which every human life is valued, and health and human dignity are shared by all. For more information on CMMB's programs and achievements visit our page on www.cmmb.org

Position Overview

CMMB seeks a Director of Finance and Administration responsible for oversight of the finance, procurement, Administration and IT strategic and daily operations for CMMB South Sudan Country Office. The Director of Finance and Administration reports to the Country Director and coordinates with the respective Department heads and counterparts in CMMB's Head Quarters ensuring compliance with donor and/or CMMB policies, minimized risks and adequate support to the Country Office Program activities. He/she is expected to provide exceptional leadership in the review, update, and adherence to related policies, procedures and guidelines, resulting in a transparent and accountable operations across field offices, executed to the highest standard and in compliance with donor policies. Under the leadership of the Country Director, the incumbent is also expected to play a leading role in promoting the Country Office brand and work culture, strengthen mutual partnerships and support fundraising activities of the Country Office in line with the strategic vision. The incumbent will be expected to have excellent communication skills for effective working relationships with both CMMB colleagues as well as external 'clients', partners and stakeholders.

This position is a local hire, however where the expected qualifications and experiences are not met, international applicants will be considered.

Responsibilities

Finance responsibilities include but are not limited to the following:

- Management of expenditure, accounting and disbursements systems, ensuring compliance with relevant policies, including authorization, documentation and recording.

Healthier Lives Worldwide

www.cmmb.org

- Establishment and operationalization of adequate internal control functions ensuring compliance with respective donor policies and regular updates to the Country Director on operating risks and related mitigation plans.
- In consultation with the Country Director, leading the development of the Country Office annual budget ensuring accuracy, thoroughness and alignment with the Country Office strategic plan and country office long term vision.
- Establishment and operationalization of functional procedures and guidelines for programs managers, ensuring appropriate budgeting, support project start-ups, healthy burn rates, accurate forecasts, compliant project close-out and a lesson learnt session for Country Office performance improvement.
- Overseeing accurate, complete and timely submission of donor financial reports and monthly Country Office submissions to the HQ Finance team and perform project variance analysis to support internal
- Working with in-country donors on timely disbursement of funds, with HQ on timely requests for fund transfers and managing bank balances to ensure adequate operational funds are available at all times.
- Acting as the primary liaison with all Country office bank accounts and advising the Country Director on potential risks with adequate mitigation plans.
- Leading Country Office preparations for and response to any audit enquiries, updating the Country Director, Country leadership team and HQ Finance team on findings, and ensuring agreed corrective actions are implemented in a timely manner.
- Undertaking continuous assessment of the Finance team capacity and provide technical support, mentorship, and training as required.
- Responding to ad-hoc requests from donors and representing CMMB at regular and adhoc coordination meetings as well as maintaining relationships with resource organizations such as the NGO Forum Finance working group, and exchanging knowledge with a network of Finance Directors in other organizations to understand the socio-economic operating environment.
- Supervises the Finance Manager. Conducting regular appraisals and building their capacity in line with organizational needs.

Procurement Responsibilities include but are not limited to the following;

- Establishment of procurement work-flow monitoring plan to ensure timely execution of procurement plans, compliance with relevant policies, and delivery of quality products and services at value for money, especially in relation to specialized medical, construction and ICT goods and services.
- Reviews and advice the Country Director on the Country Office procurement policies, tools and guidelines, ensuring, segregation of duties, adherence to policies, guidelines and procedures; accurate e- and paper records; and operationalize related procedures and guidelines.

- Conducts assessment of the Country Office Vendor list in relation to past performance, to ensure competitiveness, reliability, quality of service and value for money, and as necessary update regularly.
- Supports and guide procurement plans of large procurements in collaboration with HQ Compliance Officer ensuring the relevant guidelines are followed and support the smooth operation of the procurement committee through ensuring understanding of roles and responsibilities.
- Assess capacity and develops a capacity building plan in line with the Human Resource Manager, in line with identified gaps and the long-term strategic direction of the organization.

Administration and Compliance:

- Reviews and updates related Administration policies including asset management policies, travel policies, fleet management policies, security policies and IT policies as necessary, ensuring organizational awareness and compliance at all times.
- Establishment of an archive system for all program, finance, procurement and admin paper and electronic documents, ensuring easy access and removal of expired documents, in compliance with the respective donor policy, and or CMMB's policy.
- Strengthens communication systems in the organization and establishes regular maintenance plans and procedures for office power systems, vehicles, motorbikes and office space.
- Established and operationalizes storage management system of all storages in the Country Offices, ensuring capacity for sensitive goods and sufficient storage space at minimum cost, and development of related standard procedures and guidelines for storage and retrieval, record keeping, stock quality preservation, physical verification, disposal of expired goods, and tracking of goods to their final destination.
- Work with the Program Director and related managers to ensure procured stocks are disbursed to the project sites in a timely and secure manner to ensure stocks reach their users in perfect quality.
- Facilitate interactions between in-country IT staff and HQ colleagues to ensure policies are relevant and implemented, IT systems are protected and maintained, and assets are tracked and identifiable.
- Oversees the Country Office IT teams to ensure field staff and field offices are adequately supported for the smooth running of operations, Country Office data and internet access are secure, and procurement of IT equipment are restricted to the specified models and
- In close collaboration with the Country Director, lead the Country Office security needs, ensuring a security strategy is in place, guest security briefings and regularly updated, evacuation plans are understood and regularly updated, field offices are adequately secure, travel plans are monitored, drivers are well trained, and vehicles tracked at all times.
- Coordinates international, national, and field travels for CMMB Expatriates Staff, International Volunteers, and National Staff in accordance with the relevant policies and procedures.
- Support Project Management and Support Teams in building the capacity of partner organisations to manage their administration and logistics effectively.
- Supervise the management of office facility and international staff housing ensuring an appropriate standard of health, safety, security, and environment is always maintained Facilities management.

- Ensure Country Office Assets and Utilities are well managed, ensuring their security, safety, and functionality as relevant, in all departments, offices, stores and guest houses submitting regular reports as agreed.

Supervision responsibilities

- Supervision of Finance Department, Administration and Logistics department, Procurement Department and IT Unit and provide them regularly coaching and capacity building.
- Provide proper supervision and management for all direct reports and lead the establishment and functioning of a strong, effective, and coordinated team.
- Ensure the proper implementation of CMMB's performance management system for direct reports, including job description, regular feedback, mid-term reviews and annual performance appraisals.
- Proactively address performance issues through regular, constructive, and honest feedback and coaching.
- Identify necessary staff development, career development and succession planning strategies for direct reports.
- Ensure that space and incentives are available to allow staff to develop and innovate.
- Undertakes other tasks as deemed necessary in line with the goal of providing management support to the Country Office as assigned by the Country Director.
- Be proactive in ensuring that CMMB's core values, Vision, Mission, Code of conduct, and principles of gender equity and diversity (GED) are upheld throughout area of responsibility and provide leadership to others

Qualifications and Experience

A Master's degree in Business Administration, Accounting or Finance and a minimum of 7 years professional experience in administration and financial management, preferably at a similar level.

- Excellent financial management and budgeting skills with experience managing a range of institutional donors including US Government funding (USAID, PEPFAR, and UN agencies) and World Bank funding.
- Experience managing large complex coalition programs as the lead organization desirable but not necessary.
- Demonstrated experience with budget preparation and analysis, financial reporting preparation and presentation and the proven ability to translate technical financial data into informative reports.
- Proven skills and abilities to review Country Office financial management accounting systems, practices and standards.
- Proven experience managing large procurements in an NGO setting
- Demonstrated experience managing multiple tasks with competing priorities across multiple projects successfully.
- Experience facilitating internal and external audits as required to the benefit of the organization

Skills and Abilities

- Strong leadership and people skills with proven mentoring, coaching and team building skills.
- Experience of working with multiple stakeholders, including donors, governments and local authorities.
- Ability to work under pressure in a complex environment and perform duties with close attention to details.
- Analytical and organized with ability to spot weaknesses and suggest logical, long-term solutions.
- Excellent written and verbal English language skills with strong communication, interpersonal and analytical skills.
- Experience in developing administrative systems and user-friendly procedures, for easy adherence by all staff in the Country Office.
- Knowledge of UN, EU and USAID assets compliance and regulations
- Strategic thinker with ability to develop a competitive advantage within CMMB Operations unit.
- Demonstrates high ethical standards, integrity, good business judgement and financial acumen in fiscal stewardship.
- Ability to work within a fluid environment of limited financial facilities and a developing regulatory context.
- Ability to foster a high impact team, using judgement, persuasion, coaching and support
- Willing to travel to program areas within South Sudan, for at least 25% of working period.
- Understands CMMB's vision, mission, and is committed to promoting its values, as well as achieving the Country Office Strategic plan.

How to apply

Please submit your CV and covering letter addressed to CMMB South Sudan at the following email address: CMMBSouthSudanjobs@cmmb.org by latest the 21st of February, 2022. We encourage qualifying female candidates to apply. For further information please reach out to the Human Resource Manager at Tel: +211 929490045. For further information on CMMB South Sudan, visit our webpage at www.cmmb.org.