

AFENET Secretariat  
Lugogo House, Ground Floor (Wings B&C)  
Plot 42, Lugogo By-Pass  
P.O BOX 12874, Kampala, Uganda  
Tel: +256 417 700 650  
Fax: +256 312 265 595  
[www.afenet.net](http://www.afenet.net)

## Job Opportunity

**Date:** Wednesday December 20, 2023

**Program:** HIV/TB-Health Systems Strengthening and Workforce Capacity Building

**Duty Station:** South Sudan

**Application deadline:** Tuesday January 16, 2024

### Background:

African Field Epidemiology Network (AFENET) is a not-for-profit organization, networking and service alliance of African Field Epidemiology and Laboratory Training Programs (FELTPs), and other applied epidemiology training programs in Sub Saharan Africa. Through its member field epidemiology training programs, AFENET is dedicated to supporting African ministries of health build strong, effective, and sustainable programs with capacity to improve public health systems. AFENET's vision is to ensure a "*Healthier Africa*" by effective prevention and control of epidemics and other priority public health problems in Africa.

The United States Centres for Disease Control and Prevention under the President's Emergency Plan for AIDS Relief (PEPFAR) is collaborating with AFENET and other partners to support the South Sudan Ministry of Health accelerate progress towards attaining the UNAIDS 95-95-95 target for HIV epidemic control. Specifically, the AFENET led interventions seek to improve National and Sub-National human resource capacity to enable delivery of quality HIV/TB services and strengthen the National health information system (HIS) to generate quality health data for informed decision making and resource mobilization for HIV/TB programming. The interventions include: 1) Support Human Resources for health skills development for HIV/TB service delivery through the Extension for community healthcare outcomes (project ECHO) platform 2) providing above-site Health Information System (HIS) technical support and coordination for sustainable overall health and HIV/TB program implementation; 3) strengthening National HIV/TB and overall, Health Program monitoring & evaluation at the national, state and county levels; and 4) planning and coordination of differentiated service delivery models with a focus on community HIV prevention activities to promote use of community services.

AFENET is seeking to recruit qualified & experienced **individuals of South Sudanese Nationality** to serve in various capacities:







**Post:**

**Job title:** Accountant

**Number of vacancies:** 1 (one)

**Duty Stations:** Juba, South Sudan

**Position summary:**

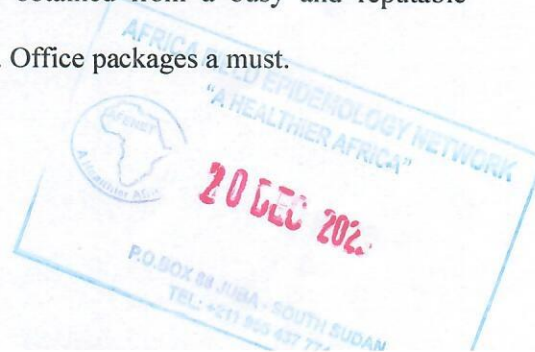
To support the strengthening of HIV/TB-Health Systems Strengthening and Workforce Capacity Building project activities and act as a finance liaison for project on top of offering support in ensuring sound financial reporting and strengthening the organization's financial systems.

**Duties and responsibilities:**

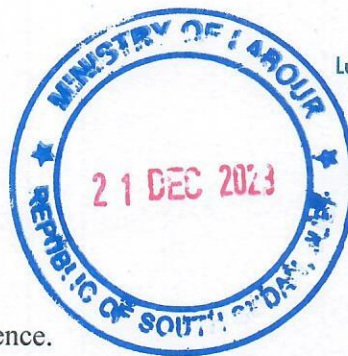
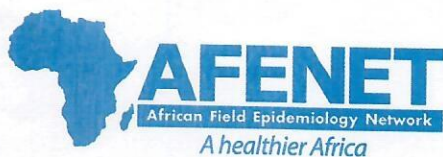
- Review of financial documents to ensure accuracy of the information and compliance with the organization's financial policies and procedures.
- Preparation of vouchers and entering transactions into the accounting system and/or excel ledgers.
- Review advance requests to ensure that no additional advance is given while there is an unaccounted-for advance against a staff.
- Assist in review of accountabilities submitted by staff and subrecipients to ensure accuracy and completeness of the accountabilities.
- Participate in generation of monthly advance reports and submission to the Head Finance for review before passing them to staff and sub recipients with outstanding advances.
- Keep track of all advances to ensure accuracy of the advance balances and reconciliations.
- Take part in review of petty cash transactions to ensure accuracy and completeness of documentation and that value for money was obtained before approval for replenishment by Head Finance.
- Ensure proper coding of all the expenditures done in line with the organization's approved codes.
- Assist in coordination on financial matters with third parties like vendors, banks, and other Stakeholders, etc.
- Ensure filing of all the accountability and supporting documents with proper references for ease of retrieval and in accordance with the Organization's and donor requirements.

**Qualifications and experience:**

- A Bachelor's degree in Commerce, Accounts or Business Administration with a bias in Accounting.
- Level 2 ACCA OR Lever 3 CPA (U) or equivalent professional qualification an added advantage.
- At least 2 years of work experience in same position obtained from a busy and reputable organization.
- Knowledge and experience of Accounts packages and Ms. Office packages a must.







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**Remuneration:**

Competitive based on qualification and experience.

**How to apply: Submit your resume, application letter, and relevant documentation to:**

- The Administration & Human Resource Office
- African Field Epidemiology Network (AFENET)
- <https://recruitment.afenet.net> and a copy on Email: [sec@afenet.net](mailto:sec@afenet.net)

\*ONLY successful candidates shall be contacted for an interview.

Please note that all applications should be sent online / physical by close of business 5:30 pm (EAT) Tuesday, January 16, 2024.

Note: More details about this position can be obtained from our website: [www.afenet.net](http://www.afenet.net)

