



Liberia Network of Persons Living with HIV

142 Mamba Point, Monrovia, Liberia
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E-mail libnep.liberia@yahoo.com
Website: www.libnep.org; Facebook: www.facebook.com/libnep+

Finance & Adm. Assistant Position (1person)

Title:	Finance & Administrative Assistant
Reports to:	Finance Coordinator/Global Fund project, PSI Liberia
Liaises with:	LibNeP+ staff and PSI, Liberia
Supervises:	N/A
Commitment:	Full Time (Monday-Friday);
Working Hours:	Regular Office Hours (40-48Hrs/Weekly)
Work Station:	Monrovia

Brief Background of LibNeP+

The Liberia Network of Persons Living with HIV (LibNeP+) is a body that represents the various associations of Persons Living with HIV in Liberia. With the primary focus of facilitating the collaboration, coordination, resource mobilization, information sharing and advocacy, among PLHIV, government institutions, civil society organisations, and individuals involved in HIV and AIDS prevention, care and support activities.

LibNeP+ was established in 2008. LibNeP+ has a structured governance system that is responsible for the management of its affairs. It also has an Advisory Board that provides oversight and oversees the activities of the Network through a National Executive Council, through a national secretariat headed by an Executive Director (National Coordinator).

Presently LibNeP+ is operating a grant from Global Fund through PSI with the Title:

HIV/AIDS Prevention, Care and Support for Key Populations, PLHIV and General Population in the three (3) high burden counties (Margibi, Grand Bassa and Montserrado) and with the project code 4422-LIB-0218.

Responsibilities

- Work as LibNeP+ key staff and maintain all financial and administrative records
- To account for only Global Fund project signed between LIBNEP+ & PSI, Liberia
- To help LIBNEP+ put in place electronic financial and hard-filing data base systems
- To ensure that purchase orders and procedures are followed up to the letter
- The successful candidate should be 100% Global Fund staff and reports to the Finance Coordinator/ Global Fund project at PSI.
- He/she must be seated at PSI and work full time on behalf of LibNeP+/ Global Fund project
- Keep all books and financial reports on a monthly, quarterly or annual basis to the relevant agencies
- Under the guidance of the Finance and Administrative Manager, he/she shall be responsible to prepare all Financial Reports on a monthly and quarterly basis; to be submitted to the donors, partners or relevant agencies

- Submit a quarterly or annual report of the financial accounts of LIBNEP+; in order to determine compliance with established financial procedures
- Ability to maintain confidentiality of people and work with minimal supervision.
- Perform other duties that will be provided by immediate supervisor / senior administrator
- Prepare financial memo / request for payment after proper documentation
- Prepare payroll and time sheets monthly, under the supervision of the Finance Coordinator at PSI and LibNeP+ coordinator
- Prepare petty cash records request for replenishment after cash count
- Average Knowledge of MS Office applications, including Word, Excel and Power Point; Quick book is an added advantage.
- Flexible in working with diverse people and/or institutions under pressure
- Independent, self- motivated, able to take the initiative to liaise with other departments and / or external sources both from PSI and LibNeP+
- He/ she must be willing to learn, work with attention to detail and have interpersonal skills without discrimination among co-workers

Competencies/Qualifications:

- Must have at least Associate Degree of Art in Accounting, Management, or Public Business Administration
- 2-3 years working experience in public health programs (preferably working with HIV and AIDS related Organization)
- Experience in working NGOs and donor funded project
- Demonstrated leadership, strong management skills, and ability to coordinate multiple stakeholders

Note: All Applications are address to:

Josephine Godoe

Executive Director

Liberia Network of Persons Living with HIV (LibNeP+)

12th Houses Road

ELWA Junction

Paynesville

Jgodoe22@gmail.com

Duration: January 11- Friday January 18, 2019.

Hard copies are also accepted at LibNeP+ Office.