



**The Society for Family Health (SFH) is looking to recruit suitably qualified candidates in the following positions**

### **Accountant**

**Duty Station:** SFH Head Office-Windhoek

**Reporting to:** Finance and Operations Director

**Duration:** Two (2) Months: Possibility for Extension

### **Minimum Qualification/Experience:**

- A degree in finance, accounting or related field experience working in US government projects will be an added advantage
- 3 years' experience with accounting software - QuickBooks and pastel and related software.
- 5 Year's relevant experience in finance, accounting, office management and administration or other related fields.
- Familiarity with donor contractual/reporting requirement
- Knowledge of US Government and Global Fund financial management rules and regulations is an asset.

### **Skills/Abilities/Aptitudes Requirements:**

- Ability to take initiative, plan and monitor activities flow and outcomes
- Capacity to manage difficult working situations'
- Ability to analyze, interpret and solve difficult problems in diverse cultures
- Demonstrate capacity to delegate and supervise responsibilities
- Ability to handle multidisciplinary responsibilities and priorities
- Capacity to work under pressure in achieving set up goals/ objectives
- Aptitude to supervise encourage and motivate staff
- Fluency in English at least one indigenous language
- Excellent computer skills: windows XP, Microsoft Office (Word, Excel, PowerPoint, Internet and E-mail use)
- Excellent managerial, organizational and leadership abilities

### **Specific Responsibilities: Finance**

- Processing all requests for advances and follow up on disbursement of advances
- Monitor Cashflow and ensure enough cashflow is available to honor commitments
- Supervise the Windhoek office petty cash
- Capturing of financial record on the system according to various donor
- Prepare monthly bank reconciliations for all bank accounts
- Compile VAT reports and ensure timeous submission of return to MOF and follow up on the refund and report back to FD and reconcile VAT control account
- Review Travel Advances and follow up long outstanding advances
- Monitor and manage budget processes. Ensure all other operational reporting requirements are fully met for the organization.
- Ensure that all information captured on QB is according to the correct budget lines
- Ensure all correction made on the QB is captured and documented for Audit purposes (paper trail)
- Properly filed documents

### **Special Requirements:**

- Willingness and ability to travel and support regional staff
- Willingness to assist the organization in accepting to take other additional responsibilities in the limit of personal competencies and capacities should the needs arise
- Willingness to work overtime as required

### **Protection Officer**

**Duty Station:** Osire Refugees Settlement

**Duration:** 08 months (Renewable based on availability of funds)

### **THE POSITION**

The Protection Officer leads and coordinates protection interventions with the objective of providing timely and effective protection to populations of concern, as well as supervising protection interventions within the settlement. The incumbent must also have the ability to forge strong partnerships with government entities, other UN agencies, and NGOs to facilitate the operation's protection objectives.

**Functions include:**

- Stay abreast of political, social, economic, and cultural developments that have an impact on the protection environment.
- Coordinate the design, implementation, and evaluation of protection-related programming with partners. Contribute to and facilitate a programme of results-based protection programming through a consultative process with sector and/or cluster partners.
- Oversee and undertake refugee eligibility and status determination ensuring compliance with UNHCR procedural standards and international protection principles.
- Ensure that UNHCR's age, gender and diversity approach to protection is consistently applied through community-based protection methods.
- Build the protection capacity of national and local government, partners and civil society to assume their responsibilities vis-à-vis all persons of concern through protection training, mainstreaming and related activities.
- Provide legal advice and guidance on protection issues to persons of concern; liaise with competent authorities to ensure the issuance of civil documentation.
- Oversee and manage individual protection cases, including those on SGBV and child protection.
- Promote and implement effective measures to identify, prevent and reduce statelessness.
- Promote International and National Law and applicable UN/UNHCR standards
- Ensure provision of durable solutions, through voluntary repatriation, local integration and, where appropriate, resettlement to the largest possible number of persons of concern.
- Develop and implement country level protection plans in areas such as child protection, SGBV and education, as part of the protection strategy and ensure partnerships are forged with relevant government agencies and partners.

**Monitoring and Reporting**

- Produce project reports on monthly and quarterly basis
- Produce activity reports e.g. training reports
- Document and share promising child protection practices
- Monitor protection issues for boys and girls

**Coordination and networking**

- Represent World Vision in district coordination meetings in the child protection cluster/working group
- Network with INGOs, NGOs, the UN, and local government authorities
- Plan joint activities/events whenever possible

**Staff Management:**

- Monitor and provide objective feedback related to staff performance, including objective setting, probation & performance evaluations to promote growth and professional development.
- Provide leadership and support to ensure social workers and community incentive staff well-being, i.e. monitor and manage stress management by providing regular opportunities for staff debriefing to address secondary trauma.

### **Experience and technical competencies:**

- Bachelor's Degree in (Social Work or any other Social Sciences) or equivalent experience
- Fluent in written and spoken English
- At least 5 years of experience working in Child Protection, social work with refugees, asylum seekers, migrants and/or other orphans and vulnerable children; with at least 2-year experience working with refugee children in a camp setting
- Must have technical expertise in case management and psychosocial support to children at risk including Unaccompanied children and separated children
- Should be resilient and able to handle high levels of stress and emotionally volatile or difficult situations.
- Experience with conducting best interest assessments (BIA) and Best interest determination (BID)
- Experience in establishing and working with community structures including foster careers, committees, child rights clubs etc
- Knowledge of international and national child protection standards and instruments.
- Experience and proven ability to work as part of a team
- Excellent analytical and writing skills; cultural sensitivity and respect for diversity
- Excellent interpersonal skills and demonstrated ability to establish effective and working relations with local partners and other stakeholders
- Experience and willingness to work in the field and proficient in the use of computer/email/internet

### **Project Officer**

**Reporting to:** Director of Programs

**Duty Station:** Erongo Region

**Duration:** 08 months (Renewable based on the availability of funds)

### **Key Responsibilities**

- Ensure timely implementation of HIV programs.
- Facilitate effective linkages between SFH and other stakeholders

- Facilitate effective linkages between work plans for Junior Case Workers (JWC)/Community Health Consultant (CHCs) and supervise implementation
- Train JCW/CHC members using the PEP manual
- Train the team on the use of the IPC chart for inter-personal communications activities i.e. game board and other BCC materials
- Conduct field support visits to supervise and ensure quality of program implementation by JCW's & CHCs
- Train & engage a team of JCW/CHC to implement bar promotional events.
- Coordinate the design and implementation of HIV programmes and community outreach initiatives.
- Organise quarterly outreach programs at the communities in collaboration with other stakeholders at the region.
- Implement program advocacy activities with government and partners at the regional and local government levels.
- Provide specialized HIV prevention education to HIV positive individuals, including individualized sessions and educational workshops.
- Conduct scientific based prevention education sessions with HIV positive individuals, and individuals at high-risk for HIV infection, including workshops, and social marketing activities for on-going recruitment.
- Link newly diagnosed individuals to care services, including case management and doctor appointments, as well as helping with access to health insurance.

### **Qualification and Competencies**

- Diploma in a health- related field e.g. medicine, clinical practice, community health or nursing.
- At least 3 years' experience in providing HIV prevention services, particularly to key and priority populations; experience gained through serving within a government institution or NGO with proven ability to coordinate activities of different stakeholders at district and or sub national level.
- Knowledge and experience with management of GBV is desirable
- Driver license a MUST.
- Attention to details, supervisory and organising skills.
- Have knowledge and sensitivity about the needs / issues of various subpopulations
- Must be able to work independently as well as in a team environment.
- Must demonstrate sound judgment, initiative and discretionary abilities.
- Able to multitask and meet deadlines.

**Closing date: 8<sup>th</sup> May 2020**

Applicants should send **ONLY** a cover letter and CV to:  
**The Coordinator: Human Resources, [recruitment@sfh.org.na](mailto:recruitment@sfh.org.na)**  
**Tel: 061 440 600, P O Box 22870, Windhoek**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**