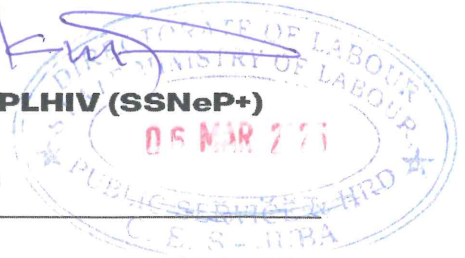




SOUTH SUDAN NETWORK OF PLHIV (SSNeP+)

HEAD OFFICE
HAI NIMRA TALATA BEHIND MCC BUILDING
Juba, South Sudan

Approved
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VACANCY ANNOUNCEMENT

Job Title: Finance Manager

Organization: South Sudan Network of People Living with HIV (SSNeP+)

Location: Juba, South Sudan

Reports to: Executive Director

Position Type: Full-Time, Fixed-Term Contract (1year, renewable)

Application Deadline: March 18, 2025

Expected Start Date: April 1, 2025

Organizational Background

South Sudan Network of PLHIV (SSNeP+) is an umbrella of State Networks, member associations and support groups of people living with HIV and AIDS, in South Sudan. SSNeP+ as guided by its constitution of 2007 Non-governmental organization registered in South Sudan by RRC and supported by Global Fund

Position Overview

The Finance Manager will lead financial strategy, compliance, and operations to ensure SSNeP+ delivers impactful programs while maintaining accountability to donors, government authorities, and beneficiaries. This role requires expertise in NGO financial management, donor compliance, and adaptability to South Sudan's complex operating environment.

Key Responsibilities

1. Financial Planning & Budgeting

- Develop and monitor annual organizational budgets aligned with strategic goals.
- Collaborate with program teams to create project-specific budgets for grant proposals.
- Track cash flow and ensure liquidity for operations in a volatile financial environment.
- Conduct monthly variance analysis and advise leadership on corrective actions.

2. Accounting & Reporting

- Oversee day-to-day accounting processes (payroll, receivables, payables) using QuickBooks or similar software.
- Prepare accurate, timely financial reports for internal, stakeholders and external donors (e.g., quarterly Global Fund reports).
- Ensure compliance with International Financial Reporting Standards (IFRS) and South Sudan NGO regulations.
- Maintain a robust filing system for audits and accountability.

3. Grants & Donor Compliance



- Manage financial aspects of grants (Global Fund, PEPFAR, etc.), including disbursements, reporting deadlines, and allowable costs.
- Conduct pre-audit reviews to ensure adherence to donor guidelines.
- Liaise with donors to resolve financial queries and facilitate audits.
- Train program staff on grant compliance and budget vs. actual expenditure tracking.

4. Audit & Risk Management

- Coordinate annual external audits and implement audit recommendations.
- Prepare statutory reports for the South Sudan Relief and Rehabilitation Commission (SSRRC) and Ministry of Finance.
- Mitigate risks related to fraud, currency exchange fluctuations, and banking instability.
- Update internal control policies (e.g., procurement, petty cash) to safeguard assets.

5. Capacity Building & Team Leadership

- Mentor a team of finance officers and accountants to strengthen institutional capacity.
- Train non-finance staff on budgeting, expense reporting, and compliance.
- Foster a culture of transparency and accountability across the organization.

6. Strategic Financial Leadership

- Advise the Executive Director on financial sustainability, cost-recovery models, and diversification of funding.
- Develop contingency plans for economic shocks (e.g., inflation, donor withdrawal).
- Represent SSNEP+ in financial discussions with partners, government, and donors.

Qualifications

Education

- Masters degree in Finance, Accounting, or Business Administration (Master's degree or CPA/ACCA preferred, Chartered Institute of Purchasing and Supply (CIPS) will be added advantage

Experience

- Minimum 10 years in financial management, with at least 5 years in NGOs or humanitarian sectors.
- Proven experience managing large grants of UN agencies
- Familiarity with South Sudan's tax laws, NGO regulations, and banking systems.
- Experience working in post-conflict or resource-limited settings.

Technical Skills

- Advanced proficiency in accounting software (QuickBooks, Sage) and Excel.
- Strong grasp of donor compliance frameworks (e.g., PEPFAR's financial rules).
- Fluency in English (written and spoken); Arabic or local languages are assets.

Core Competencies

- **Integrity:** Uphold ethical standards in a high-risk, low-resource environment.
- **Adaptability:** Navigate logistical challenges (e.g., power outages, remote work).
- **Cultural Sensitivity:** Engage respectfully with PLHIV, key populations, and diverse communities.
- **Innovation:** Develop pragmatic solutions for financial constraints.



Working Conditions

- Based in Juba, work may involve irregular hours during reporting/audit periods.
- Competitive NGO salary with benefits.

Application Process

- Interested candidates who meet the position requirements should submit the following through email ssnepjuba@gmail.com or hand delivery of hard copy documents to SSNeP+'s office located at Hai Nimra-Talata, Behind MCC building, next to JEDCO before the closure of business time on March 18, 2025.
 1. CV (max 3 pages) highlighting relevant experience.
 2. Cover letter explaining your motivation and fit for SSNeP+'s mission.
 3. Copies of academic/professional certificates.
 4. Three professional references (including at least one from an NGO).

Subject Line: *Finance Manager Application – [Your Name]*

Commitment to Inclusion

SSNeP+ strongly encourages applications from women, youth, PLHIV, and individuals from marginalized communities. We do not discriminate based on HIV status, gender, religion, or disability. *SSNeP+ has zero tolerance for child abuse and sexual exploitation of program beneficiaries, staff and community members where SSNeP+ works.*

Note: This role is pivotal to ensuring SSNeP+'s financial health amid South Sudan's challenges. The ideal candidate will combine technical rigor with a deep commitment to advancing health equity for PLHIV.


Mr. Lole Laila Lole
Executive Director- SSNeP+



This position is only for South Sudanese. Qualified and experienced women are highly encouraged to apply.