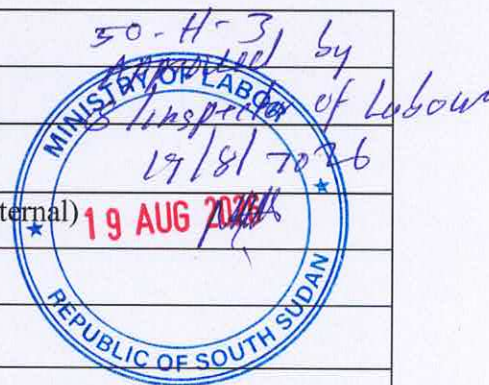


JOB VACANCY ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document.

Job Title:	Finance Officer (1) positions
Country Program:	South Sudan
Location of Position:	Yambio
Position Opened for:	South Sudanese only (Internal/ External)
Report To:	Finance Manager
Desired Start Date:	ASAP
Advertised date	19 th August' 2026
Closing Date for Applications:	7 th September' 2026



Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at the highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance. Currently International Medical Corps works in Jonglei State (Pigi Canal, & Akobo) Malakal, Upper Nile State (Malakal, Fashoda, Manyo, Payikang & Renk) Western Bar el Gazel (Wau) , Unity State (Nyal), Central Equatoria state (Juba, Juba IDP Camp & IDU), Western Equatoria state (Yambio & Maridi) & Eastern Equatoria state (Nimule)



Summary of Responsibilities:

Under general supervision of the Finance Manager, effectively assist on Finance Officer-related issues; responsible.

ESSENTIAL JOB DUTIES / SCOPE OF WORK:

- Prepare and verify all payments and receipts including supporting documentation.
- To maintain and file bank and cash receipts documents.
- To do Daily Cash counts of the field site and file them.
- To prepare and send daily Cash Report to the Juba office that includes both cash and bank balance
- Timely submission of statutory deductions to relevant government bodies.
- Prepare cash forecasts and send them to the Juba office every month on the 25th.
- To maintain and monitor the national staff advances register.
- To review the field accounting transactions and record them in DELTEK daily, including monthly cash reconciliation for the field site.
- Preparation, monitoring, and analysis of monthly reports and grants including inputs into DELTEK and calculation of average exchange rates for allocated field sites for review by the Finance Manager.
- Reconciliation of various records, investigating unusual items and bringing these to the prompt attention of the Finance Manager.
- To file all Finance and Human resource documents and send them to the Juba office monthly.
- Assist with audits of various sites and functions as may be assigned.
- Making sure that the vouchers are correctly coded as per the reviewed Cash Transaction Journal.
- Helping the Senior finance Officer with the Test of Transactions.
- Any other task that shall be assigned by the line manager from time to time.

Competencies & Requirements

- Bachelor's degree in accounting and/or Business Administration
- Ability to interact effectively with International and National personnel.
- Excellent oral and written English skills as well as Juba Arabic.



- 3-5 years of equivalent experience in large scale doing similar finance operations, especially working with INGO, UN Agencies and/or Government Institutions; Strong organizational skills and discipline to follow outlined procedures.
- High computer skills on MS Office programs. A demonstrated ability to multi-task and process information into action as to not delay program activities.
- A clear understanding and appreciation of work ethics and donor compliance is essential. Willingness to travel throughout the project areas in all IMC areas of operation within South Sudan is required.

Ethical Conduct at International Medical Corps

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our *Code of Conduct and Ethics* and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our *Code of Conduct and Ethics*, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritize safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the *Code of Conduct and Ethics*, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our *Code of Conduct and Ethics* and *Whistleblower Policy* prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps

HOW TO APPLY

Interested candidate (**South Sudanese**) who meets the above criteria, should submit their Application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, (**Documents are not returnable once submitted**) addressing to Human Resource Department IMC.



NB: Please submit your application to IMC Juba, Or Yambio Office Or Email:

ss-recruiting@internationalmedicalcorps.org

Please note the application received will be reviewed on a rolling basis, and the position might be filled before the closing date

We appreciate your applications; however, Only Shortlisted Candidates will be contacted for interviews.

Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com. Please do not submit your CV or application to this website, it will not be considered for review

