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Lactate 13/2
2026



VACANCY ANNOUNCEMENTS

ABOUT MERCY CORPS

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action helping people triumph over adversity and build stronger communities from within. Now, and for the future.

PROGRAM/DEPARTMENT SUMMARY:

Mercy Corps has worked in South Sudan since 2005, continuing through independence in 2011, to help conflict-affected communities respond to emergencies, recover, and rebuild. With support from multiple donors, it delivers humanitarian aid, strengthens food security and livelihoods, expands access to safe water and sanitation, and provides protective learning spaces—focusing on youth, women, IDPs, returnees, and host communities through gender-responsive and resilience-based approaches.

The Subaward Department oversees all financial and compliance aspects of sub-granting, ensuring adherence to donor and internal policies. It manages pre-award due diligence, contracting, reporting, payments, audits, and close-out, while strengthening partners' financial and compliance capacity and embedding subaward strategy within programming.

Vacancy: Subawards Finance Officer.

Duty Station: Juba, South Sudan.

Start Date: ASAP.

Deadline of Application: 4th March 2026.

GENERAL POSITION SUMMARY:

Working in the Subaward Department under the direction of the Subaward Manager, the Subawards Finance Officer will work closely with Partners to ensure exhaustive financial reporting in compliance with donor and MC subawards policies and procedures.

ESSENTIAL JOB FUNCTIONS:

Subgrant Management

- Support partner pre-award assessments, budget reviews, and required documentation.
- Draft monitoring plans and assist with site visits and reporting.



- Review financial reports and supporting documents for compliance; follow up on issues.
- Process sub-award payments, reconcile tracking with the general ledger, and maintain accurate financial files.
- Track partner reports, payments, and expenditures against budgets; flag concerns to relevant teams.
- Ensure proper documentation, archiving, and adherence to Mercy Corps and donor policies.
- Provide training and ongoing financial/compliance support to partners.
- Assist with audits and respond to financial information requests.

Financial Management

- Ensure compliance with GAAP and internal policies.
- Reconcile SSP and USD bank accounts.
- Accurately enter and verify transactions in the accounting system (Navigator), ensuring correct coding.
- Prepare amortizations and track prepaid expenses.
- Scan and upload documents to shared drives.
- Support month-end and year-end closing processes.

General

- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps and to not jeopardize its humanitarian mission
- Other duties as assigned.

Influence & Representation

- Build and manage collaborative partnerships with stakeholders, including all varieties of partners

Supervisory Responsibility:

N/A

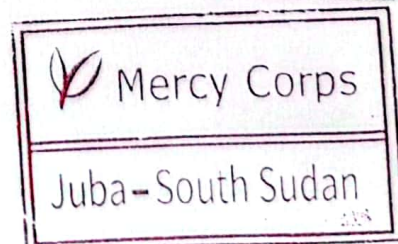
Accountability

Reports Directly to: Subawards Manager / Senior Finance & Subawards Officer

Works Directly With: Programs, Finance, HR, MEL

Accountability to Participants and Stakeholders

Mercy Corps team members are expected to support all efforts toward accountability, specifically to our program participants, community partners, other stakeholders, and to international standards guiding international relief and development work. We are committed to actively engaging communities as equal partners in the design, monitoring and evaluation of our field projects.



KNOWLEDGE AND EXPERIENCE:

- Two or more years of general ledger accounting experience is required.
- A university degree in finance, accounting or a related business field is required.
- Two years of experience in the Finance Department of a non-government organization is an asset
- Familiarity with major international donor rules and non-profit accounting
- Prior experience with computerized general ledger software
- Advanced computer skills in MS Office programs, particularly Excel and Access.
- Strong analytical skills coupled with a solid understanding of grant management rules.
- Excellent oral and written English skills
- Willingness and ability to interact effectively with a wide variety of people, both international and national personnel.
- A demonstrated ability to multi-task and process information into action to enable quick support to program activities.
- A clear understanding of ethics and donor compliance is essential, and conscientious with an excellent sense of judgement.

SUCCESS FACTORS:

The successful candidate will coordinate operations tasks to deliver successful programs while demonstrating excellent stewardship of donor funds and compliance with Mercy Corps and donor regulations. They will maintain strong cooperative relationships with other departments and interact effectively with international and national personnel both in a managerial and training capacity while demonstrating the ability to multi-task, meet deadlines and process information in support of changing program activities. The most successful Mercy Corps staff members have a solid commitment to teamwork and accountability, thrive in evolving and changing environments and make effective written and verbal communication a priority in all situations.

Consent Language

Mercy Corps collects your personal data for the purposes of managing Mercy Corps recruitment related activities as well as for organizational planning purposes globally. Consequently, Mercy Corps may use your personal data in relation to the evaluation and selection of applicants including, for example, setting up and conducting interviews and tests, evaluating and assessing the results thereto and as is otherwise needed in the recruitment processes including the final recruitment.

Mercy Corps is an international organization consisting of multiple affiliated companies in various countries. Mercy Corps has international sites and uses resources located throughout the world. Your data may be held on secure platforms globally, including outside of the EU. All personal data, whether relating to recruitment or employment, is held on a secure platform and system which is subject to regular testing and audit. Unless stated in the job description that the post involves other organizations with which the information will be shared as part of the recruitment process, your personal data will only be shared with third parties where consent is given.



Mercy Corps participates in the Inter-Agency Misconduct Disclosure Scheme (the "Scheme") (www.schr.info/the-misconduct-disclosure-scheme). Accordingly, we request information from a job applicant's previous employer(s) about any investigations which found that the applicant committed sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents of misconduct under investigation when the applicant left employment. By applying, you confirm your consent to Mercy Corps collecting your prior employment history under the Scheme as part of the application process. Your data will be stored for up to four years.

Attestation Language:

"By applying for this position, I attest that I have never violated a sexual misconduct, sexual exploitation and abuse, child safeguarding or human trafficking policy and that I have never been disciplined for violating an employer's code of conduct."

Apply to: Mercy Corps Juba Office behind Sector Four (4)

All applications will include CV, and all relevant copies of official documents, should be submitted in person or by email:

ss-apply@mercycorps.org

