

JOB VACANCY – FINANCE ASSISTANT-POOL(BACKUP)

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organization providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics. MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the above-mentioned position, to be put on back-up list and could be contacted in case of need.

Position: Finance Assistant

Number of Vacancies: (Back-up) Pool

Location: Abyei Special Administrative Area

Scope of responsibilities:

Execute administrative and finance related tasks and follow up of project accountancy to support the Project Finance Manager following MSF standard and procedures, in order to ensure legal compliance and keep strict control over monetary resources to achieve project objectives

Main tasks:

- Implementing cash management procedures in order to ensure the highest control and security, assisting the Project Fin Manager in the prevision of monthly treasury and planning in order to ensure the coverage of daily needs, advances on salaries, payroll, etc.
- Processing the payment to suppliers and keeping strict on all documentation involved, informing the administration manager of any sort of disparity
- Carrying out all accounting tasks and activities, classifying, preparing and filing all accounting pieces in accounting software, to ensure strict control of all expenditures and the reliability of statements and documentation.
- Following up all expiring rental contract dates and inform the Administration Manager in order to leave enough time to arrange a renewal or look for some other alternative.
- Making all administrative information available to the staff (posting, meetings, etc.), supporting the Project Finance Manager in translating documents into local language and assisting in meetings upon request.
- Any other administrative task delegated by the Project Finance Manager.

Recruitment criteria

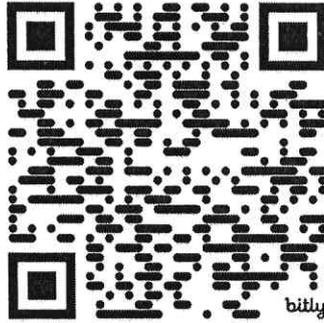
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|---------------------|---|
| Education | <ul style="list-style-type: none">• Desirable finance, business or administration related diploma. |
| Experience | <ul style="list-style-type: none">• Essential previous working experience of at least two years in relevant jobs.• Desirable experience in MSF or other NGOs in developing countries. |
| Languages | <ul style="list-style-type: none">• Mission language and local language essential |
| Knowledge | <ul style="list-style-type: none">• Essential computer literacy (word, excel, internet) |
| Competencies | <ul style="list-style-type: none">• Results and Quality Orientation L2• Team work and Cooperation L2• Behavioural Flexibility L2• Commitment to MSF Principles L2• Stress Management L3 |

How to Apply:

South Sudanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. Candidates who do not have access to the internet may submit

their application at the MSF Switzerland office in Abyei, Ameth Bekh Hospital. Application documents include cover letter, CV, relevant AND VALID copy of diploma or degree, work certificates, and other documents such as national ID, residence and labour card. **The deadline to apply is not later than 16th of March 2026.**

<https://forms.gle/4YamKnqieHG7KjSC6>



Only short-listed candidates will be contacted.

Interested candidates (including the ones in the previous pool) are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

Only complete applications will be considered.

*The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact the **Abyei HR Manager** at the **MSFCH office** in **Abyei, Amethbek Hospital.***

C. G. A. G.

Alexandre GUELLE



Approved by labour



Pass by RRC office on 03/03/2020