MSF Switzerland
Abyei Special Administrative Area
Ameth Bekh Hospital

MSF Switzerland (MSF-CH)

JOB VACANCY – DEPUTY PROJECT FIN/ HR MANAGER

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation 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 employee a qualified candidate for the following position, will be put on back-up list and could be contacted in case of need.

Position: Deputy Project Fin/ HR Manager
Number Of Vacancies: 1
Reports To (Hierarchical): Finance & HR Manager
Reports To (Functional): Finance & HR Manager
Job Family: HR & FIN
Location: Abyei Special Administrative Area



Scope of responsibilities:

Supporting the Finance and HR Manager at project level coordinating and implementing HR, Admin and Financial activities and policies in the project according to legal obligations and MSF protocols, standards and procedures in order to provide quality, reliable and transparent information to the organization on the use and allocation of resources in the project and to realize the HR capacity required to achieve project objectives.

Accountabilities:

- Ensuring the implementing of circuits and workflows (management of cash boxes, transfers, advances, purchase procedures, payment validations, follow up of regular payments, bank reconciliations) in order to anticipate expenses at project level and to optimize cash needs and its security.
- Implementing and supervising transactional procedures and systems in order to ensure transparent accounting practices and full traceability (invoices, receipts, bank statements, etc.), according to MSF guidelines and rules, and using the respective software in place.
- Ensuring the timely execution and control of the monthly and yearly accountancy closure, with due quality.
- Ensuring financial reporting of the Project (Field financial software) monthly closure, sitreps
- In close collaboration with the Finance & HR Manager, following up all service contracts in project site (premise and vehicle rental contracts, deposits, rent payments, etc.) Ensuring that MSF staff who have financial responsibilities are aware of and comply with local finance procedures, including those related to security.
- Supporting the HR project team if needed with the follow-up of all HR administrative procedures at project level under the validation and guidance of the Finance & HR Manager.
- Working closely with the Finance & HR Manager to ensure the proper use, regular updating and monitoring of budgetary and management tools, including the BMR, Finance tools and HR Matrix.

MSF Section/Context Specific Accountabilities:

- Acting as the focal point for all staff movements within the project: Ensuring centralisation of relevant information and coordination with the Admin Transit team. Monitoring and coordinating the start and end dates of missions, as well as R&R and annual leave schedules, ensuring proper planning, follow-up and compliance with the mission's policies and procedures. Ensuring timely communication and sharing of staff movement updates with the relevant departments to facilitate smooth administrative and operational planning.
- Beign the Foodbox finane focal point: Acting as the project's Finance focal point for Foodbox activities, supporting the Finance Assistant in monitoring and following up on Foodbox payments. Coordinate with the Coordination team on financial matters to ensure the proper functioning of the Foodbox system and compliance with established financial procedures.
- Acting as the Finance & HR Manager's field-level backup during their absence, ensuring the continuity of day-to-day Finance and HR operations and coordination with the Finance and HR department.

Recruitment criteria

Education

- Desirable, degree in finance, management (business, HR) or administration.

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Experience	• Essential, working experience of at least two years in relevant and similar jobs, HR or Finance assistant, Accountant, finance related position. • Desirable working experience with MSF or other NGOs
Languages	• English language essential; local language desirable
Knowledge	• Essential computer literacy (word, excel, internet) • Desirable HR and Financial MSF software (Homère, FFC, SAGA)
Competencies	• People Management and Development L2 • Commitment to MSF Principles L2 • Behavioural Flexibility L3 • Results and Quality Orientation L3 • Teamwork and Cooperation 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. Application documents include cover letter, CV, relevant copy of diploma or degree, work certificates, and other documents such as national ID, residence and labour card.
The deadline is no later than November 24th , 2026 at 5:00pm.

https://forms.gle/Re2UAsgx8zeGdT6j8

Only short-listed candidates will be contacted.
Female candidates are encouraged to apply.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline

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****.*

As part of its safeguarding commitment, MSF has zero tolerance for sexual exploitation and abuse, harassment, discrimination, and abuse of power. MSF never charges money or requests favours in exchange for employment opportunities.

Approved by labour office
16/11/2026

pass by RRC Abyei
on 16/11/2026