



Approved  
3/6/2026  
*[Signature]*

## EMPLOYMENT OPPORTUNITY: JOB VACANCY

Job Title: Finance/Administration Assistant (Non-relocatable)

Organisation: Johanniter-Unfall-Hilfe e.V. / Johanniter International Assistance

Job Location: Torit Field Office, South Sudan

Posting date: June 03, 2026 Closing date: June 22nd , 2026



### Organisation Description:

Johanniter-Unfall-Hilfe e.V. ([www.thejohanniter.org](http://www.thejohanniter.org)) is a German Christian non-governmental organization, dedicated to excellence in the field of first aid, ambulance service, social service programs, and other projects in the medical and social field. The Federal Headquarters are based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation, and emergency relief, implementing and supporting mostly health projects worldwide.

Our Do No Harm Commitment: Johanniter International Assistance (Johanniter) takes a zero-tolerance approach to sexual exploitation, abuse and harassment. This applies to our own organisation and extends to those we work with. Working together with others, we continue to strengthen our approach to safeguarding – by enhancing accountability, improving support for people affected by sexual exploitation, abuse and harassment, and driving cultural change through strong leadership. Our recruitment background check includes Safeguarding aspects.

We have a zero tolerance policy when people cause harm to others. Staff who misbehave or are complicit are held accountable for harmful actions. It is the employee's responsibility to promote appropriate behaviour and to report infringements that could potentially harm those in our organisation's care and damage the reputation of Johanniter. Those who raise complaints or concerns are appropriately protected and respected.

### Job Responsibilities and Accountabilities

#### Overall job purpose

The position is responsible for managing and recording the transactions into the Excel Cash book and ensure payments to all suppliers is based on the invoices generated from Logistics and administrative Offices and responsible for supporting the Senior Human Resource & Administration Officer in all aspects of HR/Admin in the Torit Office.

#### Reporting lines

Reporting to: Finance Manager/Senior Human Resource and Admin Officer  
Area Manager (2<sup>nd</sup> Line Manager)

Supervising: Cook/Cleaner

Receives technical advice from: Finance Manager/Senior Human Resource & Administration Officer

Gives technical advice to: None

Standing in for: None

Replaced by: Finance Manager

### Tasks:

#### Strategy and Vision

- actively supports the values of Johanniter and shapes his/her work according to these values
- contributes to the development and implementation of the global strategy of Johanniter International Assistance in his/her area of responsibility
- supports the implementation of the country strategy in his/her area of responsibility in line with the global JIA strategy

#### Leadership

- actively lives the Johanniter's leadership principles by fostering trust, embracing diversity, communicating openly, supporting wellbeing, and taking responsibility to contribute to a positive, inclusive, and adaptable work environment. This is reflected in the day-to-day activities in line with the Code of Conduct and related policies to achieve our goals

### Specific tasks and job responsibilities:



#### Cashbook Management – Recording Transactions into excel cash book

- responsible for SSP/USD cash management.
- prepare the weekly Cash Counts (every Friday) and ensure that any discrepancy is reported to the Finance Manager and Area Manager for further action
- ensure that expenses are rightly allocated to the correct Cost Centres (project), and in the correct budget line.
- ensure booking text descriptions, L-codes (project code L1, JUH budget lines L2, donor budget lines L3, source of funds L4, Country L5, partner L6, person L7 and Fibu code) are rightly allocated.

#### Support to ensure the accountability in terms of quality, reliability and transparency

- check documents to ensure purchasing procedures are followed (RFPs, PA, and Payment Vouchers are systematically signed by authorized persons).
- review documents to ensure that expenditures are validated by the management taking into consideration all the Validation Thresholds of Johanniter for Senior Program Coordinator, Country Director, and Area Manager
- file all the invoices and other financial documents at the field Office Level, ensuring that the filing system is updated, complete and accurate
- Ensure all vouchers from the Field Office are copied after thorough checking of all necessary documentations, relevant signatures and any other requirement as per the Finance guidelines of Johanniter
- Maintain accurate financial record and filing system.

#### **Admin/HR Responsibilities**

##### On-boarding and Orientation

- in liaison with position supervisor and other department heads, coordinate the preparation and implementation of orientation schedule for new staff
- responsible for ensuring that new staff completes all relevant documents for the personnel file
- responsible for making workspace and work tools arrangement for new hires working with the logistics team
- responsible for coordinating relocation allowances for new hires
- prepare Volunteer Monthly or Quarterly Volunteer Payrolls and ensure all volunteer have a signed contract before enrolment in the payroll
- ensure all statutory Obligations are deducted from Volunteers and Casual workers and paid to the Government on time

##### Contract Management and legal requirement management

- manage contracts of Johanniter regular employees and volunteers through monitoring and tracking all contracts and ensure that staff extensions are requested from Juba on time as necessary, issuing renewal notices/ non-renewal notices to staff
- maintain personnel files and HR documentation ensuring that all personnel information is on file (signed contracts, staff, and dependent(s) data, PDCF (Personal Data Collection Form), etc.
- ensure that staff payslips and time sheets are prepared and collected from all staff and shared with Juba office

##### General Office Administration

- maintain staff personnel files (for both national and expatriate staff) ensuring all necessary documentation is present
- supervise the cook/cleaner of the office/guest house, making provision of items in both premises monthly and ensure that the guesthouse is fully functional and clean at all times and all essential supplies are available in stock
- ensure administrative documents are properly filed and accessible when needed.
- manage and monitor office supplies and consumables
- oversee general office maintenance and operations
- assist in organizing trainings, seminars, workshops, and accommodation
- manage the store by coordinating with logistics to receive purchased good, tracking usage and providing monthly stock taking reports to the Senior Admin/HR Officer

##### Safeguarding



- actively upholds the organisation's safeguarding policies and Code of Conduct by fostering a safe and respectful environment, completing mandatory safeguarding training, maintaining professional boundaries, and taking responsibility to prevent harm through the timely and confidential reporting of any concerns or incidents
- oversees and ensures safeguarding is systematically embedded throughout recruitment, performance management, and staff welfare. Guides and trains staff on safeguarding responsibilities, and ensures the survivor-centered and confidential management of safeguarding incidents with proper documentation

### Person Specification

#### Professional Qualification and Experience:

##### *Essentials:*

- bachelor's degree in Business Administration
- minimum three (3) years' relevant experience in INGOs, preferably in Eastern Equatorial state
- proficiency in MS Office and ability to manage/analyze data
- strong organizational and analytical skills with accuracy and attention to detail
- minimum of two (2) year of solid experience in financial management and administration in an INGO setting. Or one year volunteer/ Internship experience in a similar role with an international NGO
- professional in Ms Excel, Ms Words and computerised accounting. Knowledge of the SUN System or any accounting software is essential
- excellent interpersonal skills with ability to work effectively in multicultural settings

##### *Desirable:*

- ability to perform under pressure and meet deadlines
- strong planning and prioritization skills with minimal supervision
- proven collaboration and team-oriented approach
- good command of English (spoken and written); Arabic is an asset

##### Skills:

- proactive, adaptable, and effective in complex situations
- strong communication, negotiation, and conflict management skills
- solid planning, coordination, and reporting capabilities
- resilience and willingness to travel within the country, including under challenging conditions.
- fluent in local languages and English

#### **Please note:**

This position is for only **Qualified South Sudanese National with all the Nationality Legal Documents.**

#### **How to apply:**

Please send your application and CV to this email address: [hr.southsudan@thejohanniter.org](mailto:hr.southsudan@thejohanniter.org) or hand deliver your updated CV, Motivation Letter and certificates to Johanniter Torit Field Office, located in Tori town **Hai Morwari, Kiteri Road Opposite Caritas office** not later than **June 22<sup>nd</sup>, 2026 by 5:00pm** South Sudan Standard time.

Please indicate the **title** of the position you are applying for on the envelop or in the subject line of the email and only shortlisted candidates will be contacted for the interview.

**Due to urgent need to fill this position, we will be reviewing the application on daily basis.**

All photocopies of your application/documents will remain the properties of Johanniter International Assistance.

