solidarités international

JOB VACANCY

BASE CENTRAL EQUATORIAL STATE-JUBA

POSITION DEPUTY HEAD OF FINANCE

Number of positions: **(1)**

Date Issued 27/10/2026

Date Closure: 13/11/2026

Category: **Non – Relocatable**

PRESENTATION OF THE ORGANIZATION

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty countries, SI's teams - 2000 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers - work with professionalism and commitment while respecting cultures.

Solidarités International (SI) is determined to prevent and fight all type of abuse – all act of exploitation, abuse and/or sexual harassment (SEAH) against members of beneficiary communities or collaborators, fraud, corruption, violation of persons and/or property, funding of activities harmful to human rights – that could be perpetrated in the frame of its interventions. SI implements a zero-tolerance policy regarding acts of SEAH.

Solidarités International is an equitable employer committed to finding all forms of discrimination. SI will not ask for remuneration to take part in a recruitment process

MISSION

Goal/Purpose:

- The Deputy Head of Finance Department supports their manager in the financial and accounting management of the country office. They assist in ensuring

MINISTRY OF LABOR
REPUBLIC OF SOUTH SUDAN
28 OCT 2026

SOLIDARITÉS INTERNATIONAL
27.10.2026

compliance with the financial procedures of Solidarités International, donors, and the laws of the country in which Solidarités International operates. They assist in leading and coordinating the accounting and finance departments.

- As the Deputy Head of Finance Department, and upon request, they may be required to act as a stand-in for the Head of Department, either partially or fully, in their absence.

JOB:

List of Main Activities

Accounting Management (In Support of a Chief Accountant)

- Assists with the validation of the country office's monthly accounting package
- Assists with the country office's annual financial close
- Helps to verify the cost accounting of the country office
- Checks and validates expenditure commitments and payments in accordance with the applicable thresholds.

Cash Flow Management

- Helps to facilitate monthly budget monitoring meetings in coordination with others.
- Updates budget monitoring records with the previous month's accounting entries (before sending them to the field offices).
- Consolidates budget reports (using data from field offices and other departments in coordination).
- Participates in the monitoring and analysis of budget reports
- Receives and consolidates the allocation tables received from the bases

Donor Financial Reporting and Audit

- Monitors current regulations and national tax legislation
- Supports the Finance Coordinator in establishing and maintaining relationships with administrative authorities at national level, as well as with other organizations and partners
- Attends meetings and workshops related to their area of responsibility as delegated, and reports back to their line manager

Management

- Is responsible for the effective implementation of HR policies and processes to ensure that the team has both the necessary number of staff and the required expertise for the activities under his/her responsibility:
  - Analyses, quantifies and assesses the human resources needs of their team,
  - Recruits and ensures the induction of the team under their responsibility,
  - Assesses the performance of team members,

MINISTRY OF LABOUR ★ REPUBLIC OF SOUTH SUDAN ★ 20 OCT 2026

SOLIDARITÉS INTERNATIONAL

27-10-2026

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- Trains and supports team members,
  Leads and communicates with his/her team

Internal Control

- Is responsible for ensuring the compliance of the documents they produce

Filing And Archiving

- Is responsible for filing and archiving the documents they produce in accordance with internal procedures

Fight Against Abuse

- Creates and actively contributes to the establishment of a working environment that prevents any inappropriate behaviour.
- Helps to raise awareness of SI's ethical framework
- At any time, respects the protection of information exchanged within the framework of an abuse notification and its treatment
- Implements measures to mitigate the risks of misconduct

Partnerships

- May contribute, in line with their role and responsibilities, to the verification process for SI implementation partners
- May contribute to the implementation of a support and capacity-building plan for SI partners
- May participate in the monitoring of partners' activities in line with their role and responsibilities

This list is not exhaustive and other related tasks (within the scope of their role) may be assigned at the request of their line manager.

Line Manager: Head of Finance Department

Line Report(s): Cashier/Finance Officer

Functional Manager: -n/a

Functional Report(s): - Finance Officer, Cashier, Chief Accountant (as per Organization Chart)

Preferred Skills/Requirements:

Minimum bachelor's degree in B. Com/business administration, Finance and Accounting

Good knowledge of accounting



SOLIDARITÉS INTERNATIONAL
27-10-2026

solidarités
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Minimum 5 years' experience working in related field of Finance

Good and clear communication skills and ability to work well in a team.
Must be flexible, hardworking, religious, solution oriented and have ability to work under pressure.

Good level of autonomy

Computer skills and knowledge of Microsoft programs (excel) are mandatory.

Knowledge of Accounting /Financial software is an added advantage.

Salary is Per Solidarities' International Scale

Working hours:

From Monday to Friday and the time is from 7:30 AM to 40:30 PM
As to execute daily Job/Tasks, some flexibility can be expected from work.

Please submit your CV, Cover letter, Photocopies of all Diplomas, Certificates of employment to Solidarites International Office in Hai Cinema Opposite Islamic Relief International

Or by email as one (1) attachment to: juba.adm.recruitment@solidarites-southsudan.org

Application Instructions

1. Subject of the email MUST be clear the position title; you're applying for as it appears on the advertisement.
2. SOLIDARITES INTERNATIONAL keeps all applications. No file will be returned to the applicant so do not submit your original credentials.
3. Dateline is **13th of November 2026,** however due to emergency nature of the position applications will be reviewed on rolling basis, position can be filled before dateline, any application sent after this dateline will not be considered.

" Women with the required skills are highly encouraged to apply."

SOLIDARITÉS INTERNATIONAL

28 OCT 2026

REPUBLIC OF SOUTH SUDAN