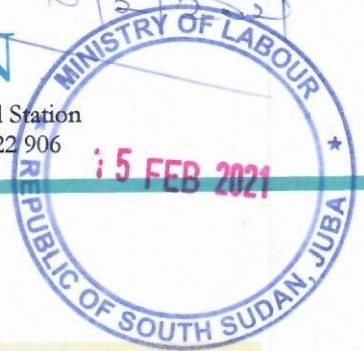




# YO' CARE SOUTH SUDAN

Office No. 66 and 67, 5th floor, LCB Building Mahatta Yei Road, Near Hass Petrol Station  
P. O. Box 433 Juba – South Sudan | [yocare.southsudan@gmail.com](mailto:yocare.southsudan@gmail.com) | +211 922 222 906



## JOB DESCRIPTION FOR ADMINISTRATION & FINANCE OFFICER:

### JOB VACANCY: Yo'Care-VA-03-G4S1-2021

Yo' Care South Sudan is seeking a qualified person for the position of Finance & Admin Officer.

Yo' Care South Sudan (NNGO No.3006) is a not-for-profit, non-political and non-governmental healthcare organization incorporated under the laws of the Republic of South Sudan. Its mandate is to create, develop & provide comprehensive and integrated packages of healthcare (human, animal and environmental), nutrition and WASH services to the South Sudanese public. It has been operating in South Sudan since 2010 and currently implements Health, Nutrition and WASH programmes in Central Equatoria, Lakes, Unity, Jonglei, Eastern Equatoria, Western Barhel Gazal and Western Equatoria States.

Yo' Care South Sudan is a consortium partner for the USAID funded Advancing HIV & AIDS Epidemic Control (AHEC) Activity in South Sudan and in this regard, would like to use some of the proceeds from the funding to recruit interested and qualified applicants for the following position:

For more information, please visit Yo' Care's website at <https://yocare.org/>.

### JOB DESCRIPTION FOR THE FINANCE & ADMIN OFFICER

Job title:	Finance and Administration Officer (1 Position)
Department:	Admin & Finance
Directly responsible to:	Chief Financial & Administration Officer
Staff supervise	Cleaners & Cooks
Hours:	40 hours per week
Duty station	Yo' Care HQ based in Juba with some frequent travel to field offices
Opening date	February 15, 2021
Closing date	February 24, 2021 @ 4.30 PM
Starting date	As soon as possible
Period of performance	12 months (with possibility of extension)
Remuneration	Depending on Yo'Care grading and steps

### POSITION SUMMARY:

We are looking for an experienced Finance & Administration Officer who will be responsible for preparing financial statements, maintaining cash controls, maintaining account payable and receivables, banking and reconciliation as well as processing payments.

*Amir*  
15/02/2021







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### HOW TO APPLY:

**Qualified applicants should send their updated CV, Motivation letter and copies of credentials, including contact details and three referees to:**

People & Culture Manager Office  
Yo' Care South Sudan  
Email: [yocare.southsudan@gmail.com](mailto:yocare.southsudan@gmail.com)  
Telephone: +211 924258882

#### Visiting & Mailing Address:

Office No. 66 and 67, 5th floor, LCB Building  
Mahatta Yei Road, Near Hass Petrol Station,  
P. O. Box 433 Juba – South Sudan.

**Notice: Due to COVID-19, NO HAND DELIVERY OF APPLICATIONS. All interested applicants should send their applications through the email provided above.**

Applications received after February 24, 2021 by 4:30PM Juba time will not be considered. Only qualified candidates should apply, and only those who have been short listed will be contacted for an interview.

**Yo' Care South Sudan** provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, health status or sexual orientation.

15/02/2021

