MEDECINS
SANS FRONTIERES

# EXTERNAL VACANCY ANNOUNCEMENT

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| **Date of issue:** | **11th November 2026** |
| **Deadline for application:** | **25th November 2026** |
| **Job Title:** | **Administrative assistant (Finance and Hr)** |
| **Duty Station:** | **Fangak County** |
| **Start Date:** | **ASAP** |

Médecins Sans Frontières (MSF) is an independent international medical humanitarian organization providing assistance to people affected by armed conflicts, epidemics, natural or non-natural disasters, or persons excluded from access to health care. The organization has health projects in more than 70 countries.

MSF France has had a significance presence in South Sudan more than 40 years. Currently, MSF runs 3 projects in South Sudan; one in Aweil supporting Aweil state hospital which has more 200 bed capacity (in-patient, OT, ITFC and Maternity) wards to improve management of patients hospitalized and outreach activity. In Akobo, MSF started recently its presence in Akobo provide curative and preventive paediatric services and Toch/Paguir MSF supports PHCC. The Coordination office in Juba provides support to and coordinates all the MSF France projects in Juba.

MSF France is looking to fill the position of **Administrative Assistant(Finance and Hr)** based in Fangak County. The successful candidate will report to Administration Manager.

***To promote diversity and inclusion, we encourage qualified female candidates to apply. Our organization is committed to gender balance and equal opportunities.***

**The objective of the Position:**

Execute administrative tasks and do follow up of project accountancy, according to administration manager's indications and **MSF** procedures, in order to ensure legal compliance and keep a strict control over monetary resources..

## Accountabilities

- Execute administrative and legal related tasks, under supervision of the Administrator Manager, checking payroll calculations and updating personal files in order to ensure accuracy, compliance and on time payments.
- Implement cash management procedures in order to ensure the highest control and security, and ensure cash availability.
- Prepare employment contracts in conformity with legal requirements including specific amendments when necessary in order to ensure local labour and fiscal law compliance.
- Enter data into the HR database and personal files and keep them up-to-date in order to facilitate HR processes management.
- Update Social security & Tax office employee files in order to meet legal requirements and duties.
- Draw up monthly pay slips for all staff, editing and updating the necessary data, in order to ensure the punctuality and accuracy of staff payroll.
- Draw up the final pay slip and employment certificate at the end of a contract in order to meet legal requirements while defending MSF 's interests.
- Follow 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.
- Assist the administration manager in the prevision of monthly treasury and planning in order to ensure the coverage of daily needs, advances on salaries, payroll, etc.
- Process the payment to suppliers and keep strict on all documentation involved, informing the administration manager of any sort of disparity.
- Carry out all accounting tasks and activities in order to ensure strict control of all expenditures and the

reliability of statements and documentation.

- Make all administrative information available to the staff (posting, meetings, etc.)
- Classify and prepare all accounting pieces as requested by the Administration Manager.
- File the accounting documents and enter the accounting pieces in the accounting software, with the support from the Administration Manager and/or the Accounting Manager (ACMA).
- Support the Administration Manager in translating documents into local language. Assists the Administration Manager in meetings upon request.

MSF Section/Context Specific Accountabilities

- Assisting in recruitment, that is posting vacancies,receiving and storing applications, inviting shorltisted candidates to inteviews and preparing venue, getting stamp from authourties
- Supervising the cooks and cleaners and drawing up their monthly roster, leave planning
- Assist in daily worker management
- Monthly report writing
- Assist in making travel bookings when requested to.
- Responsible for admin supplies:ordering and stock managment
- Supporting in on boarding and offboarding staff
- Supporting in arranging meetings and trainings including consolidating training lists
- Circulating memos and emails as advised
- Supporting in ensuring staff surveys are carried out
- Provide support in staff representatives elections process

Requirements

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| Education | Desirable finance, business or administration related diploma. |
| Experience | • Essential previous working experience of at least two years in relevant jobs.<br>• Desirable experience in MSF or other NGOs in developing countries. |
| Languages | Mission language and local language essential |
| Knowledge | Essential computer literacy (word, excel, internet) |
| Competencies | • Results<br>• Teamwork<br>• Flexibility<br>• Commitment<br>• Stress Management |

Applicants MUST be South Sudanase nationals and have the necessary statutory.

Candidates meeting the above qualifications are requested to submit a Applications with updated resume, motivation letter, copy of education certificates, copy of employment certificates/recommendations, copy of South Sudanese National ID and contact details (phone/email) by email as a single document to mentioning the subject line **"Application For the position of Administrative Assistant"** through this email:

msff-oldfangak-recruiter@paris.msf.org

on or before 25th **November 2026**

The protection of your personal data is important to MSF and will be treated confidentially. By submitting your application, you consent to MSF using your personal 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. MSF does not sell your personal data under any circumstances. If you have any questions, requests, or concerns, you can contact us on

MSF is committed to achieving workforce diversity in terms of gender, race, religion, nationality, and culture. Individuals from minority groups, indigenous groups, and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply. All applications will be treated with the strictest confidence.

MSF provides a work environment that reflects the values of gender equality, teamwork, integrity, and a healthy balance of work and life. MSF does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination.

Applications must be received by the deadline. Only short-listed candidates will be contacted.

**MSF is an equal Employer and does not charge any application/ recruitment fee.**

Approved by
RRC Payam Supervisor
for Payam.

FANGAK COUNTY PAGUIR PAYAM
RRC SUPERVISOR'S OFFICS

11/11/2026