

not Approved  
 16/3/2026



## JOB VACANCY ANNOUNCEMENT

VA/HFO/SSH/USG/3/01/2026

|                                |   |
|--------------------------------|---|
| <b>Job titles:</b>             | Finance Consultant (1 position)   |
| <b>Duty station:</b>           | Juba, South Sudan   |
| <b>Reporting to</b>            | Head of Finance   |
| <b>Department:</b>             | Finance & Grant   |
| <b>Project:</b>                | SSH/CBPF/USG-Funded Multi-Sector Humanitarian Project   |
| <b>Project:</b>                | SSH/CBPF/USG-Funded Multi-Sector Humanitarian Project   |
| <b>Technical Coordination:</b> | The Finance Consultant will work closely with the Project Coordinator, programme teams (WASH, Nutrition, Health, and S/NFIs), and support teams (Finance, Logistics and Procurement, MEAL, HR/Admin, and Field Teams) to ensure effective financial management, compliance, and timely reporting of project activities. |
| <b>Work Allocation</b>         | 70% Juba-based and 30% field presence in Fangak and Fashoda Counties  |
| <b>Duration:</b>               | 6 months, renewable based on performance and funding.   |
| <b>Hours:</b>                  | 40 hours per week   |
| <b>Hours:</b>                  | 40 hours per week   |
| <b>Level of Effort (LoE)</b>   | 100%  |
| <b>Contract Type:</b>          | Project-Based Consultancy   |
| <b>Opening date</b>            | 16/3/2026   |
| <b>Closing date</b>            | 3/4/2026  |
| <b>Starting Date</b>           | ASAP  |

### BACKGROUND

Healthcare Foundation Organization (HFO) was founded in 2015 in South Sudan and has established a strong local presence for the last ten years. HFO operates across key states of South Sudan, including:

- Central Equatoria State(Juba County)
- Upper Nile State(Fashoda, Panyikang, Malakal, Maiwut, Nasir and Baliet)
- Jonglei State(Fangak, Bor, Twic East, Ayod, Canal Pigi)





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*To improve and advance the "Quality of Healthcare" in South Sudan and its Regions*

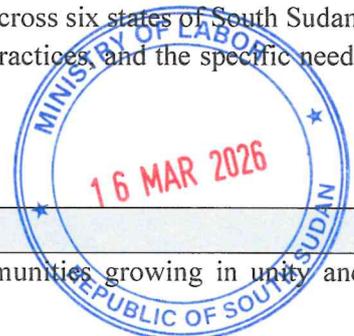
- Unity State(Leer County and Mayendit County)
- Northern Bahr El Ghazal(Aweil East):
- Warrap State (Gogrial East County)

Beyond South Sudan, HFO was also registered in Sudan in 2022 with its head office in Khartoum, and additional operations in White Nile and Blue Nile States before the Sudan’s crisis in 2023 and early 2025, HFO extended its operation to refugee’s settlement in Palebek, Lamu District\_Uganda and has been registered with the Government of Uganda as a Regional Humanitarian Organization.

Our dedicated team of experts delivers high-quality programs in health, nutrition, Gender Based Violence (GBV), protection, Non-Food Items (NFI), Food Security and Livelihood (FSL), education, water, sanitation, and hygiene (WASH). Through these interventions, HFO has reached and supported over 300,000 vulnerable and affected people with lifesaving humanitarian assistance and long-term development initiatives.

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**OUR MISSION STATEMENT**

HFO exists to inspire, empower, and transform communities to move towards self-reliance by providing holistic social services and development assistance.

**Open Positions**

Healthcare Foundation Organization (HFO) is implementing integrated humanitarian interventions in Health, Nutrition, WASH, and Shelter/Non-Food Items (S/NFIs) through funding from SSHF/CBPF/USG. To ensure strong financial accountability, donor compliance, and

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effective coordination between headquarters and field teams, HFO seeks to recruit a qualified and experienced Finance Consultant to support project financial management during implementation.

## Finance Consultant (1 Positions)

### Purpose of the Position

The Finance Consultant, based in Juba, will support financial management, budget monitoring, payment verification, records management, document review, and financial reporting for SSHF/CBPF/USG-funded activities. The role will strengthen financial accountability, donor compliance, and coordination between finance, programme, and field teams during project implementation.

## Key Duties and Responsibilities

### 1. Financial Management and Budget Monitoring

- Support day-to-day financial management of project funds.
- Monitor budget utilization and track expenditures against approved budget lines and work plans.
- Maintain budget tracking tools, expenditure follow-up sheets, and burn-rate analysis.
- Identify budget variances, overspending, or underutilization and raise them for timely management action.
- Support budget revisions and realignments in accordance with donor and organizational procedures.

### 2. Payment Verification and Compliance

- Review and verify payment requests, invoices, receipts, contracts, vouchers, and all relevant supporting documents.
- Ensure all expenditures are properly coded, authorized, and aligned with approved project budgets.





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- Confirm compliance with donor rules, organizational procedures, and internal control requirements.
- Follow up with programme, logistics, procurement, HR/Admin, and field teams on incomplete or weak documentation.
- Support adherence to financial procedures to reduce the risk of ineligible expenditure, duplication, or misallocation of funds.

### 3. Financial Records and Document Management

- Maintain complete, accurate, and audit-ready physical and electronic financial files.
- Ensure proper filing and retrieval of vouchers, bank records, procurement files, payment documents, and donor reporting records.
- Support document review processes during donor spot checks, audits, and internal monitoring exercises.
- Ensure financial records are stored securely and confidentially in line with organizational procedures.

### 4. Financial Reporting

- Support preparation of monthly, quarterly, and final financial reports for SSHF/CBPF/USG-funded activities.
- Reconcile expenditure data with accounting records and supporting documentation. □ Prepare expenditure summaries, liquidation schedules, and budget variance reports.
- Ensure timely submission of finance data required for internal management and donor reporting.
- Contribute to strengthening the quality, timeliness, and accuracy of financial reporting.

### 5. Coordination and Support

- Work closely with programme teams (WASH, Nutrition, Health & S/NFIs), Support team (Finance, logistics and procurement, MEAL, HR/Admin, and field teams on finance related matters).
- Support coordination between the Juba office and field teams in Fangak and Fashoda Counties.

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- Provide guidance to non-finance staff on donor-compliant finance documentation and reporting requirements.
- Support corrective actions arising from audits, spot checks, and donor reviews.

**Required Qualifications**

- Bachelor’s degree in finance, Accounting, Business Administration, Commerce, Economics, or a related field.
- Professional certification such as ACCA, CPA, CIMA, or equivalent will be an added advantage.
- Minimum of 3–5 years of relevant professional experience in finance, accounting, grants management, or donor-funded project financial management.
- Experience working with humanitarian or donor-funded projects, preferably SSHF/CBPF, USG, UN, or NGO-funded grants.

**Required Knowledge and Skills**

- Proven knowledge and practical experience in the OneGMS system, particularly for grant management and donor reporting.
- Proficiency in QuickBooks financial software for non-profit organizations, including transaction entry, reconciliations, budget tracking, and financial reporting.
- Strong skills in Microsoft Excel and financial analysis tools.
- Sound knowledge of budgeting, financial controls, audit preparation, and donor compliance.
- Excellent filing, documentation, and records management skills.
- Strong analytical, organizational, and communication skills.
- Ability to work under pressure and meet deadlines.
- High integrity, confidentiality, and commitment to accountability.





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**Application Process**

- Opening Date: 16/3/2026
- Deadline for Applications: April 2, 2026 (applications reviewed on a rolling basis)
- Expected Start Date: As Soon As Possible (ASAP).

Interested and qualified candidates should submit their cover letter, updated CV, and academic/professional certificates to HFO Head Office through hand deliver in person.

Please clearly indicate the position applied for in the subject line of your application:  
"Application for **Reporting Consultant** – HFO Office\_Tonpiny behind Catholic University opposite UNIDOR"

Note: Only shortlisted candidates will be contacted for interviews.

**8.0 HFO STATEMENT:**

- *HFO staff must adhere to the values and principles outlined in the HFO Code of Conduct and Ethics, HR Policy Manual, Prevention from Sexual Exploitation and Abuse policy, GBV, and Child Safeguarding Policies.*
- *Following these values, HFO enforces policies on beneficiaries, partners, and service providers to protect vulnerable groups from being exploited and to ensure a safe environment free from harassment.*





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**13.0 HOW TO APPLY:**

- ✓ Applications should be addressed to the **Human Resource & Administration Department** ([hrm@hfo-ss.org](mailto:hrm@hfo-ss.org)) by quoting the vacancy position not later than **April 3, 2026@ 5.00 PM.** **Hard Copy Applications should be delivered into the Tender's Box through the Security Guard.**
- ✓ Applications received after this date will not be considered and submitted using the email address:
- ✓ Due to the urgency of these positions, applicants **WILL BE** selected on a rolling basis and before the deadline.
- ✓ Qualified female applicants are particularly and strongly encouraged to apply!

**HFO Employment statement:** *Healthcare Foundation Organization (HFO) 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, or marital status*



# HEALTHCARE FOUNDATION ORGANIZATION



md Approved  
16.03.2026



To improve and advance the "Quality of Healthcare" in South Sudan and its Regions

## JOB VACANCY ANNOUNCEMENT

VA/HFO/SSHF/USG/2/01/2026

|                       |  |
|-----------------------|--|
| <b>Job titles:</b>    | Project Coordinator – SSHF UG Project (1 position)                 |
| <b>Duty station:</b>  | Juba, Fangak and Fashoda, with frequent travel to project sites    |
| <b>Reporting to</b>   | Program Director   |
| <b>Department:</b>    | Program  |
| <b>Project:</b>       | South Sudan Humanitarian Fund (SSHF-UG) Emergency Response Project |
| <b>Contract Type:</b> | Consultancy Contract   |
| <b>Duration:</b>      | 6 months, renewable based on performance and funding.              |
| <b>Hours:</b>         | 40 hours per week  |
| <b>Opening date</b>   | 16/3/2026  |
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Beyond South Sudan, HFO was also registred in Sudan in 2022 with its head office in Khartoum, and additional operations in White Nile and Blue Nile States before the Sudan's crisis in 2023 and early 2025,

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# HEALTHCARE

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*To improve and advance the "Quality of Healthcare" in South Sudan and its Regions*

HFO extended its operation to refugee's settlement in Palebek, Lamu District\_Uganda and has been registered with the Government of Uganda as a Regional Humanitarian Organization.

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## OUR VISION STATEMENT

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## OUR MISSION STATEMENT

HFO exists to inspire, empower, and transform communities to move towards self-reliance by providing holistic social services and development assistance.

## Open Positions

Healthcare Foundation Organization (HFO) is a national humanitarian and development organization implementing lifesaving interventions across South Sudan in sectors including Health, Nutrition, WASH, Food Security and Livelihoods, and Protection. Under the South Sudan Humanitarian Fund (SSHF-UG) project, HFO delivers integrated emergency services targeting vulnerable populations affected by conflict, flooding, displacement, and disease outbreaks.

To ensure effective implementation, coordination, monitoring, and compliance with donor and cluster requirements, HFO seeks to recruit a qualified Project Coordinator to oversee project

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# HEALTHCARE FOUNDATION ORGANIZATION

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implementation, provide technical guidance, and ensure timely delivery of quality humanitarian assistance.

## Reporting Consultant Consultancy (1 Positions)

### 1. Purpose of the Position

### 2. Position Summary

The **Project Coordinator** will provide overall leadership, coordination, and technical oversight for the SSHF-UG project implementation. The role involves planning, supervising field teams, coordinating with humanitarian clusters and local authorities, ensuring compliance with SSHF and OCHA guidelines, and supporting monitoring, reporting, and accountability processes.

The Project Coordinator will ensure that project activities are implemented efficiently, meet humanitarian standards (Sphere and cluster standards), and effectively respond to the needs of crisis-affected populations.

### 3. Key Responsibilities

#### 3.1 Project Planning and Implementation

- Lead the overall coordination and implementation of SSHF-UG project activities in accordance with the approved proposal, work plan, and budget.
- Develop detailed implementation plans, activity schedules, and operational strategies for field teams.
- Ensure integrated delivery of project components such as Primary Health Care, Nutrition, WASH, and S/NFI and Protection mainstreaming where applicable.
- Ensure timely procurement and distribution of project supplies and equipment.





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- Coordinate emergency responses during outbreaks, displacement, or humanitarian crises.

### 3.2 Program Coordination

- Coordinate project activities with SSHF (HFO), Program Managers Program Director, Executive Director.
- Represent HFO in cluster meetings (Health, Nutrition, WASH, S/NFI, Protection mainstream) and other coordination platforms.
- Strengthen collaboration with humanitarian partners, UN agencies, and NGOs operating in the project locations.
- Facilitate coordination for joint assessments, emergency responses, and referrals.

### 3.3 Monitoring, Reporting, and Compliance

- Ensure project implementation aligns with SSHF, OCHA, and cluster standards.
- Monitor project progress against indicators and targets in the project log frame.
- Support the MEAL team in conducting monitoring visits, data verification, and beneficiary feedback mechanisms.
- Prepare high-quality reports including:
  - Monthly and quarterly progress reports
  - Donor reports
  - Situation updates
  - Activity reports
- Ensure accurate data reporting through platforms such as ActivityInfo, OCHA reporting systems, or other donor tools.



### 3.4 Team Management and Capacity Building

- Supervise project staff including field officers, health staff, and community workers.





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- Provide technical guidance and mentorship to field teams.
- Ensure staff adhere to organizational policies, humanitarian principles, and professional standards.
- Coordinate training and capacity building for project staff and community volunteers.

### 3.5 Financial and Logistics Oversight

- Monitor project expenditure to ensure compliance with approved budgets.
- Coordinate with finance and logistics teams to ensure efficient procurement and resource utilization.
- Ensure proper management of project assets and equipment.
- Support financial planning and budget tracking.

### 3.6 Accountability and Protection Mainstreaming

- Ensure the project integrates gender, protection, and inclusion principles.
- Promote safe, dignified, and equitable access to services for women, children, persons with disabilities, and vulnerable groups.
- Support community engagement and participation in project activities.
- Ensure accountability mechanisms such as complaints and feedback systems are functional.



## 4. Qualifications and Experience

### Education

- Master's degree in public health, Health Services Management, Global Health, or a related field.

### Experience

- Minimum 5 years of professional experience in humanitarian or development programs.

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- At least 3 years of experience managing emergency humanitarian projects, preferably funded by SSHF, OCHA, UN agencies, or similar donors.
- Experience working in hard-to-reach or conflict-affected settings.
- Proven experience in project coordination, emergency response, and humanitarian program management.

## 5. Skills and Competencies

- Strong understanding of humanitarian coordination systems and cluster approaches.
- Experience with emergency health and multisectoral humanitarian responses.
- Knowledge of Sphere standards and humanitarian principles.
- Excellent project management and reporting skills.
- Strong leadership and team management abilities.
- Ability to work under pressure and in challenging field conditions.
- Strong communication, coordination, and stakeholder engagement skills.
- Computer proficiency in Microsoft Office (Word, Excel, PowerPoint) and data management systems.

## 6. Languages

- Fluency in English (written and spoken).
- Knowledge of local languages in project areas is an added advantage.

## 7. Other Requirements

- Willingness to travel frequently to remote project locations.
- Commitment to humanitarian principles and organizational values.
- Ability to work effectively in multicultural and challenging environments.



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**8. Deliverables**

The Project Coordinator will ensure:

- Timely and effective implementation of SSHF-UG project activities.
- Regular project monitoring and reporting.
- Effective coordination with humanitarian partners and stakeholders.
- Compliance with SSHF donor requirements and humanitarian standards.



**Application Process**

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- Deadline for Applications: **April 2, 2026** (applications reviewed on a rolling basis)
- Expected Start Date: As Soon As Possible (ASAP).

Interested and qualified candidates should submit their cover letter, updated CV, and academic/professional certificates to HFO Head Office through hand deliver in person.

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- ✓ Due to the urgency of these positions, applicants **WILL BE** selected on a rolling basis and before the deadline.
- ✓ Qualified female applicants are particularly and strongly encouraged to apply!

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# JOB VACANCY ANNOUNCEMENT

VA/HFO/SSH/USG/1/01/2026

|                |   |
|----------------|---|
| Job titles:    | Reporting Consultant – SSHF-USG Project (1 Position)                                |
| Duty station:  | Juba with frequent travel to field locations (e.g., Fangak & Fashoda project areas) |
| Reporting to   | Program Director/MEAL Manager   |
| Department:    | MEAL Department   |
| Project:       | South Sudan Humanitarian Fund (SSHF-USG) Emergency Response Project                 |
| Contract Type: | Consultancy Contract  |
| Duration:      | 6 months, renewable based on performance and funding.                               |
| Hours:         | 40 hours per week   |
| Opening date   | 16/3/2026   |
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## OUR MISSION STATEMENT

HFO exists to inspire, empower, and transform communities to move towards self-reliance by providing holistic social services and development assistance.

## Open Positions

HFO is implementing humanitarian interventions funded by the South Sudan Humanitarian Fund (SSHF-USG) to deliver integrated lifesaving services in sectors such as Health, Nutrition, WASH, Food Security and Livelihoods, and Protection mainstreaming. Given the complex humanitarian context in South Sudan characterized by conflict, displacement, flooding, disease outbreaks, and limited access to basic services, strong reporting, data analysis, and information management are essential to ensure accountability, transparency, and evidence-based programming.

HFO therefore seeks to engage a qualified Reporting Consultant to support high-quality donor reporting, data analysis, and documentation of project achievements in compliance with SSHF, OCHA, and cluster reporting requirements.

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**Reporting Consultant Consultancy (1 Positions)**

**1. Purpose of the Position**

**2. Purpose of the Consultancy**

The Reporting Consultant will support the development of high-quality technical reports, data analysis, and documentation for SSHF-UG project activities. The consultant will work closely with the Program, MEAL, and field teams to ensure accurate reporting, timely submission of donor reports, and proper documentation of humanitarian response activities.

**3. Key Responsibilities**

**3.1 Reporting and Documentation**

- Prepare high-quality narrative reports including:
  - Monthly progress reports
  - Interim and final donor reports
  - Situation updates and emergency response briefs
  - Activity reports and case studies.
- Ensure all reports comply with HFO, SSHF, OCHA, and donor reporting templates and guidelines.
- Document project achievements, challenges, lessons learned, and best practices.
- Support the development of success stories, beneficiary testimonies, and project briefs.



**3.2 Data Analysis and Information Management**

- Analyze project data from field teams to support evidence-based reporting.
- Work with the MEAL team to validate data collected through monitoring tools.
- Produce statistical summaries, tables, and visualizations of project indicators.





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- Support the development of dashboards and data summaries for management decision-making.
- Ensure proper documentation and storage of project data.

### 3.3 Monitoring and Evaluation Support

- Support the design and review of monitoring tools, data collection forms, and reporting templates.
- Assist in analyzing monitoring data from health, nutrition, WASH and S/NFI and other project activities.
- Contribute to needs assessments, rapid assessments, and evaluation reports.
- Support analysis of indicators aligned with cluster and humanitarian response frameworks.

### 3.4 Coordination and Communication

- Coordinate with project teams, MEAL officers, and field coordinators to obtain accurate project data.
- Support reporting input for cluster meetings and coordination platforms.
- Liaise with program managers to ensure timely submission of required reports.
- Provide technical guidance to field teams on reporting and data documentation.

### 3.5 Compliance and Quality Assurance

- Ensure reporting aligns with SSHF donor requirements, humanitarian standards, and cluster indicators.
- Review reports and project documents to ensure quality, consistency, and accuracy.
- Support compliance with humanitarian accountability and transparency principles.

## 4. Deliverables

The Reporting Consultant will deliver the following:



- Monthly and quarterly project reports.
- Interim and final donor reports.
- Data analysis summaries and statistical reports.
- Situation updates and emergency response briefs.
- Documentation of success stories and lessons learned.
- Clean and organized reporting database.



## 5. Qualifications and Experience

### Education

- Master's degree in public health, Statistics, Biostatistics, Epidemiology, Health Services Management, or a related field.

### Professional Experience

- Minimum 5 years of experience in humanitarian reporting, monitoring and evaluation, or research.
- Experience working with humanitarian donors such as SSHF, OCHA, UN agencies, or international NGOs.
- Demonstrated experience in data analysis, statistical reporting, and humanitarian program documentation.
- Experience working in emergency or conflict-affected contexts is strongly preferred.

## 6. Required Skills and Competencies

- Strong analytical and statistical skills.
- Excellent technical writing and reporting skills.
- Knowledge of humanitarian reporting frameworks and cluster systems.



  
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- Experience with data analysis tools such as SPSS, Excel, or other statistical software.
- Strong understanding of monitoring and evaluation systems.
- Ability to work under pressure and meet tight reporting deadlines.
- Excellent communication and coordination skills.

### 7. Language Requirements

- Fluency in English (written and spoken).
- Knowledge of local languages in South Sudan is an advantage.

### 8. Duration and Payment

The consultancy will be conducted for a period of [X months], with payment based on agreed deliverables and milestones in accordance with HFO consultancy policies.

### 9. Ethical Considerations

The consultant must adhere to humanitarian principles, confidentiality, and ethical standards, ensuring protection of sensitive data and respect for affected communities.

### Application Process

- Opening Date: 16/3/2026
- Deadline for Applications: **April 2, 2026** (applications reviewed on a rolling basis)
- Expected Start Date: As Soon As Possible (ASAP).

Interested and qualified candidates should submit their cover letter, updated CV, and academic/professional certificates to HFO Head Office through hand deliver in person.

Please clearly indicate the position applied for in the subject line of your application:  
“Application for **Reporting Consultant** – HFO Office\_Tonpiny behind Catholic University opposite UNIDOR”





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Note: Only shortlisted candidates will be contacted for interviews.

**13.0 HOW TO APPLY:**

- ✓ Applications should be addressed to the **Human Resource & Administration Department** ([hrm@hfo-ss.org](mailto:hrm@hfo-ss.org)) by quoting the vacancy position not later than **April 3, 2026@ 5.00 PM.** **Hard Copy Applications should be delivered into the Tender's Box through the Security Guard.**
- ✓ Applications received after this date will not be considered and submitted using the email address:
- ✓ Due to the urgency of these positions, applicants **WILL BE** selected on a rolling basis and before the deadline.
- ✓ Qualified female applicants are particularly and strongly encouraged to apply!

***HFO Employment statement: Healthcare Foundation Organization (HFO) 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, or marital status***

