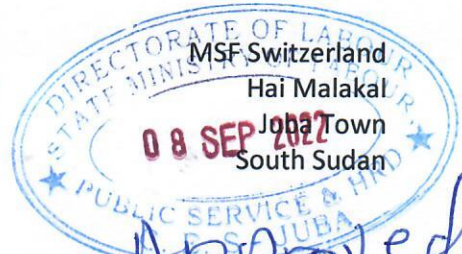




JOB VACANCY

Finance/HR Assistant – JUBA
NUMBER OF VACANCIES: 01



Approved
[Signature]

Médecins Sans Frontières (MSF – Doctors Without Borders) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflicts, epidemics, natural disasters and exclusion from healthcare in more than 60 countries around the world. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. Our actions are guided by medical ethics and the principles of neutrality and impartiality.

MSF South Sudan is currently seeking to employ a qualified candidate for the above position.

Main Purpose:

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.

- Execute administrative and legal related tasks, under supervision of the Administration 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.
- Enter data into the HR database and personal files and keep them up to date in order to facilitate HR processes management.
- 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 have enough time to arrange a renewal or look for some other alternative.
- Assist the Administration Manager in the provision 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.

This position will entail work based in Juba as well as outside of Juba to respond to emergencies (upto 80% of the time depending on the context and the needs). The successful applicant must be willing to be based outside of Juba for a period up to 3 months at a time either for emergencies or to support other MSF projects.

Recruitment criteria:

Education: Desirable finance, business or administration related diploma.

Experience: Essential previous working experience of at least two years in relevant jobs.
Desirable experience in MSF or other NGOs in developing countries.

Languages: English and Arabic required.

Knowledge: Essential computer literacy (word, excel and internet).

How to apply:

Interested South Sudanese candidates should submit their application with motivation letter, CV, copies of certificates and national ID by email to msfch-juba-dhrco@geneva.msf.org by **20th September 2022 5:00pm**. Please clearly mark "SSERU Finance/HR Assistant" in the subject title of your email.

Equally qualified women and people with disability are strongly encouraged to apply

Only short-listed candidates will be contacted. Applications received will not be returned.