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Held
31/12/2025
MINISTRY OF LABOUR
03 DEC 2025
REPUBLIC OF SOUTH SUDAN

Job description: Project Finance and Admin Officer, SMAC+ Project

Duty station: Caritas Switzerland (CACH) Juba Office, with frequent travel to Eastern and Central Equatoria project sites, and other regions as required

Reports to: Project Finance and Operations Manager, SMAC+ Project

Internal functional relationships:

- SMAC+ Team members
- Head of Finance & Admin Manager and other Finance staff
- Operations Manager
- Senior HR/Admin Officer
- Other CACH staff members in South Sudan as required
- CACH staff members at the head office as required

Work Quota: 100%

Employees reporting to the post:

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External Functional Relationships:

- Partners Project Manager, Finance Managers, Project Officer(s), etc.
- Project stakeholders (trade associations, cooperatives, farmers associations, agro-input dealers, city and community authorities, technical advisors, etc.).

Objective of the post: The project Finance and Admin Officer is responsible for supporting the management of finance, compliance, contracts, logistics, and procurement of the project in alignment with organizational policies and donor requirements.

Program Overview:

The European Union is currently funding the Green and Resilient Economy (GRE) Action in South Sudan, of which the "Sustainable Markets and Agribusiness Competitiveness +" (SMAC+) project forms an important component, in addition to those of other GRE Implementing Partners. The SMAC+ project facilitates the development of an inclusive, resilient, and sustainable market system, using a Market Systems Development (MSD) Approach that focuses on minimizing barriers that hinder the participation of vulnerable women and youth in economic opportunities within the agriculture sector. With the expected addition of funding from the Swiss Development Cooperation, the project will also strengthen conflict prevention and natural resource management.

The project Finance and Admin Officer supports the effective implementation of the SMAC+ project by:

- Supporting the project's finance, logistics, procurement, contracts, and compliance components
- In close cooperation with the Project Finance and Operations manager and the country organization's finance, admin, and logistics team, ensuring project financial management and procurement
- Ensuring efficient, accountable delivery of project transactions

Primary Functions & Responsibilities

- Collaborating with procurement, logistics, and finance teams to ensure smooth information flow and timely invoice processing.
- Liaising with external partners, including suppliers, shipping agents, and customs brokers, to obtain necessary documentation and resolve discrepancies. Supporting the Project Finance and Operations Manager to ensure sound financial stewardship and compliance with the standards and regulations of the EU, SDC, and Caritas Switzerland

- Ensuring effective integration of SMAC+ operations within the overall country organization's structure, through team-based management and consultation approaches.
- Supporting the Project Finance and Operations Manager as well as the Operations Manager of the country organization with procurement, asset inventory, admin, and compliance documentation.

Basic Qualifications

This position is open to qualified South Sudanese applicants.

- Bachelor's degree with at least two years of experience with a background in business administration- Finance, Logistics, procurement, or other relevant areas.
- At least one year of experience working with an INGO

Preferred Qualifications

- Experience working in remote areas in South Sudan.
- Experience implementing EU-funded programs and knowledge of EU regulations and procedures.
- Experience working with the private sector and other diverse groups of stakeholders.

Required Languages

- Fluency in English with excellent oral and written communication skills required.
- Knowledge of South Sudanese Arabic is a plus.

Travel

Extensive travel across Central and Eastern Equatoria at least 35% of the time.

Knowledge, Skills, and Abilities

- Excellent interpersonal and communication skills; proven ability to motivate and manage diverse teams in multicultural environments.
- Entrepreneurial and innovative thinker with private sector market orientation.
- Skilled in problem-solving, consensus-building
- Ability to work under pressure, manage multiple tasks, and deliver results within tight deadlines.
- Proficient in Microsoft Office Suite
- Exceptional attention to detail, organizational, and time management skills.
- Strong report writing and analytical capabilities.
- Ability to work independently and collaboratively as part of a team.

Interested candidates should submit the following documents:

- Motivation Letter
- Curriculum Vitae (CV) with contact details of three referees, preferably former supervisors.
- Copy of credential (s), copy of nationality ID/passport

Send your applications to the email addresses below, stating "Application": **Project Finance and Admin Officer of the SMAC+ Project**, before (latest) the **22nd December 2025**

Applications per email need to be sent to cachsouthsudan@caritas.ch

Female candidates are highly encouraged to apply; only shortlisted candidates will be contacted.

