



Gudele, Hai Peace Residential Area, Plot Nos. 512 & 513, Block III, Juba City, South Sudan

www.steward-women.org, stewardwomen.jobs@gmail.com

Position	Finance and Administration Manager
Organization	STEARAWOMEN
Location	Juba, South Sudan
Reporting authority	Director
Expected date of assumption of duty	March, 2026
Date of job posting	13 th February, 2026

1. Introduction and Background,

STEARAWOMEN is a women-led Organization founded in March 2009 and registered with the South Sudan Relief and Rehabilitation Commission as a not-for-profit non-governmental organization (Vide Reg.# 037). The mission of STEARAWOMEN is "to develop, shape and empower South Sudanese women to advocate for policies that foster equal economic opportunity and secure human rights for women and girls". The vision is "A South Sudanese Society free from the violations of the human rights and dignity of women and children". STEARAWOMEN was founded to address the problems of sexual violence against women and girls, trafficking in person (TIP), community insecurity and conflicts, and poor governance among others. STEARAWOMEN is a member of the Solidarity of African Women's Rights (SOAWR) coalition, the African family law network, COCAFEM/GL network (Great Lakes Women Network for Peace), and the Crimes Against Humanity (CAH) Treaty (global) coalition, and holds "Observer Status" with the African Commission on Human and People's Rights. STEARAWOMEN also chairs the rule of law AoR (Area of Responsibility) of the GBV sub-cluster in South Sudan, through which it provides strategic direction on the GBV legal framework to GBV partners in the country so as to strengthen their institutional response on gender-justice. We are in search of a mature person who share our vision to fill the position of finance and administration manager.

2. Duties and Responsibilities,

As head of finance and administration department, the duties of the post holder are, but not limited to the following,

2.1 Financial duties,



1. Ensure compliance to financial rules, policies and regulations, both internally and externally.
2. Ensure budget vs actual is monitored and communicated with relevant budget holders and the related stakeholders to address the gaps.
3. Liaise with the senior management and project managers for forecasting and budgeting.
4. Provide the director and senior managers with regular monthly financial analysis, highlighting overall challenges and opportunities.
5. Support the development of project proposal budgets.
6. Oversee the preparation of donor financial report according to their requirement, and ensure timely submission.
7. Ensure internal control is in place for all assets, funds, equipment, property, and facilities and compliance to financial and organization policy.
8. Hold relevant training on financial management for the staff, including orientation of new staff.
9. Support internal and external audits.
10. Supervise all the staff in the finance, accounts, administration and procurement department.

2.2 Administration and Human Resources,

1. Ensure timely and renewal of certificate of registration of the organization with the relevant government authorities
2. Support the preparation and submission of all the required statutory reports with the relevant accounting frameworks and protocols.
3. Ensure familiarity, and compliance with, safeguarding policy (PSEA) and undertake training as required.
4. Ensure that adequate HR records are maintained, and the HR system is kept up to date.
5. Manage staff payroll, allowances, benefits, salaries and taxes in accordance with the HR policy and labor laws.
6. Manage the recruitment of new staff with the support of the HRO, program coordinator and project leads.

3. Competencies,

1. Excellent Knowledge on donor reporting, including online reporting.
2. Excellent practical skills in computer application such as MS Word, Excel, Internet etc.
3. Proficiency in online financial systems, databases and software, particularly QuickBooks
4. Practical knowledge on the challenges of working with National Organizations in a similar position for not less than 3 years.
5. Ability to work effectively under pressure independently and with a team.
6. Ability to work in a fast-paced team; creative and flexible, and detail-oriented.
7. Ability to communicate effectively with the staff and partner representatives.



4. Required Qualifications,

1. Degree in Business Administration or Commerce majoring in accounting with a minimum of 3 consecutive years' experience in a similar position in South Sudan.
2. Knowledge of grants administrative and financial management procedures.
3. A minimum of ACCA/CPA Level 2 will be an added advantage.
4. Previous background in institutional environment of development cooperation or agencies (EU, INGO's, UN system, multilateral cooperation, etc.)
5. Fluent in spoken and written English.
6. High moral integrity, as well as diplomacy, impartiality, and discretion with proven ability to work and act under pressure.
7. Demonstrate ability to work effectively in a team of international and local staff in dynamic and sometimes logistically constrained environments.

5. Safeguarding and PSEA,

Candidates applying for this position should take note that STEWARDWOMEN has a Zero tolerance policy towards any form of sexual exploitation and abuse.

6. Salary,

Very competitive and attractive, determined by the level of competence demonstrated by the selected candidate for the position.

7. Application procedure,

South Sudanese nationals and other nationalities (with work permits) in the region who meet the above job requirements are asked to submit an updated and summarized CV (maximum 2 pages), including contact details of two (2) professional referees through our email only: stewardwomen.jobs@gmail.com. Any application submitted through another email address of the organization will be disqualified. Qualified South Sudanese national, especially (mature) women is preferred. Please take note that one application only MUST be submitted by each interested party. The position for the application should be clearly indicated in the subject line of the email, addressed to: The Human Resource Officer, STEWARDWOMEN. Only shortlisted applicants will be contacted for interviews. Applications will be received through close of business hours on 6th March, 2026.

12 FEB 2026

Sincerely,

Geoffrey/Director

