



**MEDECINS SANS FRONTIERES
DOCTORS WITHOUT BORDERS**



Médecins sans Frontières - France
Republic of South Sudan, Juba

Hai Cinema 2nd class residential area,
Plot 73, Block AX11
Web: www.msf.org
e-Mail: msff-juba-recruitment@paris.msf.org

Juba, 18th June 2026

MSF-FRANCE JOB ADVERTISEMENT

Médecins Sans Frontières/Doctors without Borders (MSF), founded in 1971, is an international humanitarian aid organization that provides emergency medical assistance to populations in danger in more than 70 Countries.

Médecins Sans Frontières – France (MSF-F) is looking for highly motivated and enthusiastic candidate for the below position in Juba Coordination.

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

POSITION: CASHIER

Purpose of position

Performing cash transactions, verifying supporting documentation, and maintaining records according to MSF standards and local finance policies.

MAIN ROLES AND RESPONSIBILITIES

Accountabilities

- Controlling and monitoring cash payments from the cashbox and coding and recording cash transactions in the daily cash book or accounting system,
- Performing daily cash counts and investigating any discrepancies
- Following up on cash advances and ensuring they are duly settled
- Carrying out transfer requests between cash and safe box
- Checking the validity of invoices, approval signatories, and correctness of account codes
- Performing currency exchange operations when required.
- Assisting with the preparation of salary payments as required.
- Performing monthly reconciliations before closing the monthly accounts, managing bank reconciliations and monthly bank statements if applicable.

MSF Section/Context Specific Accountabilities

- Together with the FinCo Supporting in cash preparation for projects (Akobo & Toch and incase of any other emergency intervention within the mission).
- Flexibility incase needs arises within the mission to cover for gaps.



REQUIREMENTS

Education	Qualifications or professional diploma in administration / accounting.
Experience	Experience in accounting (minimum 1 year).
Languages	English and Arabic language essential.
Knowledge	Essential computer literacy (word, excel)
Competencies	<ul style="list-style-type: none">• Results and Quality Orientation L1• Teamwork and Cooperation L1• Behavioural Flexibility L1• Commitment to MSF Principles L1• Service and Orientation L1• Cross-cultural Awareness L2

HOW TO APPLY

Applications to be submitted with recent resume, motivation letter, copy of education certificates, copy of employment certificates/recommendations, copy of South Sudanese Nationality ID and contact details (phone/email) **by email** as a single document to msff-juba-recruitment@paris.msf.org, link or QR Code below.



<https://forms.gle/ygSiqC4QjjLnGmEP9>

Please clearly state the name of the position you are applying for in the subject line of the email

Please note:

- MSF does not accept any form of money, gift, or favour as part of its recruitment processes – if you are requested for any form of favour, please contact the HR Department on the email address above
- MSF will verify all applicant documents as part of the MSF recruitment process, and any proven fake documentation submitted will mean the applicant is removed from the recruitment process.
- The protection of your personal data is important to MSF. 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. Your personal data will be treated



confidentially. MSF does not sell your personal data under any circumstances. If you have any questions, requests or concerns, you can contact us on the email address above.

The closing date is 1st July 2026

NB: We thank all applicants for their interest. Only short-listed candidates will be contacted for written test and interviews. Respective schedules for the shortlisted candidates will be posted on the gate outside the office.

