



JOB ADVERTISEMENT	
Job title:	Internal Audit Officer
Duty Station:	SSRC Headquarters- Juba
Reports to:	Internal Auditor
Job Open date:	10 June 2025
Job Close date:	23 June 2025

## ORGANIZATIONAL CONTEXT

The South Sudan Red Cross (SSRC) is one of the 192 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9<sup>th</sup> March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013 and in November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (21) branches and a growing network of units. There are currently over 250 SSRC staff, approximately 20,000 volunteers and 4,000 members across the Country.

The society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by Strategy 2030 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff MUST abide by and work in accordance with the Red Cross and Red Crescent principles.

## POSITION PURPOSE

The position holder is responsible to ensure the adequacy and effectiveness of internal controls, risk management, and governance processes across the organization. This includes reviewing programmatic and financial operations, monitoring compliance with donor and organizational policies, participating in audits of Income Generating Activities (IGAs), and conducting investigative reviews where necessary.

This role plays a critical part in enhancing operational accountability, transparency, and efficiency across all SSRC departments and branches.

## KEY RESPONSIBILITIES

- Participate in the development and implementation of internal audit plans in coordination with the Internal Auditor.
- Conduct operational, financial, and compliance audits for headquarters and all SSRC branches, including reviews of branch-level Income Generating Activities (IGA).



- Review program and project operations to ensure proper planning, budgeting, expenditure tracking, activity implementation, and adherence to donor and SSRC guidelines.
- Review Monitoring and Evaluation (M&E) systems to assess the reliability of reported data, performance indicators, and project outcomes.
- Examine accounting, procurement, human resource, and logistics documents to assess compliance with SSRC policies and applicable laws.
- Verify the completeness and accuracy of financial documentation related to advances, retirements, and petty cash management.
- Perform branch visits for physical verification of assets, inventory, and program activities, and report discrepancies or gaps.
- Participate in special audits and investigations relating to suspected fraud, misappropriation, abuse of resources, or ethical violations; document findings and providing recommendations.
- Track the implementation of audit recommendations and ensure follow-up actions are taken by responsible departments or branches.
- Prepare well-documented working papers and draft internal audit reports for review and consolidation by the Internal Auditor.
- Liaise with program staff, finance, HR, and branch coordinators to obtain information, clarify audit findings, and provide guidance on compliance matters.
- Support capacity building and training sessions for staff at branches on internal controls, risk management, and financial accountability.
- Assist in reviewing standard operating procedures (SOPs) and policies to identify gaps and propose improvements that promote accountability and transparency.
- Maintain professional confidentiality and independence throughout all assignments.
- **Frequent travel** to all SSRC branch offices across South Sudan to carry out field audits, project reviews, IGA audits, asset verifications, and investigations.

#### **Position Requirements**

- Bachelor's degree in accounting, Finance, Business Administration, or any related field.
- Completion of CPA (Intermediate), ACCA (Intermediate), or CIA Part 1 is an added advantage.
- Minimum of 2 years of relevant experience in internal audit, financial compliance, M&E reviews, project audits, or donor reporting.
- Good knowledge or prior experience in programs and project management, programmatic reporting, and monitoring and evaluation (M&E) will be considered an added advantage.
- Experience working in an NGO, humanitarian organization, or donor-funded project is highly desirable.
- Fluency in **English** (spoken and written) is required.
- Knowledge of **Juba Arabic** is desirable.
- Sound understanding of audit standards, internal controls, risk management, and compliance frameworks.
- Strong analytical, investigative, and critical thinking skills.
- Excellent communication and interpersonal skills to engage effectively with staff at all levels.
- High level of integrity, ethics, and professionalism in handling sensitive information.
- Demonstrated ability to write clear, concise, and well-supported audit findings and recommendations.
- Good understanding of financial systems and documentation, budgeting, and donor compliance requirements.
- Strong time management skills and ability to work under pressure and meet deadlines.



- Proficiency in Microsoft Office (Excel, Word, PowerPoint); knowledge of accounting or audit software is an added advantage.
- Willingness to travel frequently and work in challenging environments.
- Regular travel to field locations across South Sudan (up to 70% travel).

## How to apply:

Interested applicants should submit their Cover letter, CV with 3 references, Copy of National ID and Certificates including daytime telephone contact to Human Resources Department. Or by email: [vacancy@ssdredcross.org](mailto:vacancy@ssdredcross.org) please indicate the title of the position and location you are applying for in the subject line of your email.

**Alternatively,** applications can be hand-delivered to South Sudan Red Cross Headquarters.

Plot #4, Block Ministries, Munuki Area, **Juba Office**

**Note:** Only candidates with certified copies of academic documents by the relevant public authorities or line ministries will be shortlisted and contacted for an interview and all the applications are not returnable and will remain the property of SSRC.

**Qualified female candidates are strongly encouraged to apply.**

