



## BETTER HEALTH CARE ORGANIZATION

*Improving health through local knowledge & skills*

Website: [www.better-healthcare.org](http://www.better-healthcare.org)  
Email: [info@better-healthcare.org](mailto:info@better-healthcare.org)



**Organization:** Better Health Care Organization -BHECO

**Position:** Finance and Admin Assistant

**Number of Position:** 1

**Duty Station:** Juba Head Office

**Contract Duration:** 5 months (with possible extension subject to availability of funding)

**Line Manager:** Finance Manager

### ABOUT BETTER HEALTH CARE ORGANIZATION

Better Health Care Organization (BHECO) is a national, non-profit humanitarian and development organization registered in South Sudan in 2015, dedicated to saving lives and improving maternal, newborn, child, reproductive, and community health outcomes and has been operating in South Sudan since 2017 BHECO is actively present in Central Equatoria State, and in Terekeka County, where it has been implementing various health projects since August 2024 with funding for improving maternal newborn and child health focusing on safe delivery with support from Grand Challenges Canada, Dovetail Impact Foundation in collaboration with county and the State Ministry of Health (SMoH) Central Equatoria State.

Through integrated, community-based health programs, BHECO increases access to quality and affordable health services for underserved and vulnerable populations—especially women, children, and rural communities—by supporting health facilities, conducting community outreach and mobile clinics, strengthening health worker capacity, promoting health education, implementing quality improvement initiatives, and supporting the Boma Health Initiative in fragile and hard-to-reach settings.

### DESCRIPTION OF POSITION

The Finance and Admin Assistant will provide professional and technical contribution to project accounting and financial management, internal controls systems, and administrative support under the direct supervision of the Finance Manager.

### KEY RESPONSIBILITIES:

#### Internal Controls and Financial Management

- Enforce and maintain effective internal control system, contribute to monitoring financial management activities at field levels
- Ensure petty cash transactions are correctly checked, process cash & cheque payments, and ensure disbursement, replenishments, and maintenance of related records

#### Financial Reporting and Budgeting

- Ensure funds for Program implementation are disbursed in a timely manner to the field level teams
- Maintain financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements, and other data for day-to-day transactions and reports
- Assist Administrative and Finance Officers and the Head of Program in budget preparation, budget monitoring, including analysis and comment of variance

#### Financial Reporting and Compliance

- Ensure that all financial reports are prepared in accordance with BHECO and donor requirements, and are submitted in a timely manner
- Ensure correct selection and entry of data from a variety of documents/sources, verifying accuracy by checking sources, making required calculations, and assuring inclusion of all relevant data



### **Vehicle Maintenance and Administration**

- Ensure the correct and timely routine maintenance and repair of BHECO vehicles and other automobiles
- Ensure drivers use appropriate fuel log sheets and correct odometer readings taken to track fuel usage and generate monthly consumption report

### **Office Administration and Support**

- Providing administration support to ensure efficient operation of office
- Track all movement of office and program supplies and other materials

### **Staff Management and Supervision**

- Supervise the work of support staff (Cleaners, Guards, and drivers) and clearly define their roles and responsibilities
- Generally, perform any other incidental duties assigned or delegated by the supervisor or person in authority

### **Additional Responsibilities**

- Advise and assist staff, including consultants, on all aspects of entitlements, allowances, salary advances, travel claims, and other financial matters
- Initiate correspondences to verify data, answer queries, and obtain additional information on accounts and financial transactions, as required

## **QUALIFICATIONS AND EXPERIENCE**

### **Education**

- Diploma in Accounting, Business Administration, Commerce, or Finance from a recognized university or part professional course in CPA, or ACCA
- Bachelor's degree with a Finance concentration will be an added advantage

### **Experience**

- Minimum 2 years' experience within the Finance Department of an international or National organization
- Experience in the humanitarian sector will be an added advantage
- Experience with donor financial and grants management is a plus

### **Knowledge & Skills**

- Financial Management and Accounting
- Financial and budget analysis, including budgeting
- Financial performance review methods and techniques
- Financial reporting to partners/donors
- Good understanding of international accounting standards, financial management policies, and procedures

### **Communication and Interpersonal Skills**

- Effective verbal and listening communications skills
- Computer skills, including the ability to operate finance software, spreadsheets, and word processing programs
- Effective written communications skills, including the ability to prepare reports, budgets, proposals, policies, and procedures

### **Problem-Solving and Adaptability**

- Ability to carry out responsibilities independently with minimal technical support
- Must be a proactive communicator, able to communicate potential problems and propose solutions
- Must be able to function effectively in a loosely structured, but complex work environment

## **APPLICATION PROCESS**

Interested qualified candidates are invited to submit their application quoting the vacancy name and reference with following:

- Maximum 3-page Motivational Letter
- Updated Curriculae Vitae (CV)
- Copy of academic Document

### **Submission Method**

Applications should be submitted through either of the following channels:

Email:

[info@better-healthcare.org](mailto:info@better-healthcare.org)



**Hand Delivery:**

Better Health Care Organization (BHECO), Hai Referendum Road, opposite Modi Pharmacy  
Gudele, Juba, South Sudan Plot No. 1642

BHECO strongly encourages email submissions as part of our commitment to environmental protection.

Application Deadline: (21<sup>st</sup> May 2026 at 4:00 PM (South Sudan Time), Late applications will not be considered.

**Important Notes**

- Due to urgency, applications will be reviewed on rolling basis, interviews and position may be filled before the deadline
- Application documents will not be returned.
- Applicants are strongly advised not to submit original documents.
- BHECO will not be held responsible for any loss of original documents submitted.

**Equal Opportunity Statement:** Better Health Care Organization (BHECO) is an equal opportunity employer. We do not discriminate on the basis of gender, age, disability, ethnicity, religion, or background. Female candidates and applicants from target communities are strongly encouraged to apply.

**Safeguarding and Integrity:** BHECO has zero tolerance for Sexual Exploitation and Abuse (PSEA), fraud, corruption, and any form of misconduct. All staff are expected to uphold the highest standards of integrity and accountability. Any candidate found to have engaged in misconduct will be disqualified.

**Child protection: Duly** note that BHECO is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

**Environmental Protection:** BHECO is an equal opportunity employer and has a non-smoking environment policy

**This position is open to South Sudanese nationals only.**

