COMMUNITY AID FOR RELIEF AND DEVELOPMENT (CARD)

Located at AIC/ICCO Compound, Hai Tarawa Juba- South Sudan

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Approved by Inspector of Labor
09 JAN 2026

Position: Finance/ Admin Officer

Duty Station: Tambura County, Western Equatoria State, South Sudan (100% field and non-relocatable)

Duration: 6 months (with possibility of extension)

Reports to: Head of Program

Start Date: 01/02/2026

Community Aid for Relief and Development -CARD is a nationally recognized humanitarian and development organization, legally registered in South Sudan since 2011. We are committed to alleviating poverty, advancing health, Education, strengthening livelihoods, and fostering social justice among vulnerable populations. CARD works in close partnership with government ministries, UN agencies, civil society, and local communities to deliver integrated, innovative, and sustainable solutions.

Community Aid for Relief and Development (CARD) secured funding from South Sudan Humanitarian Fund (SSHF) for Provision of WASH services aiming at supporting conflict-affected people in Tambura County, Western Equatoria through static intervention.

The WASH project aims at addressing life-saving Water Sanitation and Hygiene (WASH) activities aimed at meeting the humanitarian critical needs of conflict IDPs in Tambura County, in Western Equatoria State and the project will be delivered through static modality targeting locations hosting (Complex IDP Camp – Yambio road, TOB UNMISS IDP Camp, St Mary Catholic Church IDP Camp and Barracks IDP Camp – Wau road hosting high IDPs).

Community Aid for Relief and Development (CARD) seek to recruit Finance/Admin. Officer to support the implementation, and coordination of life-saving WASH interventions in Tambura County IDPs camps.

Key Responsibilities

- **Budget Oversight:** Monitoring project expenditures against approved budgets, analyzing variances, and preparing financial forecasts to prevent overspending.
- **Grant Compliance:** Ensuring all financial transactions adhere to both internal policies and the donor regulations

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- **Financial Reporting:** Preparing timely monthly, quarterly, and annual financial reports, including balance sheets and income statements, for management and donors.
- **Cash Flow Management:** Managing project cash and bank accounts, processing supplier payments, and maintaining a secure petty cash system for immediate field needs.
- **Audit Preparation:** Organizing and maintaining "audit-ready" records to facilitate smooth internal and external audit processes.

- **Payroll & Statutory Filings:** Executing monthly payroll for project staff and ensuring all local taxes (e.g., PAYE) and social security contributions are remitted on time.

Administrative Responsibilities

- **Procurement Support:** Facilitating the purchase of WASH technical equipment (e.g., pipes, pumps, or hygiene kits) in compliance with organizational procurement policies.
- **Asset Management:** Maintaining an accurate register of all project assets, including vehicles, office equipment, and technical tools.
- **Logistics & Travel:** Coordinating travel arrangements, vehicle logs, and accommodation for field-based staff and visiting technical consultants.
- **Office Operations:** Overseeing daily office functions, including lease management, utility payments, and supervising cleaning or maintenance staff.
- **Documentation & Filing:** Maintaining robust hard and soft filing systems for all financial and administrative correspondence, ensuring data security and confidentiality.

Qualifications & Experience

Education

A Bachelor's degree in **Accounting and Finance, or Business Administration** is the standard minimum requirement.

Experience

- Minimum of **3 years' experience** in Finance, with at least **3 years with International or national NGOs.**
- Proven experience in financial reporting, budgeting and Excel sheet utilization
- Experience working with NGOs in complex emergencies settings is highly desirable.

Skills & Competencies

- Strong knowledge of accounting principles.

- Practical technical skills in Quick Book and computer work.
- Strong coordination, communication, and reporting skills.
- Ability to work under pressure and in insecure or remote environments.
- Fluency in English and Arabic are required

Contract & Conditions

- Fixed-term contract for **6 months**, with the possibility of extension subject to funding and performance.
- Competitive salary and benefits package in accordance with organizational policies.

How to Apply

Interested candidates should submit:

- A cover letter outlining suitability for the position
- An updated CV (maximum 3 pages)
- Copies of academic certificates

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Application should be sent to: cardsouthsudanprogram@gmail.com

Deadline: 29/01/2026

Because of the urgency of the position, it may be filled before the deadline.

Hard copies to be delivered in Yambio office, located behind St Mary Catholic Church.

Female candidates are strongly encouraged to apply.

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