

Job Announcement- Finance Officer

HI-SOUTH SUDAN

Position title	Finance Officer
Position in duty Station	Juba
Duration	6 Months
Working Day/time	From Monday - Thursday (07:30 AM - 05:00 PM) & on Friday from 7:30am-12:30pm
Salary	According to HI salary grade
Line Manager	Finance Manager
Date of Advert	08 th July 2026
Closing Date	28 th July 2026

Contextualization¹

South Sudan remains in a severe and protracted humanitarian crisis driven by conflict, displacement (IDPs and Refugee, Returnees from Sudan), economic chaos, disease outbreaks, and climatic shocks (HNRP 2026). 10 million people need humanitarian assistance in 2026, while 7.65 million people face acute food insecurity (IPC Phase 3 or worse). The influx has overwhelmed already fragile lifesaving basic service delivery systems (HNRP 2026). Food insecurity remains acute in these areas (Aweil and Maban, Renk and Malakal), with a high proportion of the population classified in IPC Phase 3-4 (Crisis and Emergency), including approximately 60% cent of the population in Aweil of Northern Bahr el Ghazal facing IPC Phase 4 conditions, while Maban County remains largely classified in Crisis and Emergency due to displacement, market disruption, and disease outbreaks (IPC 2026). The food security and livelihoods situation in Northern Bahr el Ghazal is characterized by widespread poverty, high vulnerability, and dependence on fragile, climate-sensitive livelihoods, with 73% of households relying on crop farming alongside livestock, fishing, and casual labor that provide low and unstable income.

BACKGROUND TO HUMANITY & INCLUSION AND COUNTRY MISSION

Humanity and Inclusion -HI (the new name and re-branding of Handicap International since January 2018) was founded in France in 1982. In 2009, the HI Federation was established in Brussels. The membership of the Federation has since expanded to 8 countries, namely; France, Belgium, UK, USA, Germany, Switzerland, Luxembourg and Canada. HI vision asserts: "Outraged by the injustice faced by people with disabilities and vulnerable populations, we, aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity". HI is an independent and impartial aid and development organization working in situations of poverty and exclusion, conflict and disaster. We work alongside disabled and vulnerable people to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. Currently, HI is present in at least 56 countries, with its humanitarian programs reaching at least 2 million people. In 1997, HI along with other partners was awarded the Nobel Peace Prize for its international campaigns to ban landmines

sale and use. For further information about HI please visit: <https://hi.org/> and <http://www.hi-us.org/> and <https://humanity-inclusion.org.uk/en>

INFORMATION ON THE CONTEXT OF THE MISSION

HI has been working in South Sudan since 2006, implementing emergency and development activities aimed at improving the protection, quality of life and promotion of the rights of vulnerable people, including those with disabilities. HI's current portfolio takes an integrated and multi-sectoral approach, with interventions focusing on MHPSS, protection (GBV prevention and response), functional rehabilitation and livelihoods, with disability mainstreaming as a cross-cutting theme across all program. HI has established a base in the Great Pibor Administration Area, Northern Bahrel Ghazal and has a presence in Wau and Malakal. HI has worked in Greater Unity and Central Equatorial States of Morobo and Yei, which remain among the most conflict- and disability-affected states in the country. The operational context in South Sudan today is considered largely humanitarian/emergency, with resilience programming being phased in. Ongoing peace initiatives, if successful, could result in large population movements of returnees (both IDPs and refugees) across the country. HI current programs are funded by SSHF, WFP and GFFO. As part of its strategy, HI South Sudan is prepositioning to deepen programming in Protection, to expand program interventions in Health (MHPSS, reproduction health and physical rehabilitation) as well as inclusion in humanitarian action, livelihood and to undertake innovative programming in Education in emergency. HI works in close collaboration with the South Sudan Humanitarian Clusters (Health, Protection, Food Security & Livelihoods and Education), UN agencies and Government departments (Health, Agriculture, Education, Gender and Youth, and Relief & Rehabilitation Commission). HI is also an active member of the South Sudan NGO Forum, Health. The mission currently employs 02 international and 21 national staff, working from the coordination office in Juba, field office in Pibor, Aweil, Wau, Renk and Malakal.

General Mission:

The Finance Officer produces quality financial information and contributes to the application and dissemination of the budget framework, local and donor rules and HI's tools, procedures and standards in the financial field.



Missions/Responsibilities

Mission 1 : Strategy and steering

- ❖ Implements and monitors the actions plans for HI's financial strategy within his or her area of responsibility.
- ❖ Updates financial information and monitors financial indicators within his or her area of responsibility.
- ❖ Monitors and reports to his or her line manager and functional manager on the financial risks of which he or she is aware and contributes towards their mitigation.
- ❖ Helps to identify financial and legal risks for HI within his or her area of responsibility.

Mission 2 : Standards and expertise

- ❖ Deploys all of HI's financial policies, processes and tools within his or her area of responsibility.
- ❖ Ensures that HI's legal obligations are met and produces the required financial documents.
- ❖ Reports any changes in standards, case law or in the practices of other stakeholders in the financial field of which he/she is aware.
- ❖ Complies with the General Data Protection Regulation (GDPR).
- ❖ Implements and complies with procedure for archiving financial documents and publishes and updates financial documents in the dedicated work-spaces.
- ❖ Contributes to internal control within his or her area of responsibility and applies identified corrective actions.

Mission 3 : Operational implementation

Responsibility 1 : Contributes to financial and budget management

- ❖ Participates in the construction and adjustment of budgets with the budget holders.
- ❖ Provides budget holders with regular budget monitoring reports and assists them in the use of tools.
- ❖ Produces and updates resource allocation tables (human, logistical, etc.) and communicates them to the departments concerned.
- ❖ Integrates budget adjustments into the budget monitoring tools and enters cost-accounting modifications into the Financial Information System (FIS).
- ❖ Contributes towards optimising the use of HI's own funds.
- ❖ Adheres to the deadlines in HI's financial calendar.
- ❖ Consolidate cash flow needs within his or her area of responsibility.
- ❖ Prepares responses to questions from internal and statutory auditors.



Responsibility 2 : Contributes to the financial management of institutional funding in compliance with "donor" guidelines and contractual obligations

- ❖ Assists with the drafting of funding proposals for institutional donors; compiles multi-programme proposals when the programme is lead.
- ❖ Optimises funding schedules (coverage of office and support costs) in the drafting or revision of institutional funding proposals.
- ❖ Ensures that donor obligations are realistic and compatible with HI procedures (payment dates and methods and financial reports, methods for justifying expenditure, exchange rates, audits, etc.)
- ❖ Informs budget holders of institutional donors' financial rules and verifies their application.
- ❖ Verifies funding expenditure monitoring and provides budget holders with donor budget monitoring reports. He or she monitors consumption rates, issues alerts in the event of a risk of non-compliance with flexibility rules and anticipates slippage by preparing contractual amendments with his or her interlocutors.
- ❖ Produces financial reports for institutional donors in conformity with donor guidelines.
- ❖ Prepares payment requests for donors and informs his or her line-manager in the event of a (possible) delay in payments.
- ❖ Enters information concerning donor contracts into the FIS: donor budgets, cost-accounting and budget modifications, schedules, reports, etc.
- ❖ Prepares responses to questions from internal and donor auditors.
- ❖ Archives the budgets and financial reports shared with institutional donors (with an internal and external version) in the dedicated storage spaces.

Responsibility 3 : Contributes to the quality of partners' financial information

- ❖ Produces an analysis of partners' capacities in the financial field (e.g. budget monitoring tools) and, based on this analysis, builds a capacity-building plan for these partners.
- ❖ Checks the supporting documents provided by partners and the accuracy and conformity of their accounts before validating payment requests.
- ❖ If needed, assists partner(s) in their budget development and adjustment.
- ❖ Support the Project Manager in the regular monitoring of the partner(s) budget follow-up and in the actions to be taken in case of drift.
- ❖ Enters any cost-accounting changes & budget modifications related to partnerships into the Financial Information System (FIS).
- ❖ Helps partners to organise themselves to meet the deadlines in the financial calendar.

Mission 4 : Profession facilitation

- ❖ Contributes towards the facilitation of the profession's development in his or her area of responsibility.

Mission 5 : Emergency preparedness and response

- ❖ Contributes to the program's emergency preparedness actions and, during an emergency, adapts his/her work modality to contribute to HI's effective humanitarian response.

Professional skills – Finance



- 1-Cash-flow management
- 2-Accounts management
- 3-Tax management
- 4- Financial and budget management
- 5- Financial management of institutional funding

Other professional skills – HR

- Organisation design
- Facilitation and/or design of training and skills development
- Sourcing and recruitment

Other professional skills – Risk Management

- Information security management
- Use of the information system

Other professional skills – Emergency

- Humanitarian monitoring & emergency preparedness
- Emergency response

Other professional skills – Project management

- Planning, monitoring & coordination
- Operational partnership

Other professional skills – MEAL-IM

- Monitoring of results and indicators

Monitoring of results and indicators

- Safety

Other professional skills – Humanitarian access and security

- Security

Cross-sector skills

- Framework and references
- Office and collaborative tools
- Stress Management
- Collaborate in a global organization

Language skills

- Language of the country
- HI Official language(English & French)

- Must possess a valid South Sudan national ID.

Education and Professional Experience

Qualification: 2 years of study in the financial field

Experience:

Applicable framework documents:



- Minimum 2 years relevant work experience in a similar role.
- Commitment to organizational values, safeguarding principles, Protection from Sexual Exploitation and Abuse (PSEA), code of conduct, and data protection standards



Other skills²

Management skills

- ☐ Being capable of helping team members to progress: developing his/her staff's ability to work autonomously.
- ☐ Knowing how to position oneself so things can move forward.
- ☐ Knowing how to simplify and prioritize.

Application Submission

All hard copy applications must be submitted to HI Juba Field Office, not later than 28th July 2026 or by email to recruitment@southsudan.hi.org

Due to urgency of these positions, all applications will be reviewed on a rolling basis.

Please Note: 1) Persons with special needs and Women are encouraged to apply

2) This job description can be modified to align with the specific changes in the needs and context of the organization and project from time to time.

