

THE
CARTER CENTER



Vacancy Announcement
Roving Field Finance Officers (2 Posts)
Based in Tonj East (Warrap State and
Nyakhor -Jonglei State

50-H-3
Approved by
Inspector of Labour

17/10/2025

[Signature]



The Carter Center (TCC) Provides Technical Support to the Ministry of Health – Republic of South Sudan for the Guinea Worm Eradication Program (SSGWEP), Trachoma Control Program (TCP) and River Blindness and Lymphatic Filariasis (RB/LF) Programs. The Carter Center is currently seeking to recruit dynamic, qualified candidates for the Positions of **Roving Field Finance Officers** to be based in the rural field locations within South Sudan where The Carter Center operates.

Positions Title: Roving Field Finance Officers (Tonj East, Warrap State (1) & Nyakhor (1) Jonglei
Duty Station: Tonj East County (1) and Nyakhor/Uror County (1).
Duration: Current- August 31st, 2026
Closing Date: 06th November 2025

Job Purpose: The **Roving Field Finance Officers** under the overall supervision of the **Finance Manager** will support field Program activities of Community-Based Programs supported by The Carter Center.

Key Responsibilities:

- Ensure adherence to all TCC Financial Policies, guidelines and regulations.
- Ensure timely preparation and submission of quarterly field budget requests for all assigned locations.
- Liaise with the Juba Finance and relevant program staff regarding field budget requests, approvals, and submissions.
- Verify the accuracy and authenticity of all supporting documents before processing payments.
- Review and reconcile field budget advances monthly and quarterly, ensuring all rectifications are complete and accurate.
- Collect and review all field advance rectification supporting documents during field visits.
- Record rectifications and clear advances in QuickBooks based on validated documents.
- Prepare monthly payroll for field and hub-based local staff in accordance with signed contracts.
- Prepare related payroll documentation, including CIT (Cash-in-transit) and bank transfer instructions.
- Conduct regular field visits to review financial records, ensure compliance with financial policy.
- Support external and internal audits by providing required field financial documentation.
- Ensure the safekeeping of financial records in both physical and digital formats

Person Specifications:

- **South Sudanese National(s) only**
- Fluency in English and Arabic
- Minimum qualification; Degree in Finance, accounting, banking, finance related field
- Three (3) years previous work experience with a reputable Health Institution, NGO preferred
- Willingness to live and work in remote locations under basic conditions.

Application deadline: 6th November 2025.

For Interested candidates, please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience, indicate the Position Locations on the subject line of your preference, 3 referees, and (2) Cover letter detailing how you qualify for this position addressed to:

HR Department, Hand copy delivered to: recruitment-ssd@cartercenter.org (attachments in .doc or .pdf formats only). Hai Jebel Nyoka, Juba – Town, CES

