CONTINENTAL MEDICAL SUPPLIES

Subject: Job advertisement – HR/Admin Assistant and Finance assistant (any nationality)

Continental Medical Supplies is a medical company operating in South Sudan since 2013. And hereby looking for a qualified person to fill the job vacancy:

MINISTRY OF LABOUR
REPUBLIC OF SOUTH SUDAN
50 – H – S
Approved by
S Inspector
9/1/26
09 JAN 2026

HR/Admin Assistant

Duties/Responsibilities:

- To review all the staff files including contract, job descriptions, etc. to ensure that they comply with the law of the country and are up to date
- To develop and manage a database for staff leave (Attendance, Absenteeism, Annual leave, sick leave, compassionate leave etc.)
- To support the finance office in reviewing payroll and providing the list and details of the new staff as well as the information on staff who have left the company.
- To manage the recruitment process for all the vacant position in the company
- Maintains filing systems as assigned.
- Maintains office supplies and coordinates maintenance of office equipment.
- Performs other related duties as assigned.

Requirements

- Any university diploma in Human resources or Business Administration from a recognized university.
- No prior experience required

Finance Assistant

Duties/Responsibilities:

- Posting of transactions in the system
- Ensure all financial processes are working effectively

Requirements

- Degree or diploma in accounting
- Minimum 1 years work experience
- Organized, trustworthy, perfectionist
- Experience with Tally software

Interested and Qualifying applicants should send their CV to the email info@continentalmed.com or bring the application to continental medical supplies , Bilpam road 79, block 2, juba na Bari opposite Britain Hotal before 30th January 2026.

CONTINENTAL MEDICAL SUPPLIES & EQUIPMENT LTD
09 JAN 2026
JUBA
SOUTH SUDAN

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