



Christian Mission for Development

Transforming lives, building communities

5043
MDL
APPROVED
[Signature]
09 MAR 2026

Vacancy Announcement

VACCANCY (01)



Job Title: Ad hoc Internal Auditor (01)	Expected Start Date: June 2026
Reporting to: Finance Manager and works closely with Security & Operations Manager, HR Coordinator/Officer and Thematic Managers.	
Basic Position Description: The primary responsibility of the Ad hoc Internal Auditor is to strengthen CMD's internal controls, prevent fraud, and ensure compliance with donor agreements. His/her role is to evaluate financial documents for accuracy and compliance with statutory regulations, identify accounting and financial record-keeping processes that can be improved, identify the financial risk of the organization and offer recommendations to reduce risk, and assess the efficiency and productivity of internal staff and make recommendations for improvement. This vital support function is needed on an ad hoc basis since CMD lacks dedicated internal audit staff, making ad hoc reviews necessary to help it manage the multiple, simultaneous audit assignments in the complex operating environment of South Sudan.	
Scope & Focus: The Ad hoc Internal Auditor is critical for ensuring accountability and maintaining donor confidence in CMD operations in South Sudan. This role will focus on donor assurance (ensuring funds are spent properly), reviewing high-risk financial procedures & procurement processes, and performing "spot-checks" on specific projects. The ad hoc audits include planning, field, or desk-based review (fieldwork), reporting findings, and providing recommendations to management.	
Country: South Sudan	Juba Head Office
Contract Duration	12 Months - part time & fixed term, renewable based on performance and availability of funds. Role can commence on a rolling basis. This is a temporary or consultancy position with significant travel (often >50%) to field offices, frequently in high-risk environments. It may require working on weekends or holidays to meet strict audit deadlines.

About CMD:

Christian Mission for Development (CMD) is a non-profit, non-governmental, multi-sectoral relief and development organization working to provide holistic services to poor and poverty-stricken communities in East Africa. Founded in 2005, CMD has remained one of the major national NGOs in South Sudan saving lives, alleviating suffering, and helps affected communities rebuild their lives. CMD works with partners to reach hard-to-reach areas with very little or no basic services and significantly in regions affected by wars, poverty, extreme hunger, and illiteracy.





Christian Mission for Development

Transforming lives, building communities

Our thematic areas are Education & Child Protection, WASH, Health, Nutrition, Food Security and Livelihoods and Protection.

Vision: CMD envisions empowered, holistically transformed and economically self-reliant communities growing in unity and diversity.

Mission: CMD exists to inspire, empower, and transform communities through provision of holistic social services and development assistance.

Main Roles & Responsibilities

The Ad hoc Internal Auditor will perform his/her duties independently of any single department at CMD to act as an impartial judge of organization behaviors. Specific responsibilities will include:

1. Performs financial, grant management, operational, and compliance audits in accordance with the organization's internal audit.
2. Performs audit planning tasks including pre-audit information gathering and data analysis to develop risk-based audit scope and performs interviews and testing procedures and documents results per prescribed audit program and maintains audit data in the database.
3. Review sub-grantee financial records and, field operations for compliance with donor rules (e.g., FCDO, ECHO, EU, UN).
4. Provides risk management support and to optimize efficiency by identifying possible noncompliance or sources of waste.
5. Works most closely with accounting materials, but may also audit other aspects of a business such as operational efficiency, employee review processes, information technology systems and legal liability.
6. Studies CMD policies, then compares the written rules to actual business activities, recommending ways to improve procedures or align them more closely with organization goals.
7. Reviews and tests procedures and systems of internal controls at CMD and sub recipient organizations to ensure they are functioning as planned and in accordance with sound managerial principles.





Christian Mission for Development

Transforming lives, building communities

8. Prepare written reports of internal audit findings by including specific recommendations for corrective action, where appropriate to relevant management based on the results of regularly scheduled audits, non-scheduled audits, and at any time when issues need to be addressed by management.
9. Facilitates and monitors the implementation of corrective action plans to aid CMD Head Office or its Departments in improving compliance with procedures and processes.
10. Provides guidance to internal stakeholders regarding best internal control practices that minimize risk to the organization; works cooperatively with staff at Head Office and in the Field Offices to explain and improve processes and enhance internal controls and compliance.
11. Lead ad-hoc, confidential investigations into allegations of fraud, misconduct, or mismanagement.
12. Maintains and monitors CMD's internal audit database.

Qualifications & Experience

1. A Master's degree with five (5) years work experience or bachelor's degree with at least seven (7+) years work experience, with a degree focused on Accounting, Finance, or Business Administration.
2. Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or Certified Fraud Examiner (CFE) is strongly preferred.
3. Fully experienced in conducting internal audits, including strong interviewing skills.
4. Fully experienced in using general principles and processes involved in conducting an internal audit.
5. Proficiency in accounting software (e.g., Pastel, QuickBooks, NetSuite) and advanced Excel.
6. Deep understanding of international auditing standards, GAAP, and donor compliance regulations.
7. Experienced with automated financial reporting and Enterprise Resource Planning systems and applications (Dynamics 365 Business Central, salesforce, Igloo, Adaptive Insight etc.).
8. Experience working with a global, international organization preferred.





Christian Mission for Development

Transforming lives, building communities

Key Competencies & Skills

1. Ability to analyze complex financial data and identify discrepancies.
2. Proven ability to remain impartial in challenging environments.
3. Excellent written and verbal skills for producing reports and conducting interviews.
4. Ability to travel at short notice to field locations, including fragile or remote contexts.

Safeguarding

The Christian Mission for Development (CMD) is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. The post holder will also be responsible for:

1. Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work.
2. Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
3. Complying with all safeguarding framework policies and practices.
4. Completing mandatory training courses relating to our safeguarding practice.

HOW TO APPLY

1. Interested Candidates are requested to submit their Applications, Updated CVs and a scanned copy of their nationality ID/passport to: HR Department, CMD South Sudan OR email them to recruitments@cmd.org and pc@cmd.org NOT later than Thursday 26th March 2026.
2. Applications in hard copies must be bound in one document and sent to the following address: Christian Mission for Development (CMD). Juba, South Sudan. Tongping Area, Juba Na-Bari, Plot No. 157, Block No. III, 3rd Class Residential Area, adjacent to Catholic University of South Sudan, Juba-South Sudan.
3. The position is open to both South Sudanese and foreign nationals with reputable credentials in audit and assurance.
4. Female applicants are particularly and strongly encouraged to apply.
5. Only shortlisted candidates will be contacted, and applications submitted will not be returned.

