



HEALTHNET TPO

Vacancy Head of Finance and Administration Department South Sudan

Location: Juba, South Sudan

Reports to: Country Director, with regular coordination with Chief Financial Officer (Amsterdam HO)

Contract: 12 months, renewable

Duty Station: Non-family posting for expats, with field travel required

Organizational Background

HealthNet TPO is an international non-profit organization working in fragile and conflict-affected settings. Established in 1992, HealthNet TPO operates in Afghanistan, Burundi, Colombia, South Sudan, and the Netherlands. We aim to strengthen health systems and empower communities to regain control of their health and well-being.

Our vision is a world in which people in fragile and conflict settings can actively contribute to rebuilding their own lives, health and wellbeing.

Our mission is to facilitate and strengthen communities and help them to regain control and maintain their health and wellbeing. We are convinced that even the most vulnerable people have the inner strength to (re)build a better future for themselves.

In South Sudan, HealthNet TPO has been operational since 1995, delivering primary healthcare services and working to build community resilience and a stronger health system.

Purpose of the position

The Head of Finance and Administration Department provides strategic and operational leadership to all financial, administrative, logistics, and compliance functions within the South Sudan program. The role ensures strong financial stewardship, robust internal controls, donor and statutory compliance, and efficient administrative systems to support the mission of HealthNet TPO.

Key responsibilities

1. Financial Management & Planning

- Lead development and revision of country and donor budgets in coordination with management.
- Supervise financial forecasting, cost control, and resource optimization.
- Manage cash flow, banking operations, and ensure liquidity across field operations



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2. Financial Reporting & Compliance

- Oversee timely, accurate financial reporting to donors and HO (monthly, quarterly, and annually).
- Ensure full compliance with international accounting standards and South Sudanese laws and regulations.
- Supervise monthly reconciliations, postings, and audits in Business Central 365.

3. Internal Controls & Risk Management

- Maintain and continuously improve internal control systems in line with HealthNet TPO and donor policies.
- Conduct risk assessments and implement mitigation strategies.
- Support and active engagement during donor audit processes
- Act on audit findings and lead fraud prevention efforts.

4. Administration & Operations

- Supervise administrative, procurement, and logistics functions across all offices.
- Monitor contract compliance, asset management, and procurement procedures.
- Ensure adherence to labor laws and administrative policies.

5. Partner & Donor Engagement

- Conduct financial capacity assessments of partners; oversee financial monitoring.
- Support donor proposal budgeting and financial sections.
- Ensure donor-specific compliance requirements are embedded in project implementation.

6. Team Leadership

- Lead, mentor, and develop the Finance and Administration team, including Finance Manager, Officers, Logistics and Procurement staff.
- Provide training to budget holders and field teams on financial systems and donor compliance.
- Promote a culture of integrity, collaboration, and continuous improvement.

7. Safeguarding , Ethical Standards and Diversity

- Commitment to upholding safeguarding, and ethical standards across all finance and administrative functions
- Commitment to gender equity and diversity



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Qualifications and experience

- Master's degree in Finance, Business Administration, or relevant field.
- Minimum 5 years in a senior finance/administration role within an INGO setting.
- Proven experience with donor-funded projects (e.g., EU, UN, US, foundations).
- Proficient in ERP/accounting systems, preferably Business Central 365.
- Excellent command of English (written and spoken); familiarity with South Sudan context is an advantage.

Core competencies

- Strategic thinker with strong problem-solving skills.
- Detail-oriented, flexible, and able to work independently.
- Strong team leader with effective communication and interpersonal skills.
- Able to work under pressure in complex, multicultural environments.
- Working experience in conflict affected settings, preferably in South Sudan
- Willingness to travel to remote field locations.

What we offer

- Initial 12-month contract with renewal possibilities.
- Competitive remuneration package.
- Opportunity to contribute to impactful work in a dynamic, mission-driven organization.

How to apply

Please submit your cover letter and CV (max. 2 pages each) to recruitment@hntpo.org.
Use the subject line: Head of Finance and Administration Department Application.

Deadline: 26 September 2025