



## JOB DESCRIPTION

### FINANCE AND ADMINISTRATION DIRECTOR

**Location:** Juba, South Sudan (with 25% travel to field locations)  
**Start Date:** As soon as possible  
**Duration:** One-Year (Renewable)  
**Closing Date:** 30<sup>th</sup> September 2025

#### Background

Catholic Medical Mission Board (CMMB) is an international faith-based organization focused on strengthening health service delivery for vulnerable communities globally. Founded in 1912, CMMB is dedicated to delivering locally sustained quality health service solutions to women, children, and their communities worldwide. Our vision is a world in which every human life is valued, and health and human dignity are shared by all. For more information on CMMB's programs and focus visit [www.cmmb.org](http://www.cmmb.org)

#### Position Overview

CMMB seeks a Finance and Admin Director responsible for oversight of the finance, procurement, administration, and IT strategic and daily operations of CMMB South Sudan Country Office. The Finance and Admin Director reports to the CMMB South Sudan Country Director and works closely with the Program Director and the HR/PCC Director in-Country, as well as the Chief Finance Officer and his team in the US office, ensuring a high standard of budgeting, grant oversight and financial management, competitive and transparent procurement processes, responsive administration and logistics services as well as IT services. The ideal candidate will provide exceptional leadership in the review, update, and adherence to related policies, procedures, and guidelines, maintaining high standards of transparency and accountability across the Country Office programs and operations, executed to the highest standard and in compliance with CMMB and donor policies.

Under the leadership of the Country Director the incumbent is expected to provide strategic financial and procurement oversight in the Country Office, ensuring alignment with international standards and local regulations, while mitigating risks from regulatory changes and economic fluctuations. The individual is expected to be an effective communicator and capacity building expert for non-financial colleagues and implementing local partners who play a significant role in CMMB's program implementation. As we move into a new strategic plan period, the individual is expected to articulate a strategic vision for the department, aligned to the Country Office strategic plan.

#### Responsibilities

##### Finance:

- Management of expenditure, accounting and disbursements systems, ensuring compliance with relevant policies, including authorization, documentation and recording.

- Establishment and operationalization of adequate internal control functions ensuring compliance with respective donor policies and regular updates to the Country Director on operating risks and related mitigation plans.
- In consultation with the Country Director, leading the development of the Country Office annual budget ensuring accuracy, thoroughness and alignment with the Country Office strategic plan and country office long term vision.
- Establishment and operationalization of functional procedures and guidelines for programs managers, ensuring appropriate budgeting, support project start-ups, healthy burn rates, accurate forecasts, compliant project close-out and a lesson learned session for Country Office performance improvement.
- Overseeing accurate, complete and timely submission of donor financial reports and monthly Country Office submissions to the US Finance team and perform project variance analysis to support internal
- Working with in-country donors on timely disbursement of funds, with US on timely requests for fund transfers and managing bank balances to ensure adequate operational funds are available at all times.
- Acting as the primary liaison with all Country office bank accounts and advising the Country Director on potential risks with appropriate and timely mitigation plans.
- Leading Country Office preparations for, and response to internal, external and donor audit enquiries, ensuring the Country Director is kept informed through the process, and updated alongside the Country leadership team and US Finance team on findings, and following up on the execution of agreed corrective actions in a timely manner.
- Undertaking continuous assessment of the Finance team capacity and providing technical support, mentorship, and training as required, to ensure the organizational and program functions are adequately supported.
- Responding to ad-hoc requests from donors and representing CMMB at regular and ad hoc coordination meetings.
- Maintaining strategic relationships with key donors, finance resource organizations, and coordination groups in-country, and exchanging knowledge with a network of Finance Directors in other organizations to understand the socio-economic operating environment and adjust accordingly.
- Supervises the Finance Manager, conducting regular appraisals and building their capacity in line with organizational needs.

#### Procurement:

- Establishment of procurement workflow monitoring plan to ensure timely execution of procurement plans, compliance with relevant policies, and delivery of quality products and services at value for money, especially in relation to specialized medical, construction and ICT goods and services.
- Reviews and advice the Country Director on the Country Office procurement policies, tools and guidelines, ensuring, segregation of duties, adherence to policies, guidelines and procedures; accurate e-and paper records; and operationalize related procedures and guidelines.
- Conducts assessment of the Country Office Vendor list in relation to past performance, to ensure competitiveness, reliability, quality of service and value for money, and as necessary update regularly.
- Supports and guide procurement plans of large procurements in collaboration with US Compliance ensuring the relevant guidelines are followed and support the smooth operation of the procurement committee through ensuring understanding of roles and responsibilities.

- Assess capacity and develops a capacity building plan in line with the Human Resource Manager, in line with identified gaps and the long-term strategic direction of the organization.

#### **Administration and Compliance:**

- Reviews and updates related administration policies including asset management policies, travel policies, fleet management policies, security policies and IT policies as necessary, ensuring compliance at all times.
- Establishment of an archive system for all program, finance, procurement and admin paper and electronic documents, ensuring easy access and removal of expired documents, in compliance with the respective donor policy, and or CMMB's policy.
- Strengthens communication systems in the organization and establishes regular maintenance plans and procedures for office power systems, vehicles, motorbikes and office space.
- Established and operationalizes storage management system of all storages in the Country Offices, ensuring capacity for sensitive goods and sufficient storage space at minimum cost, and development of related standard procedures and guidelines for storage and retrieval, record keeping, stock quality preservation, physical verification, disposal of expired goods, and tracking of goods to their final destination.
- Work with the Program Director and related managers to ensure procured stocks are disbursed to the project sites in a timely and secure manner to ensure stocks reach their users in perfect quality.
- Facilitate interactions between in-country IT staff and US colleagues to ensure policies are relevant and implemented, IT systems are protected and maintained, and assets are tracked and identifiable.
- Oversees the Country Office IT teams to ensure field staff and field offices and adequately supported for the smooth running of operations, Country Office data and internet access are secure, and procurement of IT equipment are restricted to the specified models and
- In close collaboration with the Country Director, lead the Country Office security needs, ensuring a security strategy is in place, guest security briefings and regularly updated, evacuation plans are understood and regularly updated, field offices are adequately secure, travel plans are monitored, drivers are well trained, and vehicles tracked at all times.
- Coordinates international, national, and field travels for CMMB Expatriates Staff, International Volunteers, and National Staff in accordance with the relevant policies and procedures.
- Support Project Management and Support Teams in building the capacity of partner organisations to manage their administration and logistics effectively.
- Supervise the management of office facility and international staff housing ensuring an appropriate standard of health, safety, security, and environment is always maintained Facilities management.
- Ensure Country Office Assets and Utilities are well managed, ensuring their security, safety, and functionality as relevant, in all departments, offices, stores and guest houses submitting regular reports as agreed.

#### **Supervision**

- Supervision of Finance Department, Administration and Logistics department, Procurement Department and IT Unit and provide them regularly coaching and capacity building.

- Provide proper supervision and management for all direct reports and lead the establishment and functioning of a strong, effective, and coordinated team.
- Ensure the proper implementation of CMMB's performance management system for direct reports, including job description, regular feedback, mid-term reviews and annual performance appraisals.
- Proactively address performance issues through regular, constructive, and honest feedback and coaching.
- Identify necessary staff development, career development and succession planning strategies for direct reports.
- Ensure that space and incentives are available to allow staff to develop and innovate.
- Undertakes other tasks as deemed necessary in line with the goal of providing management support to the Country Office as assigned by the Country Director.
- Be proactive in ensuring that CMMB's core values, Vision, Mission, Code of conduct, and principles of gender equity and diversity (GED) are upheld throughout area of responsibility and provide leadership to others

### Qualifications and Experience

A Master's degree in Business Administration, Accounting or Finance and a minimum of 7 years professional experience in finance, procurement and administration management, preferably at a similar level and in an International NGO setting.

- Excellent financial management and budgeting skills with experience managing a range of institutional donors including US Government funding (PEPFAR, State Department) World Bank, Global Fund, European Commission and related multilateral and bilateral funding institutions.
- Experience managing large complex consortiums with multi-million budgets funding as the lead organization
- Demonstrated experience leading a Finance and Procurement Department in highly complex fragile country and a changing global funding context
- Familiarity with the NetSuite financial and procurement system
- Proven experience managing large procurements in an NGO setting
- Demonstrated experience managing multiple tasks with competing priorities across multiple projects in a timely and accurate manner.
- Experience facilitating internal and external audits successfully

### Skills and Abilities

- Strong leadership and people skills with proven mentoring, coaching and team building skills.
- Strong attention to details with ability to spot procurement and financial inconsistencies in time.
- Analytical and organized with ability to present data with clarity and precision for non-financial stakeholders, for informed decision-making at the project, program, and organizational level.
- Ability to work under pressure in a complex environment and perform duties with close attention to details.
- Excellent written and verbal English language skills with effective communication, interpersonal and analytical skills.
- Strategic thinker with ability to develop effective and efficient processes and procedures that are time saving, compliant and easy to understand and follow.



- Demonstrates high ethical standards, integrity, good business judgement and financial acumen in fiscal stewardship.
- Ability to foster a high impact team, using judgement, persuasion, coaching and support
- Willing to travel to program areas within South Sudan, for at least 25% of working period.

### How to apply

Please submit your CV and covering letter addressed to CMMB South Sudan at the following email address: [CMMBSouthSudanjobs@cmmb.org](mailto:CMMBSouthSudanjobs@cmmb.org) by latest the 30<sup>th</sup> of September 2025. Include telephone and email contacts of 3 references and your daytime telephone/cell phone contact. We encourage qualifying female candidates to apply.

***Please note:*** “CMMB has zero tolerance on Sexual Exploitation, Abuse and Harassment (SEAH), and therefore the successful candidate will be subject to a through SEAH reference check in accordance with CMMB policies. In that regard, please read and sign the self-declaration and consent form on the last page and return with your application.

*You application will NOT be considered if your signed self-declaration and consent form is not received along with your application.”*



## CATHOLIC MEDICAL MISSION BOARD

### Sexual Exploitation, Abuse & Harassment (SEAH) Self-Declaration & Consent Form

*Please fill and sign this self-declaration and consent form and return it to CMMB HR with your application. Kindly note that your application will not be considered if your signed self-declaration and consent form is not received along with your application.*

I..... [name] hereby declare to the best of knowledge that I have not committed any act of Sexual Exploitation, Abuse and Harassment in my past employment. I hereby give my full consent for CMMB to conduct further background checks related to SEAH.

Signed : \_\_\_\_\_

National ID/PP: \_\_\_\_\_

Date : \_\_\_\_\_