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Approved



19th Dec 2025

WCHO Office

Juba-Na-Bari, Block 5,

Plot No.350-South K

Down Kololo Road, Opposite Catholic
University of South Sudan.

Email: info@womenandchildrenhealth.org

WOMEN AND CHILDREN HEALTH ORGANIZATION

EXTERNAL JOB ANNOUNCEMENT:

Job Title:	-Head of Finance and Operations (<i>one Post</i>)
Ref No:	-WCHO/SS/JUB/HFO/DEC/19/001
Reports to:	- Executive Director.
Location:	-Juba with travel to the field when required.
Duration:	-1 (one) year. Renewal is subject to availability of funding.
Engagement:	-Full-time
Opening date:	-19 December 2025
Closing date:	-19 January 2026

Organizational overview

Women and Children Health Organization (WCHO) is a Christian National Women-Led, Non-Profit and Non-Political Organization established in 2018 and registered in 2020 under the RRC Act of 2016. WCHO works to promote the health and nutrition, protection, education and livelihood wellbeing of women, children, youth and other vulnerable populations across South Sudan through integrated development and humanitarian programming.

Position Summary

The Head of Finance and Operations is a senior management role responsible for providing strategic leadership and oversight of WCHO's financial management, administration, procurement, logistics and operational systems. The position ensures effective resource utilization, compliance with donor and statutory requirements and the strengthening of internal controls to support high-quality program delivery.

Key Roles and Responsibilities



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1. Financial Management and Compliance

- Provide strategic leadership in budgeting, financial planning, forecasting and cash flow management.
- Ensure timely preparation and submission of accurate financial reports in compliance with donor, statutory and organizational requirements.
- Strengthen and enforce internal financial controls, policies and procedures.
- Oversee grant financial management including budget monitoring, burn rate analysis, and variance reporting.
- Lead external and internal audits and ensure timely resolution of audit findings.

2. Operations and Systems Oversight

- Provide overall leadership for operations functions including administration, procurement, logistics, fleet, asset and inventory management.
- Ensure procurement and logistics processes are transparent, cost-effective and compliant with WCHO and donor regulations.
- Oversee the development, review and implementation of operational policies and SOPs.
- Ensure effective contract management for vendors, suppliers and service providers.

3. Strategic Leadership and Organizational Support

- Serve as a member of the Senior Management Team and contribute to organizational strategy and decision-making.
- Support proposal development by providing budget inputs, cost realism and financial risk analysis.
- Strengthen operational capacity to support program scale-up and emergency response.
- Provide leadership, mentorship and performance management to finance and operations staff.

4. Risk Management and Accountability

- Identify financial and operational risks and implement mitigation measures.
- Ensure compliance with anti-fraud, safeguarding and accountability standards.
- Support donor spot checks, compliance reviews and partner assessments.



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Required Qualifications and Experience

- Master's degree in Finance, Accounting, Business Administration, Economics or a related field (Bachelor's degree with extensive experience may be considered).
- Professional certification such as CPA, ACCA or equivalent is highly desirable.
- Minimum of **7–10 years** progressive experience in finance and operations management within NGOs/INGOs or donor-funded projects.
- Demonstrated experience managing complex donor grants.
- Strong knowledge of South Sudan regulatory, tax and labor frameworks.

Core Competencies and Skills

- Strong leadership and strategic thinking skills.
- High level of integrity, accountability and attention to detail.
- Excellent analytical, financial reporting and problem-solving abilities.
- Proven ability to manage multiple priorities under tight deadlines.
- Strong communication and interpersonal skills.
- Proficiency in accounting software and Microsoft Excel.
- Commitment to WCHO's values of integrity, accountability, justice, collaboration and empowerment.

Personal Attributes

- **Leadership:** Ability to inspire and guide a team toward achieving WCHO's goals.
- **Adaptability:** Flexibility to work in a dynamic environment and respond to changing priorities.
- **Commitment:** Strong passion for WCHO's mission and values.

APPLICATION SUBMISSION INSTRUCTIONS:

How to Apply:

- Submit your CV (maximum of 3 pages) along with the following documents:
 - ✓ A one-page cover letter expressing your interest.
 - ✓ Clear photocopies of non-returnable academic certificates.
 - ✓ A copy of your national ID.
- All documents should be placed in a sealed envelope clearly marked "**Application – WCHO/SS/JUB/HFO/DEC/19/001**"



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- Submit a sealed application to WCHO office located in Juba-Na-Bari, Block 5, Plot No. 350, off Kololo Road, Juba-South Sudan (opposite the Catholic University of South Sudan). Applicants must deposit their applications in the designated lock box and register their names prior to departure. Alternatively, applications may be submitted electronically via email to recruitment@womenandchildrenhealth.org
- **Deadline** of submission is **19 January 2026, 4:30 PM CAT**
- Failure to follow above instruction shall automatically lead to disqualification from the recruitment process.
- All documents should be placed in a sealed envelope clearly marked "**Application – WCHO/SS/JUB/HFO/DEC/19/001**"

2. Additional Instructions:

- Only shortlisted candidates will be contacted for interviews.
- **Important:** Due to the urgency of this recruitment, applications will be reviewed on a rolling basis. Interested candidates are strongly encouraged to apply as early as possible, as the position may be filled before the closing deadline.
- Applications are non-returnable.

Disclaimer:

- WCHO is not liable for any loss or damage to original documents submitted during the recruitment process.
- This recruitment process is free of charge; applicants are not required to make any payments or provide money at any stage of the process.
- WCHO shall not be responsible for any costs or expenses incurred by applicants during the recruitment process including but not limited to travel, accommodation or communication expenses.

WCHO Commitment to Safeguarding

- WCHO strictly enforces a zero-tolerance policy on sexual exploitation and abuse. All humanitarian assistance provided is free and any exchange of money, employment, goods or services for sexual activity is **strictly prohibited**. All staff, partners and associates are expected to uphold this policy.



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