



Ministry of Finance and Planning

REQUEST FOR EXPRESSION OF INTEREST FOR THE POSITION OF FINANCE & ADMINISTRATION OFFICER FOR THE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF SOUTH SUDAN (ICPASS)

COUNTRY: **Republic of South Sudan**
NAME OF PROJECT: **Public Financial Management and Institutional Strengthening Project**
PROJECT ID: **P176761** Grant No.: **IDA-D977-SS**
Assignment Title: **Finance & Administration Officer of ICPASS**
Reference No.: **SS-MOFP-540990-CS-INDV**
Place of assignment: **Juba, South Sudan**
Closing Date: March 19, 2026

1. Background

The Government of South Sudan, through the Ministry of Finance and Planning (MoFP) has received a grant from the World Bank towards the cost of implementing the Public Financial Management and Institutional Strengthening Project (PFMIS). The project aims to lay a strong foundation for PFM reforms, strengthen key oversight institutions, and improve budget transparency and overall PFM outcomes in the country.

One of the key reform interventions is to establish a robust legal, regulatory and institutional framework for the accountancy profession in South Sudan. Project funds will be applied to support establishment of the **Institute of Certified Public Accountants of South Sudan (ICPASS)**, a Professional Accountancy Organisation (PAO) mandated to regulate the accountancy profession, enforce ethical standards, and promote professional competence.

It is against this background that a **Finance & Administration Officer** is being engaged to manage the finance and administrative functions of the ICPASS.

2. Scope of Work and Responsibilities:

The Finance & Administration Officer will be responsible for the following key responsibilities: accounting and financial management duties; administrative functions; and building and managing relationships with the institute's stakeholders.

The Finance & Administration Officer will be required to undertake the tasks and deliver the outputs detailed in the Terms of Reference (TOR) that will be provided upon request through the email contact below.

3. Selection Criteria:

Selection shall be based on qualification and experience of the candidate and followed by an interview. The qualification and experience required include the following:

A. Academic and Professional Qualifications:

- Bachelor's degree in Accounting, Finance or a related field.
- Certified Public Accountant (CPA) or equivalent professional qualification is desirable.
- Postgraduate qualification in Education, Accounting and Finance Business Administration, or a related field is an added advantage.

B. Experience.

- At least five (5) years of relevant experience in finance and administrative role at management level.
- Proficiency in relevant computer applications and databases, with hands-on experience in the use of accounting software
- Excellent communication, networking, teamwork and interpersonal skills.

The shortlisted candidates will be invited for an interview. Consultant will be required to possess the competences listed in the TOR.

Government officials or civil servants will not be considered unless: (i) they are on leave of absence without pay or have resigned or retired six months prior to the date of the advert; and (ii) their employment will not create Conflict of interest.

4. Duty Station and Duration:

The assignment will be for 8 months, renewable based on performance and funding availability. The Finance & Administration Officer will be based in Juba, South Sudan.

5. The attention of interested individual consultants is drawn to Section III, paragraphs 3.14, 3.16 and 3.17 of the World Bank's 'Procurement Regulations for IPF Borrowers' July 2016 and revised 5th edition (2025) [Procurement in investment Project Financing; Goods, Works, Non-Consulting and Consulting Services], setting forth the World Bank's policy on conflict of interest.

6. The Finance & Administration Officer will be selected in accordance with the Individual Consultants Selection method set out in the World Bank's Procurement Regulations for IPF Borrowers' July 2016 and revised 5th edition (2025).

7. The MoFP now invites eligible Individuals to indicate their interest in providing the above-mentioned services. Interested Individuals must provide information indicating that they are qualified to perform the services and furnish the Curriculum Vitae (CV) in the prescribed form that will be provided with the TOR upon request through the e-mail given below.

8. Submission of Applications and deadline:

An Expression of Interest (EOI) and CV in the prescribed format with 3 reference persons must be sent to: procurement.pfmis@gmail.com or delivered by hand on or before **March 19, 2026 at 17:00 Hours (Juba local time)**

Project Manager (PFMIS)

Project Management Unit,

Ministry of Finance & Planning

Location: Local Government House (Opposite Bank of South Sudan)

Juba, Republic of South Sudan

Email: procurement.pfmis@gmail.com