



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



JOB ADVERTISEMENT
CASHIER II
Based in Juba Temporarily

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent Organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position to be based in Juba temporarily.

Main Duties and Responsibilities:

Ensures the smooth running of the cash services in the ICRC Malakal sub delegation:

- Handles routine cashier work mainly independently
- Ensures respect of financial procedures and guidelines
- Explains cash procedures to the staff.
- Pays working advances to collaborators and respects ICRC standard for settlement
- Controls invoices prior to payments and pays them after approval by the Administrator
- Performs daily cash control and reports of any irregularities immediately
- Ensures the payment and follow-up of the monthly cash salaries
- Ensures the payment and follow-up of daily workers
- Manages the bank notes and ensures that proper change is available in the safe
- Assist the Accountant in the compiling of the monthly accounting documents
- Keeps a clean and regular filing of: Daily Cash statements, Daily workers, salary advances, Working Advances, etc.
- Ensures the link and flow of information between Finance and HR regarding: Daily workers, Salary advances, English lessons for staff, etc.
- Keeps an updated list of the telephone cards stock and their attribution to the staff.
- Is responsible for preparing ROs for Administration Department and following them up with Logistics.

Minimum Required Knowledge & Experience:

- 'A' Level (Higher/Advanced Higher Grade exam) or equivalent. Some college coursework completed or an Associate Degree is an asset.
- Additional vocational training in accounting, bookkeeping or similar fields
- 3-5 years of experience in finance, accounting, bookkeeping, bank industry, administration or similar position
- Conversational in English and Arabic
- Intermediate level in computer skills

Interested candidates should submit their application clearly marked "**CASHIER II – Juba**" (including C.V. written in English) and copies of certificates at latest **Tuesday, 26th September 2017** to the **HR/Administrator**.

either: At the ICRC reception: **Juba, Malakal, Bentiu, Wau, Rumbek, and Bor.**
or By email to: jub_recruitment_services@icrc.org



Only short-listed candidates will be contacted. Application files not retained will not returned.