

APPROVED by Labour

MINISTRY OF LABOUR, PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT
DIRECTORATE OF LABOUR AND INDUSTRIAL RELATIONS
7/2/2021



ICRC

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

Vacancy Advertisement
ICRC – South Sudan

FUNCTION: CASHIER 1
PLACE OF EMPLOYMENT: BOR

PURPOSE

Cashier 1 is accountable for the physical processing of cash transactions and the integrity of physical cash balances in the sub-delegation, strictly respecting and applying the ICRC's rules on financial management.

FUNCTION DESCRIPTION

- Handles the sub Delegation's cash disbursements and payments including salaries and working advances.
- Ensures respect for the financial procedures and guidelines and explains to staff and other clients.
- Ensures the smooth running of the cash services in the Sub-Delegation independently.
- Performs daily cash control, cash count and reports of any irregularities immediately.
- Manages the bank notes and ensures that proper and sufficient change is available in the safe;
- Controls invoices prior to payments and pays them once properly validated by all required responsible staffs (stickers completed, signatures, etcetera.)
- Prepares invoices for payment by cash and submits the invoices to be paid by bank transfer to Juba.
- Supports the supervisor in the reception and counting of incoming funds/cash.
- Keeps track of resident staff salary advances and shares the information with HR for deduction from salary.
- Assists the Accountant in compiling, preparing and sending the monthly accounting documents;
- Visits the various subsites under BRX Sub Delegation, for cash transfers and support staff in financial documentation.
- Prepares the list of mobile staff's private expenses to be charged on their private accounts (food, cleaning materials, vehicles, salary advances, etcetera.)

MINIMUM REQUIREMENTS:

- Secondary school or technical college.
- Certificate in related fields such as accounting, Business Administration, and Finance.
- Advance conversation in English and Arabic.
- Computer proficiency.
- 2 years' work experience in finance, accounting, bookkeeping, bank industry, administration.

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. It also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

HOW TO APPLY

Please submit in English to ICRC offices in Juba, Malakal, Bentiu, Wau, Bor, Rumbek, Akobo and Yei or email: brx_recruitment_services@icrc.org until Monday, 1st March 2021.

1. Motivation letter setting out why you are the suitable person for this role.
2. CV

Please clearly mark the position title and your name in the subject title of your email.



Only short-listed candidates will be contacted. Applications submitted will not be returned.

