



11 OCT 2019
Approved
Juba

Job Advertisement
Cashier/Administrative Assistant (1 Position)

The Carter Center (TCC) provides Technical support to the Ministry of Health – Republic of South Sudan for the Guinea Worm Eradication and Trachoma Control programs. The Carter Center is currently seeking dynamic, qualified candidates to fill the Position of **Cashier/Administrative Assistant** to be based in Juba, Jubek State, South Sudan.

Title: Cashier/Administrative Assistant (1 position)
Duty Station: Juba, Jubek State, or within Programmatic locations within South Sudan
Duration: Current- August 31st, 2020
Closing Date: October 24th, 2019

Reporting to: Assistant Finance Manager

Job Purpose: Under the direct supervision of the Assistant Finance Manager and the overall supervision of the Finance Manager, the cashier/Admin Assistant will oversee handling cash and payments in Juba Country office and assigned field offices following all key financial guidelines, compliance and policies in the effective implementation of Program objectives.

The position is predominantly based in Juba, Jubek State or Programmatic locations as may be determined by Management and the primary responsibilities of the position are to;

Key Responsibilities:

- Follow The Carter Center Standard Operating Procedures, Code of Conduct, and Transport Policy at all times
- Maintain petty cash, ensuring all expenses are reasonable and appropriately authorized, documented and recorded
- Ensuring all payments have been made following The Carter Center's financial procedures and have all relevant supporting documentation
- Review and reconcile physical cash to the cash register or tracking sheet daily
- Receive payment requests and review for completeness of supporting documentation, authorization and prepare cheques and bank transfer letters
- Submit signed cheques and other instructions to the banks
- Collect bank statements and other documents from the banks
- File completed finance documents manually and electronically in a systematic manner
- Inform to the assistant finance manager and the finance manager any unusual cash related issues immediately
- Perform other duties as requested by the assistant or the finance manager

MINISTRY OF LABOR
JUBA
07 SEP 2019
JUBA



Person Specifications:

- South Sudanese Nationals only
- Holds Diploma in Finance, Accounting, Business, or related field
- Attained minimum of 2-3 years relevant experience in booking keeping, petty cash Management
- Experience in financial reporting and procurement processes
- Accounting and book keeping skills
- Excellent written and oral communication and interpersonal skills
- Proficiency with Microsoft Office products (Word, Excel, Outlook).

Application deadline: October 24, 2019.

Only shortlisted candidates will be contacted. **Women candidates** are highly encouraged to apply. No original documents are required at this stage.

For Interested candidates, please submit your application comprising of: (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) Cover letter detailing how you qualify for this position to:

HR Department applications should be submitted by:

1. Email: recruitment-ssd@cartercenter.org (attachments in .doc or .pdf formats only)
2. Hand delivery to the TCC main office in Juba or any of the field hubs located in: Wau, Rumbek, Kapoeta or Nanyangachor.

