



## AFRICA INITIATIVE FOR RURAL DEVELOPMENT (AIRD)

Nurtured Children. Empowered Youth. Viable Communities

### VACANCY ANNOUNCEMENT (INTERNAL/EXTERNAL)

**Post Title:** Cashier  
**Number of Vacancies:** One (1)  
**Duty Station:** Roving  
**Contract lengths:** 12 months with three Month Probation Period.  
**Reports to:** Finance and Administration Officer



#### Organizational Background

Africa Initiative for Rural Development (AIRD) is a national non-governmental organization and not for profit making organization established in 2019, represented by Relief and Rehabilitation Commission (RRC). AIRD mandate in South Sudan aimed at saving lives of children, women and families from effects of conflicts and disasters by empowering communities, advocating for the rights of children and their caregivers, including women and persons with special needs. AIRD Vision is to attain a sustainable socio-economic development founded on community ownership, peaceful co-existence and self-reliance. AIRD believes in a society of “nurtured children, empowered youth and viable communities”.

AIRD is UNICEF’s Strategic Partner for GBV prevention and response in Jonglei State for the last 4 Years and currently implementing a project supported by UNICEF, under the Project title “Protecting Women and Girls in South Sudan from Gender-based Violence (GBV) through addressing social norms transformation, integrating a multi-faceted holistic approach to GBV prevention, risk mitigation and response in Bor, Fangak and Pibor, South Sudan. Hence, contributing to the overall Communities Care Programme (CCP) goal meant to create safer communities for women and girls through transforming harmful social norms that contribute to sexual violence into social norms that uphold women and girls’ equality, safety and dignity

#### Vision

A thriving, dynamic South Sudan where children and youth are real champions and catalysts for social change, cohesion, and sustainable development.

#### Mission

To socially and economically transform South Sudan by effectively engaging and strategically investing in children and the youth.





## **I. Main Objectives:**

To efficiently and carefully handle cash, making approved payments by both cash and cheques in line with AIRD financial guidelines and policy. Maintain cash books and ensure that all payments and receipts are made and recorded in accordance to the AIRD financial guidelines. In addition, the position is responsible for taking initiatives to ensure that funds are used in the best possible way by enforcing adherence and compliance with AIRD country program internal control procedures by staff in the course of undertaking their duties

## **II. Responsibilities/duties:**

- Provide appropriate and timely case management by creating a climate of trust and care, conduct Careful and efficient handling of cash and all cash instruments at the Field office.
- Maintaining and keeping up to date on daily basis the impress cash book and cheque payment ledgers.
- Check and confirm that all Voucher Forms and other requests for payments are fully and appropriately supported and coded before paying out cash and or writing out the cheques for payments.
- Preparation of cash and cheque payments and ensuring that cash and cheque recipients acknowledges receipts of cash and where demanded a receipt is obtained and attached to the payment documents.
- Conduct weekly cash reconciliations and perform mandatory end of month cash count in addition to being available for unannounced cash counts as required under the AIRD cash management policy and procedures.
- In close collaboration with the Archivist, provide support to transaction documents retrieval for audits and other review purposes
- Receiving refunds and balance from advances given to staff and other third parties and ensuring that receipt is timely issued for all cash refunds received.
- Ensuring that all approved payments are timely made and payment documents are properly compiled.
- Assisting the Treasurer in overseeing and ensuring the efficient and effective operations of the different bank accounts by promptly collecting bank statements at such intervals as may be required (where applicable).

## **III. Desired Qualifications/Skills/Experience:**

- Minimum a diploma in Business Studies, Accounting or Business Administration from a recognized institution. Possession of a degree is an added advantage.
- Minimum of 2 years relevant working experience, preferably with International NGOs, with good understanding of GAAP related to cash management.
- Good financial management skills with knowledge of computer Accounting Packages and good understanding of government policies.
- The job holder has discretionary decisions over the technical delivery and performance of the job tasks
- Ability to exercise conscience and non-tolerance to corruption and discrimination. Personal Competencies:
  - Self-motivated with demonstrated ability to work under minimal supervision, generate relevant financial data and information and meet set deadlines and with good integrity.





- Team player with good interpersonal/communication, documentation, and facilitation skills and the ability to work under minimum supervision. Computer literary and fluency in English are a MUST.
- Ability to maintenance of personal professional development and competencies on financial issues.
- Ability to adhere to AIRD core values and code of conduct and Security Guidelines.
- Willingness to perform other duties as requested by the supervisor from time to time

**Key Working Relationships:**

**Position Reports to:** Finance and Administration Officer.

**Other Internal and/or external contacts:**

**Internal:** Regular relationships with AIRD Protection department's team.

**External:** Collaboration with AIRD partners and donors including other non-governmental organizations.

**Application Procedures:**

- Application letters, comprehensive CVs, recommendation letters from former employers and academic certificates **MUST** be received at Africa Initiative for Rural Development; not later than 5<sup>th</sup> April , 2023. Applicants are encouraged to submit their applications through E-mail address: [airdsouthsudan@gmail.com](mailto:airdsouthsudan@gmail.com) indicating clearly in the subject line the Post Title. "CASHIER"
- Female candidates are highly encouraged to apply.
- This Position is open to South Sudanese Nationals Only.

*Africa Initiative for Rural Development is an Equal Opportunity Employer. Only shortlisted candidates will be contacted for interviews.*

*Canvassing will lead to automatic disqualification.*

**PLEASE NOTE:**

*Due to the urgency of this position, applications will be reviewed and a shortlist done on a rolling basis. If the management gets the rightful candidate before the deadline, we might offer the position.*

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