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Approved
Signature
10/9/2026

Peace Winds Japan
Gorom Refugee Settlement-Juba
Central Equatoria State, South Sudan
Email: pwj.ssd.recruit@gmail.com
<https://global-en.peace-winds.org/>

10th September 2026

JOB ADVERT

Position: Cashier
Duty Station: Gorom Refugee Settlement, Juba County, South Sudan
Period: Four (4) Months with a possibility of Extension
Direct Supervisor: Assistant Finance and Admin Officer/Finance Officer

Background:

Peace Winds Japan (Peace Winds) with funding from UNHCR is implementing an emergency Health and WASH response project in Gorom Refugee Settlement and the surrounding host community in Juba County, Central Equatoria State, South Sudan. The project aims to strengthen community preparedness and response to public health emergencies, with particular focus on Ebola Virus Disease (EVD), Cholera and other epidemic-prone diseases.

Peace Winds is therefore seeking a qualified, motivated and experienced Cashier to handle day to day financial matters.

The Cashier will be based in Gorom Refugee Settlement and will primarily work with the Finance and Admin Assistant and health referral team.

To be successful as a Cashier, the incumbent should be passionate about his/her humanitarian discipline and demonstrate strong logical and critical thinking skills. Outstanding candidate should be able to effectively motivate and enhance the capacity of the team members, write detailed financial reports, and ensure consistent quality assurance standards. S/he should also be able to diagnose problems and follow instructions in fast-paced environments. The incumbent will also be required to adhere to all Peace Winds policies and procedures as well as security situations around the project site, and to participate and assist in other Peace Winds activities as required.

Objectives:

- Respects and follow up Peace Winds Financial Procedures
- Dealing with transfers and exchanges of money in coordination with the finance team
- Petty cash management
- Cash flow follow-up

Key Responsibilities:

- Focal point for payment processing
- Careful and efficient handling of cash and all cash instruments in Gorom office





- Conduct cash internal requests, check and confirm that all voucher forms and other requests for payments are fully and appropriately supported and coded before paying out cash
- Vouchers and cash books; filling of voucher (s) and registration of vouchers in the cash book in coordination with the Finance and Admin Assistant
- Payments; make payments for all items and services which have been approved by the finance/coordination
- Safe and cashbook checking; at the end of each day the cash book and the safe should be checked and the balance should correspond
- Assist the Finance and Admin Assistant in conducting weekly cash counts and perform mandatory end of month cash counts
- In close collaboration with the finance team, provide support for transaction document retrievals for audits and financial verifications

Filing

- File all financial documents in line with agreed methodology
- Ensure all payments supporting documents are filed properly in chronological order with a proper label for easy access
- Ensure all documents entered in the Monthly Financial Report (MFR) are supported and filed

Required Qualifications and Experience:

1. Education

Minimum of Diploma in Business Studies, accounting or Business Administration from a recognized institution or a related field with vast experience in financial management. Passion of a Degree is an added advantage.

2. Professional Experience

- Minimum of two years of relevant professional experience in accounting/financial management with a reputable National or International Organization
- Experience working in humanitarian or emergency response settings is highly desirable
- Ability to communicate effectively with a wide range of audiences in a friendly and polite manner
- Able to work within a team environment as well as an individual
- Committed to providing high quality services
- Capable of under taking multitasking
- Capable of prioritizing tasks
- Working within a busy environment





- Good communication skills (Written and verbal)
- Ability to accurately record booking information
- A flexible approach to work

3. Languages

- Fluency in English is required
- Knowledge of Arabic and/or relevant local languages spoken in Juba will be an added advantage
- Ability to communicate effectively with refugee and host communities is essential

Safeguarding and Code of Conduct

Peace Winds is committed to protecting the rights, dignity and well-being of all people we serve. The successful candidate will be expected to comply with Peace Winds' Code of Conduct, safeguarding policies, professional standards, infection prevention procedures and all applicable health and safety requirements.

Working hours:

- Standard working hours according to Peace Winds Japan regulations and South Sudan Government Labour Laws
- A reasonable degree of flexibility is expected when and where required.

How to Apply:

- Please submit in English, a current resume, including at least three references, with a cover letter (not more than two pages) by email to: pwj.ssd.recruit@gmail.com
- Please Indicate the email title as "Cashier (your name)"
- The application closing date is **28th September 2026 at 4:00pm** local time.

NOTE:

Peace Winds Japan **DOES NOT** solicit for money or **ANYTHING ELSE** in exchange for a Job.

Only shortlisted candidates will be contacted for interviews.

Kindly note; due the urgency of the position, applications will be reviewed as they are received and the successful candidate will be appointed before the expiry of the set deadline.

