



UMCOR's mission is to alleviate human suffering with open minds to all religions and open hearts to all people.

September 17, 2011

Job opportunity

United Methodist Committee on Relief South Sudan is an international NGO specialized in relief and development. UMCOR-South Sudan intends to recruit personnel in the following positions **based in Juba.**

Receptionist /Admin. Assistant

Duties and Responsibilities:

As Receptionist

1. Attend to the visitors and staff
2. Attend to phone and radio communications
3. Record and keep appointments for the staff
4. Prepare a planner for the quarter/month for the main key activities
5. Record and keep staff movements or schedules
6. Log in incoming / outgoing correspondence
7. Ensure that the office is clean and presentable
8. Train and supervise the office cleaner
9. Attend to radio calls

As Administrative Assistant

10. Maintain staff records; time sheet, leave docs, record of annual and sick leave.
11. Maintain inventory of all project assets and commodities. Adapt coding system for all equipment.
12. Ensure all equipment are maintained, i.e computers, telephone, copiers, generator
13. Keep records of all UMCOR assets including rented property (office , residences)
14. Coordinate vehicle movement plans.
15. Monitor vehicle use and expenditure
16. Ensure that staff traveling are coordinated
17. Assist staff in procurement of materials and project supplies
18. Prepare minutes of the meetings
19. Perform any other duties assigned by the Supervisor

Qualifications:

Receptionist /Admin. Assistant should have a minimum of “O level” standard of education accompanied with training/Diploma in Office Management and Administration from a recognized institution.

Experience and other requirements:

At least two years of experience in same position from a reputable NGO or in a private company; must be able to write in English.

Experience in organizing and control of inventory system will be required as well as literacy in computer.

Cashier

Job Summary:

Under the direct supervision of the Finance Manager, the Cashier is responsible for handling day to day Petty Cash transactions, monitoring of cash advances, Cash/Checks Payments and Receipts, accurate and timely recording of cash expenses and implementation of a systematic filing and retrieval system of other finance transactions. The cashier will also ensure accurate cash transactions

Essential Job Functions:

1. Ensures the availability of appropriate amount in the Petty Cash fund.
2. Ensures that all cash on hand, cheque books are properly kept inside the Cash box always.
3. Ensures that the Petty Cash box is properly kept inside the Safety Box after office hours.
4. Every the end of the week on Friday she must count the cash, denomination wise, record properly get the balance verified from Finance Manager and then keep inside safe box.
5. Properly and accurately maintains and updates the petty cash book and Ledger on daily basis.
6. Checks the completeness of supporting documents attached to the Petty Cash Voucher and on approval by appropriate authority as well as ensure accuracy of computations invoices and bills before release of payments.
7. Prepare financial documentation for all transactions and facilitate their approval and filing on weekly basis.
8. Secures all Cash/Checks receipts with corresponding Official Receipt and deposits them intact on the bank on the same day if not possible in the following banking day.
9. Ensures issuance of proper Cash/Checks Receipts for all Cash/Checks Receipts in Office.
10. Maintains and updates Checks books
11. Advices Finance Manager periodically, an outstanding/overdue Cash and Checks advances and help in settling them as soon as possible.
12. Release Salary and Deposits Payroll on the 25th of each month.
13. Liaisons with Bank & carries out bi-monthly Bank Reconciliations and sends reports to Finance Manager/Director.
14. Withdrawal Cash from Bank as required
15. Prepares weekly upload of transactions and submit to Finance Manager daily.

16. Appreciate and propagate the humanitarian efforts of UMCOR in the relief, rehabilitation and development of human being, educate and make other colleagues and stakeholders aware of above and respect to all Human Core value.
17. Any other tasks as assigned from time to time.

Qualifications:

1. Academic background in Accounting and/or Finance;
2. Minimum of 3 years relevant experience as Cashier or in the accounting role
3. Excellent knowledge of excel; working knowledge of Access; experience with computerized accounting softwares, preferably ACCPAC;
4. Demonstrate numerical and mathematical skills; demonstrate attention to details and ability to produce accurate work;
5. Ability to prioritize and carry out assigned tasks; strong organizational skills and ability to take initiative;
6. Previous experience with international NGOs strongly preferred
7. Team player with a strong work ethic;

Interested applicant should send an electronic application, academic documents as well as recommendation letters by e-mail to fabangac@umcor-sudan.org

Closing date for submission of application is 26 September, 2011 at 4:00PM

Only shortlisted applicants will be contacted.

These Positions are opened to SOUTHERN SUDANESE NATIONALS ONLY