

Open to Internal and External Candidates

Position Title	: Cashier
Duty Station	: Khartoum, Sudan
Classification	: General Service Staff, G4
Type of Appointment	: Special, Six months with possibility of extension
Estimated Start Date	: As soon as possible
Closing Date	: October 29, 2017

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

In October 2015, IOM Sudan established a Migrant Resource and Response Centre (MRRC) in Khartoum. First of its kind in Sudan, the MRRC acts as a hub for information and services to vulnerable migrants in Khartoum. The MRRC also operates a mobile response team both in Khartoum and other states of Sudan, which responds to the needs of migrants not able to approach the MRRC premises in person. Effective resource management is key to the day-to-day operations of the MRRC.

Under the overall supervision of Head of Migration Management unit, direct supervision of the Senior Resource Management Officer, in close cooperation with National Finance Officer, and in coordination with the Programme Coordinator for Migrant Assistance and the MRRC team, the selected candidate will be responsible for the following functions:

Core Functions / Responsibilities:

1. Coordination, monitoring and reporting of operational advance requests for MRRC activities;
2. Issuing of receipts for all cash received and preparation of cash certificates at the end of each month;
3. Ensuring safeguarding of the cash in a locked safe at all times

4. Preparing on a daily basis a summary of all receipts and payments following reporting procedures;
5. Depositing all daily cash receipts according to procedures to respective Bank AC;
6. Reconciling cash received with issued receipts and report discrepancies immediately;
7. Ensuring that all supporting documents from relevant colleagues and any other documents are attached on the copy of the receipt;
8. Maintaining of a minimum level of cash in hand and in the bank with treasury supervisor;
9. Timely submitting of all accounting/financial reports required;
10. Ensuring availability of office supplies, receipt books and bank check books and maintaining re-order level;
11. Coordination and follow-up of procurement processes for activities of the Migrant Resource and Response Centre;
12. Maintaining confidentiality of information, including beneficiary data, and collaborative relationships with clients, colleagues and partners;
13. Perform other related duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Accounting or a related field with two years of related professional experience in accounting, budget, audit or an equivalent, preferably with IOM or within the UN system; or
- School degree in the above fields with four years of relevant professional experience

Languages

Fluency in **English** and **Arabic** is required.

Required Competencies

Behavioral

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others

- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

How to apply:

Interested candidates are invited to submit their applications via email: sudahrdept@iom.int, by October 29, 2017 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 15.10.2017 to 29.10.2017](#)