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**External Publication of Job Posting**

**50555640**

**Job Posting Title**

CASHIER

**Start Date**

25.07.2018

**End Date**

26.08.2018

**Reference Code**

PBFA (04) 10000894

**Job Title**

CASHIER

**Organization**

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African states as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

The Commission of the African Union invites applicants who are citizens of Member States for the position of a Cashier.

**Department**

Post

Job title: Cashier

Grade: GSA5

Department: PBFA

Supervisor: Senior Finance Officer

Duty Station: Addis Ababa, Ethiopia

## **Tasks**

### Major Duties and Responsibilities

Under the guidance and supervision of the Senior Finance Officer, you will be responsible for the following duties:

- Performing the "Generate Payment" process in SAP to record the disbursement of funds. The process generates cash, cheque or electronic funds transfer procedures;
- Maintain a petty cash both in US Dollars and applicable local currencies and replenish whenever it reaches the established minimum level;
- Establishing and maintaining systems and procedures for monitoring the

Commission's daily inflow and outflow of cash;

- Establishing and maintaining efficient banking arrangements necessary for the management of Commission's balances and other funds;
- Tracking available balanced in the bank's current accounts and ensuring availability to meet drawings;
- Responsible for safe custody of petty cash, and the production of daily cash reconciliation;
- Draft all correspondences for issues referring to cash payment and collection;
- Keep a regular check on banks and cash balance and draw attention of the supervisor for eventual replenishment;
- Liaise with Treasury in relation to monthly remittances;
- Receive against AU official cash receipt amount authorized for collection and deposit such collection intact in the same day in the bank account;
- Check the completeness of sources documents relating to cash disbursement;
- Disburse funds to various payees, either by cheque, electronic funds transfer, or in cash with prior approval of the Signatories;
- Inputting all wires and immediate debits to the Commission's current accounts;
- Vouch sources documents for authority, authenticity and arithmetic accuracy in accordance with established internal control procedures;
- Monitoring items being lodged to current accounts and making arrangements to ensure Commission's receives value in shortest possible time;
- Post vendors' payments (both parked invoices and down payments) in the SAP compile all documentations to ensure that there is no missing supporting documents for filing;
- Perform any other task assigned by the supervisor.

## **Requirements**

### 3. Qualifications and Work Experience Required:

A University Bachelor Degree in Accounting, Finance, Commerce, Economics and three (3)years' experience on similar or related field

### 4. Knowledge, skills and abilities

- Document management skills
- Planning skills
- Good computer skills including competence in word, excels, Internet, integrated system.
- Possess excellent interpersonal skills
- Possess excellent skill in the negotiation and communication
- Demonstrated ability to work collaboratively with colleagues in a complex and rapidly changing environment

### 5. AU working Language

Applicants must be proficient in one of the African Union working languages. Knowledge of one more or several other working languages would be an added advantage.

### 6. Tenure of Appointment

The appointment will be made on regular term contract for a period of three (3) years, of which the first twelve months shall be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

### 7. Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

### 8. Least Representative Countries

Candidates from the following least represented countries at the African Union Commission are encouraged to apply: Algeria, South Africa, Morocco, Angola, Ghana, Congo (DRC), Equatorial Guinea, South Sudan, Namibia, Mali, Madagascar, Guinea-Conakry, Cape Verde, Central African Rep., Seychelles, Somalia, Guinea Bissau, Saharawi Arab D.R., Comoros, Sao Tome and Principe.

### 9. Remuneration

Indicative basic salary of US\$ 15,758.00 (GSA5 Step1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance US\$ 16,813.44 (per annum), education allowance (100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 10,000.00 per child per annum), etc. for internationally recruited staff of the Commission.

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 26 August 2018.

All applications must reach the African Union Commission not later than 9 July 2018 through the AU Commission's website <http://www.aucareers.org>. Applications are pre-screened by the system according to the

published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Directorate of Administration and Human Resource Management African Union Commission

***Contract Type***

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

Headquarters