



PEACE, PROSPERITY AND
REGIONAL INTEGRATION

Introduction

IGAD Center for Pastoral Areas and Livestock Development (ICPALD) is a specialized institution of IGAD based in Nairobi whose mandate entails promoting and facilitating Regional Policy Framework on conflict resolution, gender and environment sensitive responses and advocating for people centered sustainable development of livestock and drylands in the IGAD Member states.

Job Description

Position Title: Cashier/Operations Assistant

Job Group: General Service

Duty Station: ICPALD Nairobi Office

Accountable to: ICPALD Accountant

I. Job Summary

The Duties and Responsibilities of Cashier/Operations Assistant

- a) Maintain Petty cash fund and ensure timely replenishment of petty cash
- b) Make payments for small purchases from the imprest cash fund for approved payments.
- c) Stamp for documentation and attachments to Payment Voucher/PCPVs/JVs
- d) Prepare timely tax reporting & timely payment of tax
- e) Follow-up the timely reimbursement of VAT/Tax exceptions
- f) Assist project accountant in proper filling, storage & safeguard of all documents related to transactions, including financial reports, forms & related supporting documents.
- g) Follow-up collection checks for suppliers
- h) Work on other assignments & special projects as assigned by senior accountants.

Qualifications

- 1. Excellent organizing abilities
- 2. Great attention to detail
- 3. Good with numbers and figures and an analytical acumen
- 4. Good understanding of accounting and financial reporting principles and practices

5. Excellent knowledge of MS Office and familiarity with relevant computer software (preferably SUN System)
6. Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance creativity, problem solving, and results.
7. Qualifications ACCA/CPA Level 2
8. Undergraduate Degree in management ,accounting, finance or relevant field

How to apply

1. Please submit your application letter, together with a detailed CV, including three (3) references, by latest July 15th, 2016 to rose.tsuma@igad.int, only the short-listed applicants will be notified.
2. In the Subject line, please write: **Ref: HR Cashier/Operations Assistant**