



**UNITED NATIONS RELIEF AND WORKS AGENCY
FOR PALESTINE REFUGEES IN THE NEAR EAST
UNRWA**

Do you have the dedication, skills, knowledge and experience to help us improve the life of Palestine refugees? The United Nations Relief and Works Agency offers challenging opportunities for professionals interested working in a results-driven and diverse environment. If you are then we would like to hear from you.

UNRWA is the United Nations agency responsible for the protection, care and human development of a population of some 4.6 million Palestine refugees living in the Gaza Strip, the West Bank, Jordan, Lebanon, and the Syrian Arab Republic. The Agency is committed to assisting Palestine refugees in maintaining a decent standard of living, acquiring appropriate knowledge and skills, enjoying the fullest possible extent of human rights, and leading a long and healthy life. UNRWA is by far the largest UN operation in the Middle East with over 29,000 staff. Most of the staff members are refugees themselves, working directly to benefit their communities – as teachers, doctors, nurses or social workers.

***Assistant Cashier
(For Internal Staff Only)***

Location	Gaza Field
Type of Appointment	Fixed Term
Deadline for Application	7 August 2017
Vacancy Announcement Number	04-07-2017
Grade	10
Department/Division	Finance

MAIN RESPONSIBILITIES

In accordance with Agency policy and procedures, the ideal candidate:

- Assists the Cashier in preparing bank transfer payments either by Electronic Fund Transfers (EFT) being used for fund transfer by local or International banks or through written requests;
- Assists the Cashier to enter cash receipt vouchers into General Ledger (GL) and Accounts Payable (AP) modules to account for all receipt of cash and cheques and monthly credit interest;
- Assists the Cashier to pay temporary assistants and casual laborers monthly wages after cashing their payroll cheques from the bank;
- Prints cheques and completes the full authorization and delivers them to the payee and maintains records for cheque books received from the bank;
- Assists the Cashier in maintaining records of cash position of current accounts and reports to his/her supervisors for funding purposes; checks interest received on UNRWA HQs bank accounts and accrues interest at period end, raises transfer vouchers covering movement of funds and checks outstanding items on bank statements;
- Responds to staff members, suppliers and contractors' queries regarding their claims, invoices, entitlements and outstanding balances and provides them with financial statement as requested;
- Follows-up out-standing banking issues with the Agency banks and cash cheques and collect money for the Agency;
- Processes all payments from the imprest funds under his/her custody and ensures replenishment on timely manner and prepares necessary imprest funds reports;
- Acts for the Cashier during the latter's absence;
- Performs such other duties as may be assigned.

PERSONAL & PROFESSIONAL COMPETENCIES

- Two years diploma in accounting, business and office practice or business administration.
- Five years experience in handling cash or in clerical finance work.

- Good knowledge of spoken and written English and Arabic.
- Ability to use a computer and work on various spreadsheet applications such as Excel and Access;
- Ability to cope with multiple tasks effectively;
- Effective oral communication;
- Ability to identify clients' needs and to offer appropriate solutions and establish and maintain productive partnership with clients.
- It desirable to have AAT or any technician professional qualification and certificate in a computer related course.

ADDITIONAL INFORMATION

- Possession of a valid driving license;
- Willingness to work beyond regular working hours.

CONDITIONS OF SERVICE

- Basic Salary: Monthly basic salary \$951.30; and monthly dependency allowance up to \$123.25.
- Contract Duration: Three years including 1 year probation period.
- Employment for this post might be either on full-time or part-time basis based on the needs. Announcing this modality does not mean that it would definitely be used. It would rather give the Agency the flexibility to use both full time and part time contracts based on the work needs and the personal circumstances or preferences of the staff member.
- Leave: 30 days annual leave
- Pension: Provident Fund contribution
- Other conditions of service and benefits may apply.

EQUIVALENCY

When the minimum requirements are not fully met, the Director of Human Resources; in consultation with the Director of UNRWA Operations, Gaza may exceptionally substitute part of the unmet requirements with a combination of relevant academic qualifications, additional professional training and progressive relevant work experience.

NB: Work experience alone or formal qualifications with no relevant work experience are not considered an acceptable combination.

ASSESSMENT METHOD

Qualified candidates will be required to undergo tests and a competency based interview. To learn more about positive and negative indicators of professional behaviors within the UN competencies, you may review the [UN Competency Development – A Practical Guide](#)

GENERAL INFORMATION

UNRWA is a United Nations organization whose staff are expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for human rights, for diversity, and for non-violent means of dealing with all kinds of conflict. UNRWA staff are expected to uphold these values at all times, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non-smoking working environment.

الأونروا هي منظمة تابعة للأمم المتحدة، وهي منظمة تفترض من موظفيها الالتزام بأعلى معايير الاستقامة والحياد والنزاهة. ويشمل ذلك احترام مبادئ حقوق الإنسان واحترام التنوع وتبني الوسائل غير العنيفة في حل كافة أشكال النزاعات. المتوقع من موظفي الأونروا أن يقوموا بدعم هذه القيم في كافة الأوقات، سواء في أماكن العمل أم خارجه. إن أولئك الأشخاص الذين يتمتعون بالالتزام الكامل وغير المشروط بهذه القيم هم فقط الذين ينبغي أن يتقدموا بطلباتهم للعمل لدى الأونروا. الأونروا هي بيئة عمل يمنع فيها التدخين

UNRWA encourages applications from qualified and experienced women. It is Agency policy to give full consideration to disabled candidates whose disability does not militate against the effective performance of the duties of the post. UNRWA is an equal opportunity employer and welcomes applications equally from men and women. Where there are two or more equally qualified candidates, selection preference will normally be given to internal candidates, Palestine Refugees and candidates of the under-represented gender. With their prior agreement, candidates who are approved as suitable for appointment but are not the selected candidate for this vacancy, will be placed on the Agency's roster of pre-approved candidates for a period of up to one year, and may be considered for future vacancies in the same position. The Agency maintains the discretion to fill future vacancies for this position from the roster without re-advertising the vacancy.

HOW TO APPLY

If you have got the skills and experience required above, and want to make an active and lasting contribution to improving the lives of Palestine refugees, then register on <http://jobs.unrwa.ps> by creating a personal profile and completing the UNRWA Personal History Form. Only applications received through this website will be considered. Please note that UNRWA only accepts degrees from accredited educational institutions. Candidates may also be invited to take a technical exam in order further evaluate their qualifications for the post. *Due to a high volume of applications received, only short-listed applicants will be contacted.* The United Nations does not charge a fee at any stage of the recruitment process. The United Nations does not concern itself with information on bank accounts.

As an Area post, preference will be given to local candidates already based in the duty station of the post.

24 July 2017