

PEACE CORPS – MOROCCO

VACANCY ANNOUNCEMENT

POSITION: **Cashier/HR Assistant**
DUTY STATION: **Rabat, Morocco**
DATE OF ENTRY ON DUTY: **January 2015**
SALARY LEVEL: **Salary based on experience;** Starting at 211,660 MAD gross; net pay, includes, CIMR, CNSS, Health Insurance, Disability Insurance, Work Accident and Life Insurance and Moroccan taxes.

DEADLINE FOR APPLICATIONS: COB November 16, 2014

The United States Peace Corps is seeking a Cashier/HR Assistant. Under the general supervision of the Director of Management Office (DMO), the Cashier performs the full range of Class B Cashier duties and Human Resources functions.

Job Responsibilities:

- The Cashier has full responsibility for the disbursement, accountability, examination, safekeeping, replenishment, and management of the Post impress fund.
- The Cashier deals directly with the US Disbursing Office (Financial Services Center), Peace Corps Washington staff (including the Cashier Liaison and the staff of the Financial Management Office), local banks, vendors, Peace Corps Morocco staff, Pre-Service Training contractors, and Peace Corps Volunteers.
- The Cashier makes payments to vendors, staff, and Volunteers via electronic bank transfers and cash payments, ensuring that all such payments are valid, authorized, and properly documented and recorded.
- The Cashier is also responsible for assisting with Human Resources duties and functions including preparing Statements of Work, recruitment and selection process for vacancies, candidate clearance process and ensuring a new employee orientation.
- The Cashier is also responsible for a variety of additional financial and administrative tasks as assigned by the Director of Management Office (DMO).

MINIMUM QUALIFICATIONS REQUIRED AND PROVEN EXPERIENCE IN THE FOLLOWING:

- Bachelor's degree or equivalent in Business Administration, Management, Economics, Finance, Banking or Liberal Arts IS required.
- Two years of experience in processing, controlling, and recording financial transactions required. One year of experience must be in banking or related field. Must have the ability to manage cash funds and analyze financial transaction records and reports. Meticulous work habits, attention to detail, and the highest level of integrity and honesty are essential.
- A proficiency in the use of personal computers, word processing, and spreadsheet software is required.
- Fluency in English, French and Moroccan Arabic
- Ability to work independently and be part of a team, Strong interpersonal and communication skills
- Moroccan Citizenship

For consideration, all applicants must submit a Resume (CV) together with a Cover Letter stating in detail how their education and experience fulfills the requirements of the position. Submitted material must address each listed requirement. **Both Cover Letter and Resume (CV) must be type written in English and emailed to:**

Job@ma.peacecorps.gov

Please include the title of the position for which you are applying in the subject line of your email.

Only applicants selected for interviews will be notified by telephone and/or email.

All experience, skills and qualifications will be verified. Employment is contingent on a favorable security background check.