



Peace Corps Morocco

VACANCY ANNOUNCEMENT

Cashier – Human Resources Assistant

OPEN TO: All Interested, Qualified Candidates
POSITION: **Cashier – Human Resources Assistant**
DUTY STATION: Rabat, Morocco
TARGET START DATE: October 2024

SALARY LEVEL: An annual gross salary of 261,775 MAD ((negotiable within a pre-determined range based on selected candidate's verifiable salary history and experience) based on 40-hours/week. The US Peace Corps offers an attractive, competitive package including CIMR, CNSS, Health and Disability insurance, Annual Leave and other benefits. Applicable deductions will be made from the personal services contractor's gross salary for CNSS and CIMR contributions, health/life/disability insurance, and all applicable tax obligations as imposed by government authorities.

DEADLINE FOR APPLICATIONS: Friday, August 23, 2024

The United States Peace Corps seeks a qualified individual to serve as a contracted **Cashier – Human Resources Assistant (C/HRA)**. The targeted start date for the selected candidate will be October 2024. The Cashier/HR Assistant performs a wide range of cashiering and human resources activities. The position encompasses diverse responsibilities; accordingly, the Cashier-HR Assistant will be a competent, genuine team player who possesses a positive attitude; personal flexibility and self-initiative; and who consistently demonstrates an outstanding work ethic, spirit of cooperation and customer service. The Cashier-HR Assistant is responsible for managing all duties related to cashiering for Peace Corps staff, Trainees/Volunteers or other visitors; and performing all Human resources functions.

One or more candidates may be selected from this advertisement, based on need and availability of funding.

JOB RESPONSIBILITIES [A full description of all duties will be listed in the Cashier-HR Assistant's Statement of Work]:

Human Resources Financial Support

- Responsible for all Human Resource Processes MS 743 and 744
- Prepares job posting and job announcements and checking documents for accuracy
- Assist in the selection process, determining the selection committee, approving the selection criteria ensuring that referrals and background checks are complete and that the selection memo is filled out according to the requirements.
- Responsible for processing all security clearances for new hires and existing staff and reporting to HQ
- Administers the Performance Management process including performance plan, midyear review and year end performance evaluations.
- Assisting with benefit administration including calculations and processing. (CNSS, CIMR, and all required insurance) and performing all financial transactions.
- Assists individual staff with reimbursements regarding benefits payments for CNSS and CIMR and work accident insurance.
- Process and handle reimbursement documents for all local Staff medical benefits. Maintain a logbook, receive claims, submit to the Insurance and distribute checks reimbursements.
- Administers a new hire orientation program assisting new hires with familiarization of Peace Corps mission and goals, staff policies, volunteer policies and facilitating training with the new hires leader.

- Ensures all Human Resource files are accurate and have all required information
- Administer Time and Attendance recording and reports for PSCs. Collect time sheets from staff, log, attach the supporting documents (leave requests, comp time worked, etc), before filing in individual files
- Prepare all work documents required by local employees (attestation de travail, ordre de mission, etc...)

Performs principal "Class B" Cashier functions in compliance with Peace Corps

- Makes payments from the Imprest fund to approximately 270 PCT and PCVs and staff in addition to vendors and suppliers.
- Assures that the fund is properly maintained.
- Submits accurate documentation to Peace Corps Office of Global Accounts Payable (OGAP) group in Washington and FSC Bangkok for fund replenishments on a timely basis.
- Request, track and receive Receives Imprest fund checks.
- Maintains accountable records of the replenishments transactions.
- Prepares the monthly statement of accountability for IFO and reports as required by Peace Corps IFO.
- Periodically analyzes the turnover in Imprest fund and recommends ever or decreases to find level as necessary.
- Recommends to the Administrative officer solutions to financial problems and the establishment of suitable accounting control procedures.
- Ensures the safekeeping of the fund by strictly follows security measures and recommends additional security measures if appropriate.
- Drafts financial emails or letters related to solutions to financial problems.
- Serves as liaison with BMCI on matters pertaining to cashier's operations and USDO in Bangkok.

Collections

- Prepares and issues General Receipts of collections. Forwards documents to IFO and other appropriate sections, updates collections log to document receipt.
- Responsible for safekeeping of USG General Receipt Forms.

Reports

- Prepares all IFO and Bangkok reports related to cashier operations for Peace Corps Morocco.
- Ensures volunteer bank accounts are opened in a timely manner, liaison with Country Desk officer to get information needed.

Voucher Examiner

- Examines all invoices submitted for reimbursement to determine if each meets requirements for disbursement, checks accuracy of computation, and ensures the appropriate accounting codes are included. Prepares all agency sub-vouchers approximately 3,000 annually for approval and certification.
- The Cashier provides training guidance and expertise. Regularly audits and reviews alternate and sub-cashier's work for accuracy and compliance with Peace Corps regulations.
- Process EFT payments
- Act as primary purchase card holder.

MINIMUM REQUIRED QUALIFICATIONS

1. Bachelor's degree in human resources management, Business Administration or a related field
2. Prior Work Experience: 5 years of experience in human resources role or administrative support
3. Communication Skills: Excellent verbal and written communication skills in English French and Arabic
4. Proficiency in Microsoft Office suite (word, excel, PowerPoint)
5. Interpersonal skills: Strong interpersonal skills to build relationship with the employees and to navigate situations with discretion and professionalism.
6. Confidentiality: A Strong commitment to maintaining confidentiality regarding employee information and sensitive matters

DESIRED SKILLS AND KNOWLEDGE

Job Knowledge: Possess excellent organizational and administrative skills with ability to prioritize critical tasks coupled with superior communication skills and a genuine customer service approach.

Skills: Possess working knowledge of general software applications: Microsoft Office (Word, Excel and Outlook). Ability to learn and use various Peace Corps systems.

Abilities: Must exhibit good judgment, courtesy, tact and the proper protocol when interacting with Volunteers, work colleagues, vendors, visitors and other members of the public and possess a positive attitude with the skills and knowledge to perform the job under general instructions. Demonstrate patience, confidence, flexibility and ability to work under pressure and maintain a positive attitude.

OTHER REQUIREMENTS: As part of the review process, initial selected applicants may be scheduled for an English proficiency test. After this assessment selected candidates may be invited to advance in the selection process, which will include further assessments (example, proficiency with Microsoft Office or other assignments) and a personal interview.

IMPORTANT - APPLICANTS SHOULD PROVIDE THE FOLLOWING IN THEIR SUBMISSION:

For consideration, all applicants must submit their Resume (CV) together with a Cover Letter stating in detail how their education and experience fulfill the requirements of the position. Submitted material must address all listed MINIMUM REQUIRED QUALIFICATIONS.

In addition to submitting your resume together with a Cover Letter, please answer the following two questions in the body of your email.

- 1- How many years and months of experience do you have in a role requiring strong interpersonal skills to build relationships with staff and to navigate situations with discretion and professionalism? Name the organization(s) and title(s) of the role(s) where this experience was gained. Ensure your resume includes information about each of these role(s) and provides information about the interpersonal skills to build relationships required by the role and the types of situations you were required to navigate in the role with discretion and professionalism.
- 2- How many years and months of experience do you have in a role requiring confidentiality regarding staff information and sensitive matters? Name the organization(s) and title(s) of the role(s) where this experience was gained. Ensure your resume includes information about each of these role(s) and provides information about the types of staff information and sensitive matters you were required to keep confidential in each role.

Both Cover Letter and Resume (CV) must be type written in English and emailed by closing deadline to:

Moroccojobs@peacecorps.gov

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

Due to the high volume of applications received, we will only contact applicants who are being considered.

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

The United States Peace Corps is an Equal Opportunity Employer.