



JOB VACANCY

SOLIDARITES INTERNATIONAL launches the **external recruitment** of a

BASE	Central Myanmar
POSITION	Cashier (Earthquake Response)

PRESENTATION OF THE ORGANIZATION

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty countries, SI's teams - 2000 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers - work with professionalism and commitment while respecting cultures.

Solidarités International (SI) is determined to prevent and fight all type of abuse – all act of exploitation, abuse and/or sexual harassment (SEAH) against members of beneficiary communities or collaborators, fraud, corruption, violation of persons and/or property, funding of activities harmful to human rights – that could be perpetrated in the frame of its interventions. SI implements a zero-tolerance policy regarding acts of SEAH.

Solidarités International is an equitable employer committed to find all forms of discrimination. SI will never ask for any remuneration to take part in a recruitment process.

ABOUT MYANMAR MISSION

Solidarités International (SI) is operating in Myanmar since May 2008. SI's current programs in Myanmar include:

- Provision of life-saving and humanitarian assistance to families affected by violence in Rakhine State. This program is currently implemented in IDP camps, host and surroundings communities in Sittwe, and Pauktaw Townships.
- Emergency response to conflict-affected populations in Kachin State through improved access to water, sanitation and hygiene as well as food security and livelihood activities.

Position:	Cashier
Desired Start date:	May 2025
Contract duration:	6 months
Probation Period:	6 weeks
Location:	Central Myanmar

MISSION / OBJECTIVES

The cashier ensures that the cash box and cash books are perfectly maintained, as well as monitoring, inputting and archiving accounting documents. S/he is in charge of his/her cash box security.

DESCRIPTION OF THE POSITION

Under the direction and supervision of the Deputy Administrative Manager, the main tasks to be implemented are:

- Establish a statement of need for liquid assets in consultation with the Administrator
- Carry out withdrawals and payment of advances, in accordance with established procedures

Solidarités International

No. 69 (A), Kanbawza Street, Golden Valley, Bahan Township, Yangon, Myanmar.

- Keep the advance books and cash journal
- Record budget allocations and accounting codes of the expenses
- Before recording, check that the supporting documents comply with Solidarités International procedures
- Ensure that accounting documents are translated if necessary
- Convert currencies at the line manager's request
- Check cash balances daily and report any discrepancies to the line manager
- Archive accounting documents in accordance with Solidarités International procedures, after a final check of supporting documentation
- Ensure cash box security and confidentiality of information

PROFILE FORSAKEN

Studies:

- Any bachelor's degree, and certified in Finance and Accounting
- LCCI Level 3 Diploma is preferred.

Experience:

- 1 year of similar position in INGO

Language :

- Full professional proficiency in Burmese and English

IT:

- Good command of Microsoft Excel, Word, PowerPoint, Outlook and Teams

Personal abilities:

- Good communication skills
- Organizational & Good Reporting skills

Technical competencies:

- General Accounting knowledge
- Knowledge in SAGA is a strong asset

ORG CHART POSITION (reporting and functional relationships)

Line manager: Deputy Administrative Manager

Functional manager: Deputy Finance Coordinator, Accounting Manager

SI WILL OFFER YOU

Salary: 340 USD

Social benefits: SI Medical coverage, 12 days of Annual leaves, Public Holidays per year, yearly ended bonus.

Thank to send your application with a resume, cover letter, copy of diplomas, and work certificate, to SOLIDARITES INTERNATIONAL office at No. 69 (A), Kanbawza Street, Golden Valley, Bahan Township, Yangon, Myanmar. or by email to ygn.recruitment@solidarites-myanmar.org

Deadline for submitting applications: 16th May 2025 (5:00 pm)

Important to be considered, the position you want to apply for has to be specified on the envelope or as the subject of your e-mail.

Solidarites International reserves the right to select a candidate and finalize the recruitment before the final date.

Only short-listed candidates will be notified.

Solidarites International has a zero-tolerance policy on any kind of abuse, exploitation and fraud. Solidarites International expects full commitment of its employees with SI Charter, Code of Conduct including PSEA policy.