

## Vacancy Announcement

Deutsche Welthungerhilfe (formerly known as German Agro Action/GAA) was founded in 1962. Today it is one of the biggest private development organisations in Germany. Non-profit, politically independent and non-denominational, the organisation works under the leadership of an honorary board and the patronage of the German President.

Welthungerhilfe Myanmar is running projects in the fields of humanitarian assistance, food and nutrition security, agricultural value chains and community development in Ayeyarwady, Mandalay Region, Kachin, Chin and Shan States. The WHH program is funded by various institutional donors (BMZ, Federal Foreign Office of Germany, LIFT and others) as well as private donors.

### I. Job details



1. Department	Programmes
2. Country / Location	Myanmar / Mandalay
3. FundsPro cost allocation	(e.g. 000017.2.1.)
4. Job name	Cashier (m/f)
5. Title of job holder	Cashier
6. Salary Group	SG 04
7. Immediate superior (in disciplinary matters)	Project Coordinator (e.g. Country Director / Head of Project, Head of Finance etc.)
8. Subordinate position(s)	
9. Representation	
represents	to be decided on relevant occasions
is represented by	to be decided on relevant occasions

### II. Objectives, duties, areas of responsibility

#### 1. Objectives of the position

The aims of the position are to ensure a smooth and responsible handling of the petty cash.

## 2.1. Duties with own area of responsibility

- Ensure the cash management by being responsible of the cash-boxes: guarantee that the money is disbursed and/or the advances given according to the rules, and from the right cash-boxes and allocated on the relevant project(s)
- Regular cash reconciliation (ensuring that physical cash balances are matching cashbook records)
- Do the follow-up of the advances given
- Inform on a regular basis if there are enough funds in the cash-boxes for all projects
- Guarantee that the exchange of currency is done properly and from a reliable change office
- Check the vouchers and the relevant supportive documents (quality, authenticity, reliability, accuracy and fairness)
- Participate, if need, to the major payments which have to be done in the field
- Collect the relevant supportive documents in regards to the expenses/ purchases/ payments done in the field
- Daily register of vouchers in the accounting software and prepare vouchers for booking
- Ensure due payments for all items and services (after approval) and advances
- Guarantee the respect of Welthungerhilfe's financial guidelines and procedures

## 2.2 Duties without own area of responsibility

- Where applicable, contribute to prepare the audits, internally or with partners
- Ensure the correct filing of all the financial and administrative documents
- Translate, if necessary, administrative and financial documents (invoices, cost estimations, official statements, bank statements, law texts, labor contract, internal procedures, internal key documents, etc.)
- Scan and copy the key financial and administrative documents
- Fulfillment of any other tasks which are assigned by the management and correspond in general with the character of this position

## **2.3 Specific Activities and duties of the position**

To be filled in or described individually by the Country Director or immediate superior

### III. Job requirements

#### 1. Knowledge/ Qualifications

- 1.1 Professional/ formal qualification  
Vocational training, vocational school, on-the-job training or relevant professional experience
- 1.2 Job-related professional experience  
1 to 2 years professional experience
- 1.3 Foreign language skills  
Ability to communicate in a world language

#### 2. Social skills

- 2.1 Social skills  
Obtains and passes on information in order to perform a task
- 2.2 Capacity for teamwork

#### 3. Disciplinary Leadership of staff

None

#### 4. Responsibility

Activity based on instructions, scope of action within the assignment

**Qualified women and men are encouraged to apply!**

Interested persons should submit an application letter and an updated CV including educational qualifications, contact number and contact details of at least two professional references to:

[Yadanamayhtay.Myint@welthungerhilfe.de](mailto:Yadanamayhtay.Myint@welthungerhilfe.de)

**Not later than 26 April 2025 (Saturday)**

**Only shortlisted candidates will be contacted for an interview.**