



THE NATIONAL HUMAN RIGHTS COMMISSION

National Secretariat, Kotu (Opposite DSTV), KSMD

Telephone: 4461711 / 4461713

VACANCY ANNOUNCEMENT

The **National Human Rights Commission (NHRC) Secretariat** invites applications from suitably qualified persons for the position of **Finance Assistant**. The post holder will be posted at the Directorate of Finance under the leadership of the Director with the Finance Officer serving as first line supervisor.

Either late or incomplete applications will not be considered. Due to the high volume of applications expected, only shortlisted candidates will be contacted. *The National Human Rights Commission is an equal opportunity employer. Therefore, qualified females are encouraged to apply.*

DUTIES AND RESPONSIBILITIES

- Maintain the manual cash books and conduct regular reviews of bank balances to ensure appropriate levels;
- Raise manual payment vouchers and cheques for donor funded projects after confirming proper approval procedures have been followed;
- Proper filing of all payment vouchers and supporting documents;
- Assist in the preparation of GPPA forms for payment;
- Have custody of and be responsible for the disbursement of the secretariat petty cash transactions and keep the petty cash book;
- Be an alternate in the IFMIS EPICOR system for both the Finance Officer and the Procurement Officer when they are away;
- Handle the fuel disbursements including for the office generator and perform all controls around fuel usage by following the proper procedure;
- Collecting receipts from vendors for all direct transfer payments;
- Cashing of cheque instructions from CBG and depositing imprest retirements back to the account;
- Maintain the fixed assets register;

- Perform any other tasks assigned that are commensurate with the position;

DESIRED QUALIFICATION, EXPERIENCE & SKILLS

- AAT/CAT part or fully qualified or bachelor's degree in accounting or related field;
 - Minimum of three (3) years work experience in a similar role in either the private or public sector;
 - Excellent interpersonal skills combined with a flexible and adaptable working attitude;
 - Strong computer skills including MS Office and well as adequate knowledge of Accounting software;
 - Professional with utmost regard for confidentiality;
 - Not have been involved in or associated with any questionable activity or matter connected to the Commission's mandate;
 - Position requires a person who is attentive to detail;
 - Possess good writing and verbal communication skills;
 - Must be a consummate team player, highly organized and can meet tight deadlines;
 - Ability to understand and speak at least two local languages spoken in the country is desirable;
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- **Not have been involved or associated with any questionable activity or matter connected to the subject matter of the Commission's mandate;**

IMPORTANT INFORMATION FOR APPLICANTS

Deadline for submission of Application: 20th May 2022 by 12pm.

Remuneration: A competitive compensation and benefits package will be offered to the successful candidate.

Send applications together with relevant supporting documents including two reference letters one of which should be from a current or immediate former employer/supervisor clearly marked "Application for Finance Assistant" to:

The Executive Secretary or email to: advert@gm-nhrc.org

NB: Only applications either hand-delivered to the office or sent by email would be accepted.