



REF NO: PSC-13-2022

PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT

OPEN TO: All interested eligible and qualified candidates.

POSITION: Cashier

SALARY: Compensation from 9,053,456 FCFA to 14,032,859 FCFA per annum, based on prior salary history.

OPENING DATE: December 12, 2022

CLOSING DATE: December 30, 2022

WORK HOURS: This is a full-time position, requiring a minimum working schedule of 40 hours per week.

LOCATION OF THE POSITION: This is a Personal Services Contract (PSC) position to be based at the Peace Corps Togo office in Lomé.

LENGTH OF CONTRACT: The anticipated contract will be for a base period, with up to four option periods, exercisable at the unilateral option of the Peace Corps based on satisfactory performance, continued need for the position, and availability of funds.

NOTE: Any applicants who are not Togolese citizens must already have the required work and/or residency permits to be eligible for consideration.

The United States Peace Corps, a United States government agency leading Volunteer programs in 65 countries around the world, is seeking a Medical Assistant (MA).

Under the general supervision of the Peace Corps Director for Management and Operations, the Principal Class B Cashier (hereafter "Cashier) performs the full range of Principal Class B Cashier duties at post. The Cashier is personally accountable for funds in local currency and US dollars. The Cashier has full responsibility for managing the Imprest Fund (cash) including local currency, US dollars, and associated documents. These include tasks related to collections, disbursements, accommodation exchange payments, accountability, examination, safekeeping, replenishment, and other processing of all Peace Corps cash/check payment transactions. The Cashier is also responsible for management of the local checking account for making local EFT payments and/or management of the mobile money transaction system for payments to unbanked recipients.

When not actively engaged in managing the Imprest Fund, the Cashier assists the Financial Assistant (FA) in accounting, reconciliation and documentation of all Peace Corps Togo financial transactions.

The complete statement of work (SOW) for this position is attached to this advertisement and is also available for download at <https://www.peacecorps.gov/togo/contracts>.

Qualifications:

Applicants must address each required and preferred qualification listed below with specific and comprehensive information supporting each item using the attached application form. Failure to address required qualifications will result in a determination that the applicant is not qualified.

Education:

Required

- Completion of secondary school is required.

Preferred

- Post-secondary education (*BAC G2, License, Master*) in finance, accounting, business management or a related field.

Experience:

Required

- At least two years' progressively responsible experience in accounting, cashiering, bookkeeping, or related experience in a fast-paced work environment.
- At least six months' administrative or customer service experience.

Preferred

- At least six months of work experience in an international organization or non-government organization similar in size to Peace Corps.
- At least one year working in a multicultural environment (studying in another country, working in an organization with staff from other countries, etc.).

Abilities and Skills:

Required

- Strong computer skills, especially in the use of Microsoft Office Suite (PowerPoint, Excel, Outlook, and Word).
- Experience using computer based, proprietary, financial management systems.
- Ability to produce quality deliverables in a timely manner, coordinate multiple projects simultaneously, work well under pressure, and meet deadlines.
- Ability to meet deadlines and work independently to manage deadlines.
- Knowledge of principles and practices of organization, planning, records management, and general administration.

Preferred:

- Working knowledge of or prior experience working with United States Government financial rules and regulations.

Language Proficiency:

- At least Level III English and French.

For Further Information: The complete statement of work listing all the duties and responsibilities may be obtained on Peace Corps Togo's website at <https://www.peacecorps.gov/togo/contracts>. Candidates can download the required application form at the same website. The point of contact is TG-JOBS@peacecorps.gov.

Applicability:

Any applicants who are not Togolese citizens must already have the required work and/or residency permits to be eligible for consideration.

All applicants under consideration will be required to pass medical and security certifications.

Incomplete applications will not be considered.

Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, or genetic information.

How to Apply:

A complete application will include:

1. A cover letter in English
2. A current curriculum vitae or resume in English
3. Copy of relevant diploma(s) or degree(s)
4. Work certificates (to support your previous employment)
5. A valid police record (Casier Judiciaire datant de moins de trois mois), and
6. Completed application form (available to download at <https://www.peacecorps.gov/togo/contracts>)

Your application materials will be scored against the minimum and desired qualifications, so please include sufficient information. Do not submit any other documentation with your application. The application should be submitted to:

E-mail Address: TG-JOBS@peacecorps.gov

Subject Line: PSC-13-2022_Cashier_Surname, First Name

Note: Paper applications **will not** be considered. Due to the high volume of applications received, we will only contact applicants who will be invited to an interview. Thank you for your understanding.

Limitations:

Award of this contract is contingent on availability of funds, reference checks, completion of a security and medical certification.

Peace Corps reserves the right to not evaluate or to withhold an offer of a personal services contract to an individual that has a history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or staff member (USDH, PSC, or FSN).

Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of a current Peace Corps staff member.

Individuals who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract.

The selected individual will be required to comply with any medical and/or training requirements specified for their position in accordance with public health and/or occupational health or safety policies.



Cashier Statement of Work

1. BACKGROUND

Summary

Under the general supervision of the Peace Corps Director for Management and Operations, the Principal Class B Cashier (hereafter "Cashier") performs the full range of Principal Class B Cashier duties at post. The Cashier is personally accountable for funds in local currency and US dollars. The Cashier has full responsibility for managing the Imprest Fund (cash) including local currency, US dollars, and associated documents. These include tasks related to collections, disbursements, accommodation exchange payments, accountability, examination, safekeeping, replenishment, and other processing of all Peace Corps cash/check payment transactions. The Cashier is also responsible for management of the local checking account for making local EFT payments and/or management of the mobile money transaction system for payments to unbanked recipients.

When not actively engaged in managing the Imprest Fund, the Cashier assists the Financial Assistant (FA) in accounting, reconciliation, and documentation of all Peace Corps Togo financial transactions. This is a multi-functional position requiring a great degree of motivation, planning, flexibility and creativity and a high degree of self-direction, organization, and ethics. The Cashier liaises directly with: Global Accounts Payable (GAP) in Peace Corps Washington, Financial Service Center (FSC)/Charleston, FSC/Paris, and local banks, and provides services to vendors, staff, and Volunteers. In performance of these duties, the incumbent reads and becomes expert on relevant financial and administrative management matters contained in applicable Peace Corps Manual Sections and the Overseas Financial Management Handbook (OFMH). Routine work will be performed with minimal guidance. It is anticipated that the duties and deadlines of this position may occasionally require the incumbent to work beyond normal working hours.

Country Program Information

In 1961, United States President John F. Kennedy established the Peace Corps, an independent US Government Agency, to promote world peace and friendship through the service of American Volunteers abroad. The Peace Corps has 3 goals:

- To help the people of interested countries in meeting their need for trained men and women.
- To help promote a better understanding of Americans on the part of the peoples served.
- To help promote a better understanding of other peoples on the part of Americans.

In Togo, the first Peace Corps Volunteers arrived at the invitation of the Togolese government in 1962. Except for the 2020 – 2022 COVID-19 pandemic period, the program has been continually active since then, and to date has hosted over 3000 Volunteers. Prior to evacuation for COVID-19, the program brought in approx. 50 trainees each year, giving a total in-country presence that on occasion exceeded 100.

With the return to service, Volunteer are eventually expanding to serve across four of the five districts of Togo in three different sectors:

- Promoting Agricultural Education for Sustainability (PAGES), where Volunteers assist smallholder farm households to achieve food and nutrition security, sustainable livelihoods, and increased resilience.

- Targeting English Education for Change (TEECH), where Volunteers work with girls and boys in public schools to strengthen their communication skills in English and have more equitable access to academic and/or professional opportunities.
- Community Health Education and System Strengthening (CHESS), where Volunteers assist rural communities to obtain improved health outcomes through education and strengthened Ministry of Health systems.

Reference Materials

- Overseas Financial Management Handbook sections, including:
 - Chapter 13: Cashiering and Imprest Management
 - Chapter 67: Purchase Card
 - Chapter 05: Bank Accounts Overseas
 - Chapter 68: Purchase Card Reconciliation
 - Chapter 66: Vouchering
 - Other relevant OFMH Sections
- Peace Corps Manual Sections, including:
 - MS 760
 - MS 731
 - MS 801
- Cashier User Guide (CUG)
- Cashier Policies

2. MAJOR DUTIES AND RESPONSIBILITIES

The duties of the Cashier include, but are not limited to:

Cashiering and Imprest Fund Management:

- Verifies the correctness of all receipts prior to disbursement in accordance with 4 FAM and Peace Corps regulations. Reviews daily FSC Charleston cashier reports (ACDC 013 accountability ledger, FSC Broadcast guidelines, sync report, and weekly exchange rate reports), as well as Financial Support and Training Office (FSTO) Paris reports and guidance. Prepares 365 accountability report daily.
- Coordinates with vouchering and accounting units to verify fiscal data and makes disbursements to Peace Corps Trainees, Volunteers, staff, post visitors, and vendors from the imprest fund. Ensures all cash and local EFT payments have appropriate authorizing documentation and submits FORPost cashier vouchers (BVs) to the DMO for cashier replenishment/EFT certifications.
- Provides interim advances for the purchase of supplies and/or services to Peace Corps staff when authorized by the DMO or DDMO. Reports to the DMO weekly on the status of outstanding advances.
- Monitors and anticipates cash flow expenditures to maintain sufficient cash for Peace Corps operations while remaining below authorized accountability levels.
- Performs accommodation exchange transactions when necessary and in accordance with Peace Corps and State Department policies.
- Performs collections of debts owed to Peace Corps/Togo, including liaison with US Embassy Lome for large value collections through the Embassy.
- Submits accurate documentation to Peace Corps Washington for fund replenishments on a timely basis; receives imprest fund replenishment; and maintains accountable records of the replenishment of the imprest fund.
- Recommends solutions to financial problems and the establishment or improvement of suitable cashiering control procedures. Works directly with Cashier Operations in Washington and Charleston to rectify all reconciliation problems or errors on financial statements.
- Maintains an up-to-date knowledge of the cashier user guide (CUG) and the Peace Corps Manual Sections and OFMH sections pertaining to Cashiering.

- Maintains up-to-date knowledge of the FORPOST accounting system and procedures associated with this accounting system.
- Transacts withdrawals and deposits with the bank, as appropriate. Checks online banking on a regular basis to monitor replenishment EFTS and withdraws funds from the bank account as needed to maintain enough cash to manage operations while minimizing the actual cash kept on hand.
- Serves as the primary point of contact with local bank officials on matters pertaining to Peace Corps/Togo banking operations.
- Maintains all Peace Corps/Togo cashier policies and guidelines and updates on an annual basis. These policies include, but are not limited to cashier movement policy, cashiering policy, cashiering emergency action plan.

Oversight of sub-cashiers and alternate cashiers

- Oversees authorized sub-cashiers, monitors their performance and adherence to regulations, and verifies the accuracy of their calculations and payments.
- Is accountable by PC and USG regulations, for advances given to sub-cashiers. Maintains cashier files including up to date 'Cashier Statement of Accountability' form, letters of designation, and cash count packages for all sub-cashiers, samples of signatures of all authorized signatories, voided General Receipt (OF-158) forms, and other documents as required.
- On an annual basis and as needed, trains all alternate and sub cashiers in the procedures to be followed when acting in that capacity, ensuring that each one has been given a copy of all relevant documentation.
- Ensures that unannounced cash counts are conducted for subcashiers according to the Cashier User Guide. Trains other staff to perform unannounced cash counts for subcashiers. Maintains documentation of all subcashier unannounced cash counts.

Alternative Payment Mechanisms

- Identifies ways to reduce cash payments and recommends solutions to the Director of Management and Operations.
- Makes imprest payments through post's local checking account. Identifies vendors that can accept payments through local EFT. Works with staff across Peace Corps/Togo to increase acceptance of payment via local EFT. Manages and reconciles the local checking account daily in accordance with the OFMH.
- If available, makes payments using mobile money transactions to unbanked vendors or payees. Communicates with payees and staff points of contact to ensure that payments are made in a timely manner. Manages and reconciles the mobile money account daily.
- Serves as alternate purchase and travel card holder for post. As purchase and travel cardholder, ensures that all transactions are in accordance with the Peace Corps Manual and OFMH guidelines on use of these cards. Reconciles and allocates card statements monthly and submits for approval to the DMO or another approving official. Ensures that adequate funding is available for purchases with these cards prior to making a purchase. Maintains up-to-date transaction logs in accordance with relevant guidance.

Assistance to Finance

- Assists the Financial Assistant (FA) in accounting, reconciliation, and documentation of all Peace Corps Togo financial transactions.
- Monitors the Outstanding Travel Advances Report on a weekly basis.

Other

- Serves as back-up support for and/or carries out the duties and responsibilities of the Financial Assistant or Administrative Assistant, when deemed necessary by the Country Director and/or Supervisor for the successful implementation of Peace Corps program(s) and/or operations in Togo.

- Performs other duties or assignments, when deemed necessary by the Country Director and/or Supervisor, for the successful implementation of Peace Corps program(s) and/or operations in Togo.
- In the absence of the Administrative Assistant, manages the monthly cell phone allocation to Peace Corps staff members. Communicates with the cell phone provider about problems with staff receiving credit, ensuring that staff have the appropriate subscription plans, and other administrative/finance matters.
- If there is a time at post, due to the COVID-19 pandemic or for any other reason, when there are limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as “Volunteers”) at Peace Corps/Togo, the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country Director, to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return or increase of Volunteers. This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.

3. SAFETY AND SECURITY

Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Country Director (CD). Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons, or articles. Acts as duty officer, as needed.

4. ROLES AND RESPONSIBILITIES

- Serves in the Management and Operations unit.
- Supervised by the Director of Management and Operations.
- Provides oversight and training to subcashiers and alternate cashier.
- Requires outside contacts with local banks in Togo, Peace Corps/Washington offices, U.S. Embassy Lome, and State Department Financial Services Center.
- Principal or alternate cashier: May be designated a principal or alternate cashier after consultation with OCFO/GAP, pending final approval by Comptroller and Global Financial Services (CGFS) Charleston or Bangkok. Responsibilities as a cashier include performing limited cash disbursements as directed by the Director of Management and Operations, proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing cashier duties. (See MS 760 and OFMH 13)
- Purchase card holder: May be an authorized holder or a purchase card after successful completion of the requisite purchase card training and receipt of a Delegation of Purchase Cards Authority letter issued by the Senior Procurement Executive. Must adhere to the limitations contained in the Delegation of Purchase Card Authority and follow all instructions provided by OCFO/Acquisitions and Contract Management (OCFO/ACM), including policies and procedures contained in Manual Section 731 and the Overseas Financial Management Handbook (OFMH), in execution of purchase cardholder duties and responsibilities. (See OFMH 67 and 68)
- Travel card holder: May be an authorized holder of a travel card after successful completion of the requisite travel card training and receipt of a Travel Card Appointment issued by Agency Travel Card Program Coordinator. Must adhere to the limitations contained in the Appointment document and follow all instructions provided by Management/Administrative Services/Transportation (M/AS/T),

including policies and procedures contained in Manual Section 801, in execution of travel cardholder duties and responsibilities.

5. LOGISTICS

The duties and responsibilities of the Cashier are primarily executed from the Peace Corps office in Lomé. Travel to the field may be required approx. 5% of the time.

6. LEVEL OF EFFORT

- The Cashier will work a 40-hour week schedule, with occasional nights/weekends/holiday hours required.
- May be requested to carry a duty phone on a rotational basis.

7. QUALIFICATIONS

Education:

Required

- Completion of secondary school is required.

Preferred

- Post-secondary education (*BAC G2, License, Master*) in finance, accounting, business management or a related field.

Experience:

Required

- At least two years' progressively responsible experience in accounting, cashiering, bookkeeping, or related experience in a fast-paced work environment.
- At least six months' administrative or customer service experience.

Preferred

- At least six months of work experience in an international organization or non-government organization similar in size to Peace Corps.
- At least one year working in a multicultural environment (studying in another country, working in an organization with staff from other countries, etc.).

Abilities and Skills:

- Strong computer skills, especially in the use of Microsoft Office Suite (PowerPoint, Excel, Outlook, and Word).
- Experience using computer based, proprietary, financial management systems.
- Ability to produce quality deliverables in a timely manner, coordinate multiple projects simultaneously, work well under pressure, and meet deadlines.
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Language Proficiency:

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