

CASH Support Assistant

Overall purpose of the role

Carries out beneficiary screening tasks after training against a set script and questionnaire, reporting daily on task status.

Sector responsibilities of CASH team: Implementation of Multi-Purpose Cash Assistance (MPCA), Individual Protection Assistance (IPA) provided as cash assistance, Health payments provided as cash and other voucher-based distribution as required, for interventions under both Acute Crisis and Protracted Displacement Platforms

Geographic scope: Country

This role has a country focus and ensures compliance to DRC procedures and guidelines within the country. The role contributes to the development of country strategies, which are translated into action plans and day-to-day tasks. The role provides support and/or technical guidance to country operations while overseeing country activities.

Main responsibilities

Carries out tasks within the CASH team relating to beneficiary screening under direct supervision and after receiving a basic training on the applicable standards and procedures by DRC. Communications are within well-defined parameters and based on a set script and use of screening questionnaire. Basic tasks include:

- Conduct telephone or in-person questionnaires for beneficiary screening (e.g. data collection)
- Record on the online system data collected (e.g. Kobo)
- Follow up on individual data files to ensure necessary documents are in place (e.g. ID copies)

Direct reports

No direct reports

Reports to

CASH Team Leader

Required experience and technical competencies

- Related work experience is preferred.
- Experience in administrative tasks not required, but preferred
- Basic IT skills required (e.g. data entry into a pre-prepared excel file)
- Ability to follow standard procedures and guidelines once explained/trained
- Basic English proficiency

All DRC roles require the post-holder to master DRC' core competencies:

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Acting in line with DRC's vision and values.

Required education

Basic education required, Diploma qualification preferred

Position: For national staff only
Location: Tehran
Start date: ASAP

Application process

Interested? Then apply for this position by going through this link:

<https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1036&ProjectId=151068&DepartmentId=19062&MediaId=5>

Deadline

23rd May 2018