

# Job Vacancy

## Roving Cashier

Job Title:	Location:	Reporting to:
Roving Cashier	MSK Centres	Centre Channel Lead
Salary Range	Contract Type	Probation
	Fixed Term	3 - Months

Marie Stopes Kenya is an NGO registered in Kenya as a local implementing partner of MSI Reproductive Choices, a UK charity. We deliver quality sexual and reproductive healthcare, family planning and other women's health services to millions of the world's poorest and most vulnerable women. We want to make sure that women have a choice when it comes to having children and that death by unsafe abortion is reduced.

We are seeking to recruit the Roving Cashier who will be reporting to and working with the Centre Channel Lead. The holder of this position will assist MSK Programmes department to achieve effective centers monitoring through real time analysis and reporting of service income, client conversions, inventory management and implementation of quality action plans including client centeredness. He/she is expected to carry out his/her activity in designated centers independently. The Roving Cashier must be systematic in all operations adhering to the laid out standard operating procedures.

The primary responsibility of this role is to further MSK' Goal: **THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individual's right to **CHILDREN BY CHOICE NOT CHANCE**

It is a role requirement that the job holder must fully comply with, promote and live MSK's **CORE**

Mission Driven	Client Focused	Results Orientated	Pioneering	Sustainable	People Centered
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### Key Responsibilities

The post holder will be required to deliver on the following areas:

- During his/her visit, act as the first and final point of contact for clients visiting MSK centres.
- Through sampling, assess for completeness in data entry while capturing client data i.e., referral source, consent for feedback
- Reconciling services offered to MSK clients as recorded in the client registration cards against clients recording system; E-HR
- Prepare daily and submit reconciliation reports for actual clients visits against E-HR registered clients, E-HR offered services against actual services paid for and reported services numbers against stock utilization.
- Ensure completeness of E-HR entries and documentation of all client visits including reasons for services not offered.
- Prepare stock movement and reconciliation schedules including conducting a blind stock take, analyze the issues identified in the stock takes and share with Channel Lead for action.
- Prepare, review and monitor center service income report for Centre manager sign-off.
- Review Centre's implementation of client centeredness approach.

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- Review implementation of Center specific quality action plans
- Ensure timely submission of operational reports (petty cash, referral payments etc)
- Conduct AFB focus groups during his Centre visit (can be done in the morning meeting where the team deliberates on the challenges successes and improvement of AFB program.

### Skills and Experience

#### Qualifications:

- Bachelors degree or diploma in finance or business related field.

#### Experience:

- Past experience as a cashier.
- Experience working with MSK as a consultant (Desirable)

#### Skills and Abilities:

- High regard for confidentiality.
- Strong data analysis and reporting skills.
- Good communication skills
- High level of attention to detail.
- Good organisation and prioritisation skills
- Trustworthy and responsible.

#### How to apply

Both Internal and external candidates who are suitable and qualified should email one document combining an application letter and CV to [pd@mariestopes.or.ke](mailto:pd@mariestopes.or.ke) on or before **March 28, 2024**. The subject of the email should read **Roving Cashier** Do not attach certificates and testimonials. Marie Stopes Kenya is an equal opportunity employer and does not ask for fees at any stage of the recruitment process. Successful candidates must abide by MSI's Antifraud & Bribery Policy and Safeguarding Policy, including protection of children and vulnerable adults.