



Tanzania Private Sector Foundation (TPSF) is an apex private sector organization, formally incorporated under the Companies Act (Cap 212) on 4th November 1998. As a focal private sector organization in Tanzania, mandated to promote private sector development and ensure effective engagement with the private and public sector. TPSF has been at the forefront in championing social-economic transformation and advocating for reforms to enhance Tanzania's business environment and investment climate. TPSF being an equal is recruiting various candidates with passion in Private Sector Development in various economic sectors.

1. POSITION TITLE: FINANCE OFFICER

The incumbent will be supporting the finance department by completing routine clerical and accounting tasks. Assist in preparation of budgets, maintaining accounting records, and other accounting duties of the Foundation.

Duties and Responsibilities

- To process various payments;
- To capture receipts;
- To prepare and remit all statutory payments.
- To compile source documents, attach them against the appropriate payment vouchers;
- To update accounting data into the system;

- To participate in preparing journal summaries/journal vouchers for transactions;
- To prepare bank reconciliations;
- To reconcile the accounts payable and accounts receivable ledgers;
- To reconcile control accounts;
- To monitor trial balance frequently;
- To participate in preparing financial statements;
- To reconcile the accounts payable and accounts receivable ledgers;
- To participate in preparing journal summaries/journal vouchers for transactions;
- Preparation of various accounting schedules;
- To update fixed asset register;
- To participate and support various engagement including financial Audit, expenditure verifications etc;
- Perform any other duties as may be assigned by your supervisor from time to time.

Minimum Skills and Qualifications Required

- Must have Bachelor Degree in Accounting, Finance or its equivalent qualifications from a recognized academic institution;
- Must have at least three (3) years working experience in competitive business environment;
- Must have experience in Donor Fund Projects;
- Knowledge in the accounting information system especially Microsoft Dynamics NAV accounting package.

2. POSITION TITLE: **SECTORAL POLICY ANALYST- 6 Vacancies (Key sectors: Tax & Fiscal, Agriculture, Oil & Gas, Mining and Energy, Transportation & Logistics and ICT)**

Under the overall guidance of Director of Policy, Advocacy and Research the incumbent will be gathering statistical data and other information to explore issues affecting private sectors business climate and craft solutions, analyse and recommend potential policies, evaluate the outcomes of existing policies, offers a unique insight into national policymaking processes and influence major policy decisions.

Duties and Responsibilities;

- Conduct research (qualitative and quantitative) and analysis and prepare reports on the assigned sectoral issues related to substantive areas of TPSF's work.
- Provide policy information to TPSF members, Management and Board of Directors and other stakeholders on issues within the Policy Department's responsibility.
- Deliver technical assistance, training and capacity building activities to TPSF Secretariate and TPSF member.
- Formulation of policy briefs and preparation of sectoral position papers and/or reports
- Provide technical expertise in issues raised related to policies of assigned sector.
- Participate in and provide support to the Policy Department's outreach activities and events.
- Participate in and contribute to other Trade Policy activities of the Policy Department, as required. • Perform any other duty as may be assigned by your supervisor.

Qualifications Requirements;

- A bachelor's degree from a recognized University in Economics, International Trade, Business Administration and or policy or any other relevant field is required.
- A minimum of two (2) years' experience in policy dialogue, research, or policy analysis.
- Experience in policy dialogue for Business Membership Organizations; and knowledge of the private sector and regional integration would be critical assets.
- Working closely with line Senior Officers to achieve project and organizational goals and the ability to work in a multinational environment with diverse groups of stakeholders.
- Good understanding of economic development factors in relation to private sector development.
- Good oral and written presentation skills

How to apply

All applications should be submitted to recruitment@tpsf.or.tz enclosing cv and cover letter before or on **16th March 2022**.