



Jambo For Development (JFD) works with schools, children, parents, institutions, and local and central government officials to further its mission to use innovative life skills games, creative sports, and games to empower children and youth in Kagera Region, Tanzania. Apart from efforts to improve education outcomes, JFD also aim to address gender equality and health issues by raising awareness on HIV/AIDS and the use of clean water, and good sanitation. JFD programs focus on improving existing infrastructure, training teachers, and organizing sports competitions for children. JFD's innovative "Life Skills Games" concept offers children a unique 'learning by doing' experience and imparts a range of essential skills that include interpersonal, decision making, critical thinking, self-management skills, increased awareness, and confidence. The teacher training component of the programme imparts teachers with knowledge and tools to help raise awareness about HIV/AIDS and transfer the knowledge to pupils to develop their social and physical skills.

Jambo For Development will conduct a baseline survey in two pilot districts of Kyerwa and Muleba, for its 2022/2027 vision which is already underway. In this regard, JFD is looking for "volunteer enumerators" to who will be responsible for collecting, entering, and cleaning survey data.

*The duties and responsibilities of the field enumerator are as follows:*

**Pre-Enumeration duties:**

- Attend a two-day enumerators' training workshop
- Review and give suggestions on the survey tools
- Receive enumeration materials from the JFD designated staff
- Conduct a pre-survey test at one of the schools
- Make any amendments to the surveys if applicable
- Work with JFD staff to develop an enumeration schedule
- Select sample schools to be surveyed

**Enumeration duties:**

- Conduct interviews with respondents
- Record responses as instructed
- Comply with the requirements necessary for conducting a successful interview

**Post-Enumeration duties:**

- Ensure that enumerator checking is complete
- Ensure that all questionnaires are accounted for
- Turn over all literature and materials used in the survey to JFD M&E personnel

**The successful candidate will have the following qualifications and skills:**

- A university degree in child related psychology
- Familiarity with the use handling children

- Highly organized individual, capable of handling multiple priorities, meeting deadlines, and managing time effectively
- Ability to work independently as well as an effective team player
- Outstanding communications, writing, and research skills
- Child friendly and knows how to make them comfortable to share their thoughts



## FINANCE MANAGER JAMBO FOR DEVELOPMENT

<b>Place of Work/Location :</b>	Kagera, Tanzania
<b>Application Deadline :</b>	24.07.2022
<b>Languages Required:</b>	English & Kiswahili
<b>Starting Date:</b>	16.09. 2022

Please apply in English using your CV (including education, internships, working experiences and employments) and covering letter (as a motivational letter why you are interested in this position and Jambo For Development) as a single document. Also include actual and expected annual gross compensation for this position and references from former working experiences.

Please send your application to [job@jambofordevelopment.org](mailto:job@jambofordevelopment.org)

### BACKGROUND

#### **Information about Jambo For Development:**

Jambo for Development (JFD) works with schools, children, parents, institutions, and local and central government officials to further its mission to use creative sports and games to empower children and youth in Kagera Region, Tanzania to achieve gender equality and improved health (HIV/AIDS awareness and water and sanitation) and education outcomes. The JFD programmes focus on improving existing infrastructure, training teachers, and organising sports competitions for children. JFD's innovative "Life Skills Games" concept offers children a unique 'learning by doing' experience and imparts a range of essential skills that include interpersonal, decision-making, critical thinking and self-management skills creating increased awareness and confidence. The teacher training component of the programme imparts teachers with knowledge and tools to help raise awareness about HIV/AIDS and further develop the pupils' social and physical skills.

Jambo for Development and its pre-cursor and founding organisation Jambo Bukoba, based in Germany, have reached more than 500,000 children by the end of 2020 generating improvements in school examination results moving Kagera to the third position countrywide.

Visit us: <https://jambofordevelopment.org/>



## JOB SUMMARY

The Finance Manager position is crucial to the success of Jambo For Development integrated services. The position requires a high degree of integrity, professionalism, flexibility, and perseverance, as well as the ability to anticipate, identify and resolve accounting and management problems. We are looking for highly professional, enthusiastic, and energetic Finance Manager to support the ongoing activities of Jambo For Development.

The primary role of the job is to oversee activities within the finance and accounting department, drive financial planning of the organisation by analysing its performance and risks, retain constant awareness of the organisation's financial position, enhance financial control systems, periodic financial/management reporting and to manage the finance and accounting team

Under the overall guidance of Jambo For Development board and direct supervision by the executive director, the Finance Manager will be responsible for high quality and timely financial inputs and outputs to ensure the success of the objectives of Jambo For Development and our partners.

## DUTIES AND RESPONSIBILITIES

### **Finance Manager will have the following duties and responsibilities:**

- Directing and managing all the transaction processing of the finance and accounting department
- Developing and reviewing financial policies and standard operating processes (SOPs)
- Preparation of project financial reports, JFD has multiple partners funding multiple projects thus the finance manager is expected to deliver timely financial reports to our partners.
- Preparing timely monthly consolidated financial statements, payments, and cash-flow management reports
- Develop and manage annual and multi-year budgets that are adequate for the organization's needs including preparation of periodic budget forecasts.
- Liaising with internal auditor, external auditors, regulators and other third parties
- Managing and implementing internal audit findings
- Enhancing internal control systems within the organization
- Overseeing monthly VAT/ withholding tax returns and reconciliations
- Providing recommendations on how to improve the organization finance and accounting systems.
- In collaboration with the Project Managers, develop project projections, budget variance analyses, and financial risk management strategies and reports.
- Produce cash forecasts and monthly cash requests for our partners in Germany
- Ensure that monthly financial reports are submitted to partners by the given deadline



- Maintain an adequate voucher filing system to support/guarantee the sponsor reporting requirements in Germany and Tanzania.
- Following the accounting instructions of our partners in Munich for a 1:1 adaptation of the TZ figures/results for the German accounting system
- Ensure that procurement, time reporting, travel and financial policies and procedures are adhered to by all staff.
- Any other duties that the job holder may be allocated from time to time.

#### **Controlling:**

- Project controlling: Cost estimates for Memorandum of Understanding (MoU) and sponsor budgets available vs. actual YtD cost and check the required updates on a weekly basis with the JFD team for our “project sponsor overview or so-called bible”
- Balance control of all bank accounts and petty cash on a monthly basis.
- To supply monthly/yearly figures for the German financial reporting and explain differences.
- Prepare figures and details for the Jambo for Development annual report

#### **Other responsibilities and skills:**

- Online Banking incl. payments and bank withdrawals
- Perfect knowledge of Excel and be able to install new pivot lists for new analysis requirements.
- Support our team and our partners improving/simplifying reporting.

### **COMPETENCIES**

#### **Core Competencies:**

- Take responsibility. Discretion combined with 100% honesty and trustworthy.
- Demonstrates integrity by modelling the JFD values and ethical standards.
- Promotes the vision, mission, and strategic goals of Jambo For Development.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Be a good ambassador of Jambo For Development in sports, gender issues, HIV/AIDS awareness, and education

#### **Functional Competencies:**

- Organization and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources, and multiple reporting relationships.
- Plans, coordinates, and organizes workload while remaining aware of changing priorities and competing deadlines.
- Establishes, builds, and maintains effective working relationships with staff and stakeholders to facilitate the provision of maximum support



### **Self-Management**

- Demonstrates strong oral and written communication skills.
- Demonstrates openness to change and ability to manage complexities.
- Responds positively to critical feedback and differing points of view.
- Solicits feedback from staff about the impact of his/her own behaviour.

### **REQUIRED SKILLS AND EXPERIENCES**

#### **Education:**

- University Degree preferably in Finance, Accounting, Business Administration, Economics, or related field.
- Minimum 5 years' experience in a finance role, 2 of which must be at a senior management level
- Qualified accountant preferably CPA and registered with NBAA
- IPSAS experience is preferred of similar system
- Sound knowledge of organisation finance and accounting principles, laws, and best practices
- Sound knowledge of TRA and tax matters, as well as staying abreast of all relevant regulations
- Good understanding of budgeting, financial analysis, and forecasting
- Financial planning and reporting skills
- Excellent interpersonal and communication skills
- Leadership and management skills
- Proficient in the use of MS Office, online quick book, and accounting systems

#### **Language Requirements:**

- Fluency in written and spoken Kiswahili and English.



## HUMAN RESOURCE AND ADMINISTRATION OFFICER

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### JOB SUMMARY

Jambo For Development is looking for a suitable candidate for the mentioned post, who will be responsible to carry out HR business in the organization in order to ensure that, the welfare of staff and the organization are met so that the organization performs all of its operations efficiently. This role also includes administrative tasks including Managing



organization registrations, receiving, and forwarding communications, and taking care of more general duties

## DUTIES AND RESPONSIBILITIES

### **Human Resource and Administration Officer will have the following duties and responsibilities:**

- Managing staff recruitment and conduct employee orientation, development, and training.
- Check each departments' annual plan and prepare annual recruitment plan including sharing appropriate schedule and procedures required with all departments.
- Prepare and organize filing systems and record keeping for important and confidential organization documents i.e., contracts, MOUs, reports and ensuring unified filing system.
- Manage performance management process by ensuring.
  - Staff annual goals and job description are in place
  - Staff performance tools are in place
  - Mid and final appraisal is conducted to all staff within time
  - Support Executive Director to review appraisal reports and give feedback accordingly
  - Appraisal documents are properly filled and kept in employees' files
- Develop and manage HR system and ensure system is effectively used.
- Develop and implement staff training, programs, and development activities.
- Review, develop and execute of HR policies.
- Prepare new employee's contracts and develop terms and conditions.
- Managing disciplinary issues, addressing employees concerns and announcing changes or information from management to staff.
- Manage and monitor HR budget including salary, statutory and other expenses.
- Provides support to employees in the interpretation of HR policies and guidelines.
- Preparing administration expense reports and related budgets as may be assigned.
- Support Office with general office upkeep, including maintenance of common areas, project vehicles, office equipment and supplies.
- Establish and maintain an efficient filing system of project documents specific to the project according to the established filing system of the Project.
- Managing organization compliance including drafting and sending documents to the government and other stakeholders for registration, annual fees payments, license etc.
- Coordinating and facilitating JFD's calendar to arrange appointments, meetings, and conferences in consultation with Travel and Logistics in charge person.
- Provide administrative and logistics support to the implementation of organization's activities
- Any other related work as may be assigned.



## COMPETENCIES

### Core Competencies:

- Take responsibility. Discretion combined with 100% honesty and trustworthy.
- Demonstrates integrity by modelling the JFD values and ethical standards.
- Promotes the vision, mission, and strategic goals of Jambo For Development.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Be a good ambassador of Jambo For Development in sports, gender issues, HIV/AIDS awareness, and education

### Functional Competencies:

- Organization and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources, and multiple reporting relationships.
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### Self-Management

- Demonstrates strong oral and written communication skills.
- Demonstrates openness to change and ability to manage complexities.
- Responds positively to critical feedback and differing points of view.
- Solicits feedback from staff about the impact of his/her own behaviour

## REQUIRED SKILLS AND EXPERIENCES

### Education:

- A Diploma in Administration, Human Resource, or related courses
- 3 years of working experience preferably in NGO's
- Solid knowledge of office management and procedures
- Experience with HR Management Software
- Ability to answer most inquiries and questions independently and follow up on requests in an efficient manner.
- Ability to multi-task and work well with others.
- Ability to listen and communicate well both verbally and in writing.
- Ability to work independently and attention to detail and accuracy.

### Language Requirements:

- Fluency in written and spoken Kiswahili and English.