



1. Position Title: FINANCIAL CLERK (All Interested Candidates)

Announcement Number: Dar es Salaam-2022-049

Hiring Agency: Embassy Dar Es Salaam

Open Period: 06/27/2022 - 07/11/2022 Format MM/DD/YYYY

Vacancy Time Zone: GMT+3

Series/Grade: LE - 0401 6

Salary: TZS TSh19,284,336 - TZS TSh19,284,336

Work Schedule: Full-time - 40 Hours a week, work schedule.

Promotion Potential: LE-6

Duty Location(s): 1 in Dar Es Salaam, TZ

Summary:

The U.S. Mission in Dar es Salaam is seeking eligible and qualified applicants for the position of Financial Clerk in the Financial Office.

Duties

Management of the Mission's VAT & Excise Duty Reimbursements - 50%

- Serves as the official tax manager for the Mission's USG agencies responsible for the oversight and reimbursement of the Mission's \$2.5M VAT and excise tax reimbursement program. Maintains a working relationship with key MFA, TRA and MoF contacts critical the processing and payment of USG tax reimbursements. Responsible for the processing or oversight of \$2.5M in refunds annually. Tracks all USG agency vendor invoices eligible for VAT refunds via an Excel spreadsheet noting invoice date, vendor, total cost, and total VAT refund due. Maintains a numerical recording system which uniquely identifies each invoice/refund request for easy reference. Prepares the tax submission claims and includes all relevant supporting documentation per detailed GoT guidelines.

- package to the MFA, TRA and MoF for approval, processing and payment. Systematically logs invoice/refund tracking numbers in MFA and TRA log books to ensure appropriate tracking of all refunds processed. Meets bi-weekly with MFA and TRA contacts on claim processing issues, solving inquiries, and securing payment. Manages the \$2.5M reimbursement reconciliation process and ensures proper payment is reimbursed to the appropriate agency.
- Fully versed in GoT tax law and detailed TRA regulations critical for to successfully receive full tax reimbursements. Prepares the TRA ITX262.02.E form and all relevant supporting documentation including an Excel spreadsheet listing receipts, plus each original receipt as per detailed TRA guidelines. Liaises with appropriate Customs officials to process refunds for excise duty on diesel and petrol fuel purchased by the Mission. Prepares appropriate Customs documentation and obtains required signatures. Records all refund claims in a detailed Excel spreadsheet noting fuel quantities, total cost, excise cost and dates sent to Customs for refund processing. Meets with Customs officials as necessary to ensure the Embassy claims are processed promptly. Provides refund notification information to USG agencies on refund status, approvals and reimbursement amounts. Processes over \$500,000 annually in excise duty refunds.
- Directly responsible for ensuring legal and correct tax reimbursement invoice processing throughout the entire claim payment lifecycle from receipt of tax invoice to final payment and proper record retention. Responsible for correctly processing annually up to 10,000 vouchers and 15,000 tax invoices/receipts for all Mission USG agencies and their multiple programs. Ensures fiscal tax receipts/invoices are valid, accurate, appropriately signed, and payments are in accordance with all applicable regulations. Responsible for accurately processing some highly complex tax refunds such as local guard invoices and multi-agency funded invoices..
- When VAT law or TRA regulations change, incumbent drafts management notices and updates the Mission's VAT reimbursement handbook as needed to inform affected customers. Incumbent also handles any disagreements and issues between the Mission and TRA using sound judgement as to when to elevate issues to senior management. Provides one-on-one training for successful claim processing and refunds. Advisor to the Management Officer and Financial Management Officer on all GoT tax related matters.

Designated Billing Officer: 30%

- Incumbent receives all tax invoices for the Mission as the Designated Billing Officer and routes to appropriate agency, section or office for required approvals and documentation. The incumbent is the FMC point of contact for vendors, service provider staff, and internal customers with respect to voucher processing and invoice payments. For rejected vouchers the incumbent works with the agency or office submitting the voucher to correct and resubmit. Uses post policy guidance and reasonable judgment to identify invoices suitable for processing at the offshore Post Support Unit versus invoices that should remain at post. Pro-actively follows up with vendors and customers to ensure correct documentation is received on time and payments are processed within the requirements of post's uniform service standards to avoid delinquency and penalty charges associated with Prompt Payment Act.
- Voucher Indexing: Incumbent is responsible for all voucher submissions into the voucher invoice processing system. S/he reviews all vouchers submitted for completeness and determines if the voucher should be processed. After the vouchers are deemed adequate to process, the incumbent accurately enters the voucher into system (eInvoicing).

Mobile Money (MM) Sub-cashier: 10%

- Acts as the Mission's MM sub-cashier and account operator. Prepares payment disbursement for all petty cash payment requests submitted to the Embassy's Class B Cashier.

Administrative Support - 10%

- Provides administrative and clerical support to the FMC. Responsible for drafting and typing FMC management notices, letters, and cables.

Requirements:

EXPERIENCE: Two years of Administrative experience is required.

Education Requirements: Completion of Advanced level Secondary School (Form VI) is required. 2 years of college/university studies in Business is required.

Evaluations: LANGUAGE: Level IV (fluent) in English and Level IV (fluent) in Kiswahili (speaking, writing and reading) is required. (this may be tested)

Required Documents:

Please provide the required documentation listed below with your application:

- High School (Form VI) Diploma
- Other Document 2 - College Certificate
- Proof of Citizenship - (Passport or Voters Card)
- National ID (NIDA) - Mandatory

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2. **Position Title:** Medical Technologist (MT) - (All Interested Candidates)

Announcement Number: Dar es Salaam-2022-034-RA

Hiring Agency: Embassy Dar Es Salaam

Open Period: 06/27/2022 - 07/11/2022 Format MM/DD/YYYY

Vacancy Time Zone: GMT+3

Series/Grade: LE - 0515 8

Salary: TZS TSh38,384,127

Work Schedule: Full-time - 40 hours per week

Promotion Potential: LE-8

Duty Location(s): 1 Vacancy in Dar Es Salaam, TZ

Summary:

The U.S. Mission in Dar es Salaam is seeking eligible and qualified applicants for the position of **Medical Technologist (MT)** in the **Medical Unit (Health Unit)** Section.

Duties**Provides Laboratory Services (35%)**

- Performs waived to high complexity laboratory testing according to U.S. standards specified in Clinical Laboratory Improvement Act (CLIA '88) and the College of American Pathologists (CAP) regulations in the areas of hematology, urinalysis, chemistry, microbiology, serology, immunology, blood banking, and

parasitology to employees and eligible family members (EFMs). Follows standard operating procedures (SOPs) for the Blood Bank and adheres strictly to AABB regulations. Maintains electronic and paper records of patient's results, equipment maintenance, and quality assurance documentation for two years and guards information appropriately per CLIA 88 requirements. Performs laboratory procedures to aid in the diagnosis of infectious and tropical diseases (HIV, malaria, schistosomiasis, typhoid, dengue, etc.). Assesses accuracy and validity of test results by applying knowledge of relevant scientific principles and provides detailed information to medical providers. Performs appropriate laboratory testing to gather important epidemiological information from an infectious disease outbreak. Maintains Walking Blood Bank (WBB) database of blood types and potential donors.

Collects, Labels and Processes Patient Specimens (15%)

- Collects venous and capillary blood specimens from patients of all ages, from babies to adults, without injury to internal structures, e.g. tendons, and nerves. Instructs patient on collection of other specimen types. Knowledge of U.S. Standards for the collection, assures proper collection and processing of PAP and biopsy specimens. Knowledge of International Civil Aviation Organization (ICAO), International Air Transport Association (IATA), and Department of Transportation (DOT) regulations for the shipment of bio-hazardous, diagnostic and infectious specimens. Instructs HU staff and patients on proper specimen collection.

Manages Quality Assurance Program (10%)

- Calibrates analyzers as required. Performs quality control as required by CLIA 88 and CAP. Determines events that must be entered into the Quality Assurance database computer programs. Position must maintain and update database continually. Gathers and evaluates data and documents conclusions and corrective actions in the computer program. Adheres to established policies for handling unacceptable specimens due to improper collection, handling, age, storage and notifies providers and patients. Arranges daily, monthly and quarterly maintenance on the laboratory's electronic equipment, computers, and precision instruments. Troubleshoots instruments, resolves technical problems, and initiates remedial actions quickly to be prepared for urgent testing needs. Evaluates QC data to establish new QC lot ranges to maintain valid test systems. Monitors temperatures of the laboratory, refrigerators, freezers, incubators and heating blocks to assure proper conditions for testing and storage of supplies.

Procurement and Financial Management Responsibilities (10%)

- Maintains knowledge of Mission's procurement and cashiering processes and procedures. Determines which supplies are needed for the laboratory and submits purchase orders or purchases items. Manages inventory of the laboratory. Handles cash payments. Collects and holds cash from patients for outside tests, makes change and issues receipts for patient tests sent to an outside laboratory. Maintains inventory of N95 masks and Personal Protective Equipment (PPE).

Participates in Disease Prevention/Health Education Programs (10%)

- Assures proper collection and tests samples from Mission's water supply. Performs food safety inspections of Mission and Mission-related food facilities at the mission cafeteria, Ambassador and DCM residences, and Marine House, to ensure safe food preparation and handling for public events. Performs environmental sampling when requested or uses a RMLS recommended facility that will perform the test. Performs specimen collection for the DOS Lead Survey program.
- **Oversees the Implementation and Adherence to the HU's Exposure Control Plan for Blood Borne Pathogens**

And Hazardous Chemical Control Plan (10%)

- Responsible for disposal and incineration of all HU medical waste per OSHA regulations. Strictly adheres to policies and procedures established in the Exposure Control Plan. Monitors the HU staff's adherence to these policies. Creates and submits annual reports on blood borne pathogen training to Occupational Health. Maintains on file Material Safety Data Sheets (MSDS) for all hazardous chemicals used by the laboratory as well as providers.

Maintains Working Relationship with the Local Reference Laboratory Directors and Facilities (5%)

Coordinates and Conducts Cross Training of In-House HU Staff (5%)

****Note: This position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

Requirements:

Experience: A minimum of three (3) years of clinical laboratory experience in a hospital laboratory, health agency or medical research program is required.

Education Requirements: Education: Bachelor's degree or equivalent in medical technology, clinical laboratory science, chemistry, physical or biological science from a recognized institution is required. Must possess and maintain a current certification as a Medical Technologist/Medical Laboratory Scientist as required from the host nation, country of origin, or the U.S.

Evaluations: Language: Good Working Knowledge (reading, speaking, and writing) in **English** is required and Good Working Knowledge (reading, speaking, and writing) in **Kiswahili** is required. **"This may be tested"**

Required Documents:

To qualify based on education, you **MUST** submit the requested degree and / or transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

All Applicants:

- Bachelor's degree or equivalent in medical technology, clinical laboratory science, chemistry, physical or biological science from a recognized institution is required - Certificate
- Must possess and maintain a **current certification** as a **Medical Technologist/Medical Laboratory Scientist as required from the host nation, country of origin, or the U.S.-**
- Proof of Citizenship (Passport, NIDA or Voters Card)
- National Identification Card - Mandatory
- Other Document
- Other Document 2

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