TETRA TECH

1. Procurement and Logistics Manager:

Tanzania Private Sector Strengthening Activity

Practice area(s): Economic Growth

Location(s): Dar es Salaam, Tanzania

Duration: Contract Employee

Classification: Project

Hire Type(s): In-Country Applicant

Experience: 1-5 Years

The USAID-funded Private Sector Strengthening Activity in Tanzania, implemented by Tetra Tech International Development is currently accepting expressions of interest for a Procurement and Logistics Manager. This position will be located in the main office in Dar es Salaam.

Ensures smooth running of the office by coordinating operational and administrative activities between departments including ensuring that guests and vendors are supported, procurement and finance departments are kept informed of office supply, logistical, meeting events, and travel needs. Ensures compliance of Employee Manual and standard operating procedures, filing policy, company policies, and USAID

regulations. Coordinates effectively and professionally with the project management and home office.

Responsibilities:
<u>Office Management & Procurement</u>

* Responsible for the day-to-day management of the PSSA office in Dar es Salaam, ensuring orderliness, and establish work relationships with service providers;
* Develop, maintain, and report on and manage property inventory assigned to staff;
* Serve as primary liaison with office leased landlord and control of maintenance needs;
* Support accounting department with the management of petty cash account;
* In coordination with the Director of Administration and Finance, support the collection/management of VAT tax exemption and reimbursement process;
* Writes tender documents and participate in bid analysis processes in compliance with procedures and regulations;
* Ensures that all local project procurement complies with Tetra Tech home office procedures and USAID regulations;
* Supervise the work of the Administrative Assistant and sit at the office front desk when the Administrative Assistant is otherwise engaged.

<u>Events and Travel Roles</u>
* He/she will have the primary responsibility of ensuring the timely provision and delivery of all logistical support to the operation of the Dar es Salaam office, including organizing meetings and workshops etc;
* Create and maintain a staff travel tracker; oversee the traveling schedules and verify the authorizations required for travels process as well as maintain supporting documentation in files for all trips;
* Coordinate international visits, including assistance with VISA application and documentation for staff, and ensure that the documentation adheres to USAID rules and national immigration regulations;
* Monitor and ensure compliance with Tetra Tech's Travel Policy and Procedures.

<u>Information Management roles</u>
* Ensure all project equipment is in excellent working condition and coordinate with the US-based IT teams on the status of IT equipment and general computer systems;
* Provides assistance to staff to enable effective communication and provides expertise to partners and stakeholders;
* Ensure all staff are connected to networked computer systems; maintain information management and administration systems; including efficient use of Egnyte information sharing system as needed;
* In coordination with the Director of Administration and Finance, track USAID approvals for travel, hiring, and equipment procurement.

<u>Supervision</u>

* Supervises the work of the Drivers including their schedules are maintained on a shared calendar and movements are coordinated effectively with all departments for the daily needs of the project activities;
* Ensures the Drivers travel reports and travel expense reports are properly completed and submitted for liquidation and payment;
* Other duties as assigned by the Director of Administration and Finance

Qualifications:
* University degree in Administration or another relevant field required;
* Minimum 5 years experience in an equivalent position providing support to international donor-funded projects;
* Computer literate in Microsoft Office (Excel, Word, PowerPoint, etc) with excellent organization skills, interpersonal skills, and attention to detail. Able to work in a fast-paced environment, learn quickly, and work well with a team;
* Fluency in English, both written and spoken;
* Tanzanian Nationals strongly encouraged to apply

To be considered applicants must submit the following as part of the online application process:
* Cover Letter
* CV in reverse chronological format

Please ensure that your Cover Letter and CV/Resume are uploaded and submit only the requested documentation as part of your application. Incomplete applications and/or corrupt files may delay processing of your application or remove you from consideration. Applications that do not meet the minimum requirements listed above will not be considered. **No phone calls will be accepted.**

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2. Administrative Assistant:

Tanzania Private Sector Strengthening Activity

Practice area(s): Economic Growth	
Location(s): Dar es Salaam, Tanzania	
Duration: Contract Employee	

Classification: Project
Experience: 1-5 Years

The USAID-funded Private Sector Strengthening Activity in Tanzania, implemented by Tetra Tech International Development is currently accepting expressions of interest for an Administrative Assistant. This position will be located in the main office in Dar es Salaam.

Sit at the front desk of the office, serving as the face of the project as the first person that guests see, directing them as appropriate. Support the office in all aspects regarding operations and logistics to ensure smooth running of the office and project activities. Serve as logistical point person for IT related troubleshooting. Work to assist the Procurement and Logistics Manager as necessary to support office operations.

Responsibilities:
* Responsible for receiving all guests, vendors, packages, mail and recording and directly them to the appropriate department;
* Support coordination of office repairs, maintenance, and cleaning as needed;
* Support planning of special events or meetings in support of project goals including support to identification of vendors, organizing invitations, and other tasks as needed;
* Support compliant application of procurement processes including updating the inventory, applying inventory stickers and managing equipment;
* Provide support for the daily management of the PSSA office and administration;
* Provide IT support to staff in the form of troubleshooting computer problems, connecting printers, etc in coordination with the IT Service Provider and IT Service Consultant and the HO IT to ensure compliance with HO IT policies and procedures;
* Support project operations including property management, travel support, and partner coordination as assigned by and in close coordination with the Procurement and Logistics Manager;
* Assist in the coordination of domestic and international travel arrangements;
* Assist the Procurement and Logistics Manager with filing project records including vendor contracts, legal and registration files, property management files, and HR records for each employee including employment contracts, employment evaluation forms, employment forms;
* Other duties as assigned by the Administrative Manager.

Qualifications:
* University degree in business administration or other relevant field preferred;
* Minimum 2 years' experience in an equivalent position providing support to international donor-funded projects;
* Computer literate in Microsoft Office (Excel, Word, PowerPoint etc) with excellent organization skills, interpersonal skills, and attention to detail; *Demonstrated experience in administration and operations, tactfulness, enthusiasm, and ability to work well as a team;
* Fluency in English, both written and spoken;

* Tanzanian Nationals strongly encouraged to apply.

To be considered applicants must submit the following as part of the online application process:
* Cover Letter
* CV in reverse chronological format

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3. Accountant:

Tanzania Private Sector Strengthening Activity

Practice area(s): Economic Growth	
Location(s): Dar es Salaam, Tanzania	
Duration: Contract Employee	
Classification: Project	
Hire Type(s): In-Country Applicant	
Experience: 1-5 Years	

The USAID-funded Private Sector Strengthening Activity in Tanzania, implemented by Tetra Tech International Development is currently accepting expressions of interest for an Accountant. This position will be located in the main office in Dar es Salaam.

The Accountant is responsible for supporting the Director of Administration and Finance in the management of accounting and financial control systems for the Tanzania PSSA project, and for ensuring that project finances are in compliance with all USAID financial administration and reporting requirements. The Accountant will also ensure financial

information is recorded and filed correctly, and that financial reports are timely and accurate.

Responsibilities:
* Assisting in closing financial accounts and preparing financial statements as part of monthly financial reports;
* Assist with all bookkeeping, bank accounts and cash flow to ensure sufficient funds are available for effective and efficient implementation;
* Assist reviewing petty cash records/entries and verifying cash counts and monthly reconciliations;
* Ensuring that financial records are up to date and ensuring that documents/ reports/guidelines/Audit files are stored in an appropriate manner;
* Coordinating closely with all project staff to ensure financial matters and finances are managed appropriately;
* Responsible for proper processing of all travel advances and expense reports;
* Maintaining and updating accounting and financial control system in accordance with US Government regulations and Tetra Tech policies and procedures;
* Managing confidential payment of monthly payroll and ensuring timely processing of statutory payments such as PAYE income tax, Social Security Contributions, Withholding Tax, and collection of Tax Credit Certificates;
* Assist preparation of VAT reimbursement claims and obtaining all supporting documentation.
* Responsible for timely recording transactions in QuickBooks and generating periodic/monthly standard reports;
* Ensure transactions are entered and properly recorded in online banking for approval and transfer of funds;
* Preparing receipt and disbursement vouchers and ensuring are properly per project filing policy;
* Assisting in the preparation of budgets, accounting and financial reports, funds requests, statistical and other reports as required;
* Performing other duties assigned by the COP and DAF.

Qualifications:
* College degree in accounting, finance or similar field preferred. Relevant experience may be a substitute for the degrees mentioned;
* Minimum of 4 years' experience in a similar position;
* Experience in using QuickBooks accounting software preferred. Experience working in a similar position with an NGO, business, or international organization required;
* Previous experience working on a USAID-funded program strongly preferred. Excellent interpersonal skills, capacity to work independently and as a team, integrity and ethics, and organization and attention to detail required;
* Fluency in English, both written and spoken, is required;
* Tanzanian Nationals strongly encouraged to apply.

To be considered applicants must submit the following as part of the online application process:

* Cover Letter
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4. Grants and Subcontracts Manager:

Tanzania Private Sector Strengthening Activity

Practice area(s): Economic Growth

Location(s): Dar es Salaam, Tanzania

Duration: Contract Employee

Classification: Project

Hire Type(s): In-Country Applicant

Experience: 1-5 Years

The USAID-funded Private Sector Strengthening Activity in Tanzania, implemented by Tetra Tech International Development is currently accepting expressions of interest for a Grants and Subcontracts Manager. This position will be located in the main office in Dar es Salaam.

The role of the Grants and Subcontracts Manager is to lead the implementation of the project's Grants under Contract (GUC) and local subcontracting activities, under the supervision of the Chief of Party (COP) and in collaboration with the technical team. The Grants and Subcontracts Manager is responsible for managing the entire GUC portfolio in compliance with Tetra Tech's procedures and policies governing GUCs. The Grants and Subcontracts Manager will build the capacity of staff and grantees in grant management.

Responsibilities:

* Coordinate with the project team for annual planning to ensure the grant program technical objectives are clearly defined and estimated timelines for solicitations are appropriate;
* Define and administer the grant solicitation (RFAs/APSs) and selection processes in collaboration with technical staff and in accordance with Tetra Tech's procedures and policies;
* Coordinate closely with the technical manager on technical and financial negotiations, as well as the Monitoring, Evaluation & Learning (MEL) Manager on identifying MUM indicators that will be achieved;
* Assist in the development and issuance of grant solicitations, monitor the collection of grantee application, confirm receipt of applications with all applicants and review received applications against minimum screening criteria;
* Provide formal training to grantees on grants management to ensure grantees understand all USAID PSSA requirements related to their grant, including the procedures for requesting payments and reporting;
* Maintain grants records in the Tetra Tech grants management system (Salesforce) to ensure grant awards and disbursements are correctly tracked and aligned to deliverables/outputs per grants agreements;
* Conduct Pre-Award risk assessments to considered grantees;
* Reviewing various grantees accounting transaction e.g., budget, advance request, payroll, financial reports, quotation etc. to ensure correctness of disbursement and adherence to relevant grants and financial rules and regulations, administration instructions and practice;
* Facilitate and conduct pre-award due diligence requirements including the pre-award survey and cost analysis of the budget;
* Ensure that all grant files are well filled and properly documented according to the filling policy and grant documentation checklist. Maintain digital grants tracker and sub-awards management systems;
* Participates in technical and pricing evaluation review panels, prepares the evaluation summary report for execution by panel members, reviews, and recommends approval of subcontracts, participates in contract negotiations, drafts the subcontract, and shall also supervise the administration and monitoring of subcontracts;
* Drafts contract agreements and other compliance-related documents as needed, ensuring that all documents are in compliance with USAID regulations, Federal Acquisition Regulations (FAR) requirements, and Tetra Tech home office procedures;
* Works closely with Tanzania PSSA technical and finance staff to make sure technical and financial attachments to all agreements are clear, concise and complete in order to ensure effective and efficient subcontract development;
* In coordination with the Monitoring and Evaluation (M&E) Specialist, ensures that contractors are providing required M&E data to program teams and the M&E unit;
* Manages RFP and bid analysis process for subcontracts;
* Extracts reports from database and writes USAID-required reports, as required.
Qualifications:
* University degree in administration or another relevant field;
* Minimum 5 years' experience in an equivalent position providing grants support to international donor-funded projects;

* Computer literate in Microsoft Office (Excel, Word, PowerPoint etc) with excellent organization skills, communication skills, and attention to detail. Patience, diplomacy, willingness to listen and respect for colleagues is essential.
* Fluency in English and Kiswahili, both written and spoken;
* Tanzanian Nationals strongly encouraged to apply.

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* CV in reverse chronological format

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