



1. JOB TITLE: Finance Management Trainees Programme

Mtwara, Mtwara Region, Tanzania, United Republic of Finance/ Account DCTZ-FMTP-151122

Description

The Finance Management Trainee Programme is focused on fresh graduates with a view transferring foundational knowledge and practical skills required for their career advancement in our finance department.

Requirements

Qualifications, Profile and Experience required

- Recent (2021 & 2022) graduates from any field (preferably Finance, Accounting, Business Administration, Commerce) with a minimum of Second Class Lower.
- No work experience is required.
- Excellent analytical skills and ability to work under pressure.
- Good computer skills.
- Adaptive person.

If you meet this qualifications and profile and are willing to work for a dynamic organisation and department at Mtwara, Southern Tanzania, please apply to us **on or before 25th November 2022**

Benefits

- Private Health Insurance
- Paid Time Off
- Training & Development

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2. JOB TITLE: ICT Officer

Mtwara, Mtwara Region, Tanzania, United Republic of DCP - Finance & IT Full time TZ-IT-151122

Description

Job Summary

Provide hands-on technical support on all IT related issues to end users at DCP Tanzania.

Key Duties and Responsibilities

- Provide 1st line support for local and remote end-users, resolving IT related technical issues and providing assistance for Windows OS and related software applications
- Install, deploy and maintain IT equipment including laptops, desktops, phones, mobile devices, peripherals and setup of IT equipment on user's desks;
- Take on daily queries from internal users answering IT related questions and resolve problems related with IT software and services;
- Track all IT end user related requests within the Internal Service desk ticketing system;
- On-boarding and off-boarding users including identity and access management;
- Responsible to liaise with 3rd party IT vendors to procure , maintain and securely recycle Internal IT equipment;
- Provide basic IT induction training to end users;
- The potential to assist with Internal IT systems administration, including systems monitoring, patch management and backups;
- Perform additional duties and assignments as required in support of internal IT systems.

Requirements

Key Requirements

Education and Work Experience

- Bachelor's degree in Information Technology
- Minimum of two (2) years relevant work experience.

Skills and Competencies

- Good understanding and working knowledge of service support policies, processes and procedures.
- Good knowledge of troubleshooting relevant enterprise applications including SAP.

- Strong knowledge and experience in supporting MS Windows & MS Office Suite.
- Good knowledge of relevant hardware support and installation procedures.
- Good knowledge of IT infrastructure and applications.
- Strong problem solving and analytical abilities.
- Strong interpersonal and communications skills.
- Ability to work effectively under pressure.
- Customer service orientation.

Benefits

- Personal Health Insurance
- Pay Off Time
- Training and Development

APPLY HERE