



TANZANIA ROADS ASSOCIATION (TARA)

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VACANCY ANNOUNCEMENT

The Tanzania Roads Association (TARA) is a Non-Governmental organization established in **July 1991**. The Association is on a mission to create a vibrant Roads community that enhances the sustainability of the roads sector in the country through promoting the best practices in planning, financing, designing, constructing, maintenance and management of roads and safety of all road users, so that they become an efficient engine of the country's development. Applications are invited from qualified, energetic, proactive and dynamic Tanzanians to fill the following two vacant strategic managerial positions in the Association.

1. Executive Director

1.1 Reporting: To the Board of Directors

1.2 Key job description/ role:

Oversees the strategic and operational efficiency of the Association. This seasoned leader not only understands the current trends in the road sector but must also has a proven experience of developing and implementing a fundraising plan. The Executive Director is responsible for the successful leadership, overall management, and operations of the organization according to the strategic direction, and policies set by the Board of Directors.

1.3. Key responsibilities and accountabilities

- a) Create complete business plan for the attainment of goals and objectives set working alongside the board of directors
- b) Set and meet aggressive annual fundraising goals, in partnership with board of directors, to secure financial support from foundations, corporations, individuals, and government funding sources
- c) Oversee all external communication materials including, website, marketing materials, newsletters and social media content
- d) Serve as the face of the organization and actively participate in external events, both increasing visibility, credibility, and brand in the market, and developing strategic partnerships in order to increase community awareness and expand the program
- e) Build and lead an effective team dedicated to fulfilling the organization's mission through highly successful program implementation, community engagement, and fundraising targets

- f) Work closely with board of directors and committees, informing, assessing, and addressing issues that affect the organization
- g) Oversee the daily operations of the organization, providing executive direction of all program strategy, compliance, quality assurance, and program efficiency
- h) Identify and implement staffing requirements for efficient operations, maintaining a strong culture and work climate that attracts and retains staff, and drives the organization's mission
- i) Represent the organization and increase awareness by being the spokesperson and liaison with local media
- j) Develop an actionable plan for fundraising and managing monthly cash flow
- k) Serve as the CEO of the organization

1.4. Desirable Competence and Skills

- a) Strong public relations, marketing, and fundraising experience
- b) Knowledge of leadership and management principles related to nonprofit entities
- c) Proven success working with a board of directors
- d) Entrepreneurial mindset, with innovative approach to business planning
- e) Dynamic and charismatic team player who enjoys being the public face of an organization
- f) Ability to plan, develop, implement, and monitor a strong program
- g) Strong interpersonal skills, capable of creating respectful, nurturing, and empowering relationship in building a cohesive team
- h) Ability to think strategically, set priorities, and plans to achieve goals
- i) Analytical skills related to budgeting and financial management

4.5 Required Education and Experience

- a) Bachelor's degree in business, management, transport, engineering, human resources, finance, or MBA. Advanced Degree in the aforementioned fields, engineering management, education management and administration will be an added advantage
- b) Not less than seven years (7) of experience at senior management level, preferably with a nonprofit entity

2.0 Accountant

2.1 Reporting: To Honorary Treasurer of TARA

2.2 Key job description/role:

The primary role of the position is to support the Honorary Treasurer of TARA in managing financial affairs of the Association for efficient and effective operations.

2.3 Duties and Responsibilities

The potential candidate is expected to carry out the following duties and responsibilities:

- a) Carry out monthly bank reconciliations to establish cash position of the association on monthly basis.
- b) Prepare annual accounts of TARA for submission to auditors, TARA Board of Directors, Annual General Meeting (AGM) of TARA, and Tanzania Revenue Authority (TRA).
- c) Liaise with TARA Secretariat Officials (Honorary/Executive Secretary of TARA, Honorary Treasurer, Programme Officer and other relevant TARA Officials) to establish value for money on every contract involving TARA before the contract is executed.
- d) Liaise with TARA Secretariat Officials (Honorary/Executive Secretary of TARA, Honorary Treasurer, Programme Officer and other relevant TARA Officials) to prepare monthly and quarterly financial reports for submission to TARA Executive Committee/Board of Directors, Registrar of NGOs, and TARA partners [Ministry of Works and Transport, World Road Association (PIARC), International Road Federation (IRF), etc.] as per required standards.
- e) Prepare monthly payroll and remit relevant deductions to Tanzania Revenue Authority (TRA), National Social Security Fund (NSSF), Workers Compenssession Fund (WCF), and any other necessary authorities.
- f) File monthly and semi-annual reports for withholding taxes, VAT and PAYE to Tanzania Revenue Authority.
- g) Liaise with TARA Secretariat staff to prepare annual budgets, business plans for TARA.
- h) Receive and ensure safe custody of all the money and other assets of the organization.
- i) Liaise with Administrative Assistant to collect TARA Annual Members Subscription Fees.
- j) File annual returns to TRA
- k) Manage all assets of the Tanzania Roads Association.
- l) Maintain all books of accounts in required standards.
- m) Process various payments of the association including any international payments as may be required.
- n) Produce daily EFD reports.
- o) Be financial advisor of the Tanzania Roads Association Office Bearers and staff.

2.4 Desirable Competence and Skills

- a) Good computer skills including basic accounting packages
- b) Excellent knowledge of tax laws applicable in Tanzania
- c) Excellent knowledge of International Financial Reporting Standards (IFRSs) and International Public Sector Accounting Standards (IPSASs)
- d) Excellent skills in managing charts/votes of accounts
- e) Good interpersonal skills

2.5 Required Education and Experience

- a) A minimum of Bachelor's Degree in Accounting/Finance with a minimum of three (3) years of working experience in accounts sections
- b) Registered with National Board of Accountants and Auditors [NBAA] as CPA
- c) Experience with transport and construction sectors will be an added advantage
- d) He or she should be able to prove capabilities of being competent for the stated areas of function

NB. Interested candidates are encouraged to send their applications, CVs/Resume and copies of credentials to the TARA Chairman email address: info@tara.or.tz copy to jhaule@gmail.com to reach the Association no later than **5th February 2023**.