



JOB OPPORTUNITIES

ABOUT GLAMI

GLAMI mentors secondary school girls in Tanzania to complete their education, develop into confident leaders, and transform their own lives and their communities. We equip girls to overcome challenges and reach their full potential because educated girls create lasting positive change. The outcome is proactive, resilient, and socially-responsible girls who secure better jobs, raise healthier families, and increase the standing of women in society.

To learn more about GLAMI, please visit our website at www.glami.or.tz

FINANCE AND ADMINISTRATION MANAGER (1 POST, ARUSHA/KILIMANJARO REGION)

POST SUMMARY:

The primary responsibility of this position will be to provide leadership on planning and managing organization's financial and administrative resources. This Manager will be responsible for overseeing the organization's financial management, reporting, and forecasting, as well as its national administrative activities. The Manager will also oversee the planning, training, quality control, and monitoring of the administration staff as well as to provide technical assistance to the



rest of the staff in implementing and complying with financial and administrative procedures, to ensure compliance with regulations.

The Finance and Administration Manager is a full-time renewable contract position with GLAMI Tanzania, reporting to the GLAMI Director of Operations. This position will serve three regions, Arusha Kilimanjaro and Morogoro.

DUTIES & RESPONSIBILITIES

Prepare and manage the organization budgets and cash flow

- Monitor the Organizations budget and ensure that the budget overruns do not occur. This means coordinating with lower-level managers and employees to verify that expenses are acceptable.
- Keep track of all spending and produce quarterly and yearly statements.
- Regularly update managers of other departments within an organization about the financial state of their departmental budgets.
- Work with the finance and administration assistant to complete all organizational bookkeeping, payroll, and financial record keeping, both via QuickBooks and physical files.
- Provide assistance to other managers/staff in office and project budget preparation.

Prepare financial statements and other financial reports

- Present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly and annual financial statements.
- Collate financial reporting materials for all funders and partner's segments and oversee all financial, project/program and grants accounting.
- Ensure financial records and backup documentation is ready and adequate for internal and external audits and oversees regular internal audits and end of year financial audits.
- Prepare and submit reports and filings in compliance with local government laws.



Oversee the Finance and Administration Policies and Manage Risks

- Ensure development, update and dissemination of all necessary policies, procedures and internal controls for finance and administration.
- Ensures compliance and consistency with the organization's policies and procedures, as well as compliance with the terms and conditions of the agreements with funders and other partners across all regions.
- Participate in scheduled and random internal department audits and analyzing department financial data
- Coordinate and lead the annual audit process, liaise with external auditors and the Finance Committee of the Board of Directors; assess any changes necessary.
- Ensure that the organization's policies, procedures and internal controls are relevant and compliant with requirements of funders, local and national laws.
- Ensure that committees (Finance, Human Resource, Procurement) for internal control are properly constituted, meet regularly and their recommendations are implemented.

Manage the Procurement Process and Safeguard Organization's Assets

- Develop and maintain an asset management system.
- Follow and enforce the organization's procurement policies and procedures.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- Ensure an updated insurance policy for all organization's assets at all times.
- Ensure proper allocation of both financial and non-financial resources and enforce the internal control put in place to control wastage/misuse.

Facilitate the implementation of the organizational activities

- Provide direct supervision and leadership to administration staff including performance evaluations, regular feedback, and facilitation of training, coaching and mentoring.
- Oversee travel arrangements for staff, both domestically and internationally;
- Manage all organizations offices to ensure a safe, healthy, and professional work environment.



- Oversee IT systems, including hardware and software, to ensure strong functionality to optimize staff efficiency and effectiveness.
- Facilitate other departments in implementation of their activities.

QUALIFICATIONS

You have the right cultural fit to work with the team at GLAMI if you are passionate about girls' education and have a genuine desire to inspire others and to act as a role model for Tanzanian girls

SPECIAL QUALIFICATION

- A Female **CPA (T) holder** with a minimum of **three years of experience** in accounting and finance (after being certified); Experience with accounting for non-profits is an added advantage.
- Working experience with **QuickBooks** multi-currency accounting software.
- Strong organizational and leadership skills.
- Practical problem-solving skills and ability to suggest options and alternatives in challenging situations
- Excellent oral and written English and Kiswahili Language
- Knowledge of Tanzanian relevant legislation and accounting regulations.



HUMAN RESOURCE MANAGER (1 POST, ARUSHA/KILIMANJARO REGION)

POST SUMMARY:

This position will be responsible for the Planning, Developing and Managing the organization human resource. The Human Resources Manager will provide leadership to in leading the Human Resources department for overall management and implementation of GLAMI's Human Resources Policies, Procedures, Guidelines and Tools; and ensure compliance with Tanzania labor laws. She will be the go-to person for all employee-related issues and her main duties will involve managing activities such as job design, recruitment, employee relations, performance management, training & development and talent management. People are our most important asset at GLAMI and this manager will be the one to ensure we have a happy and productive workplace where everyone works to realize our established mission and objectives by promoting the organization's values and shaping a positive culture.

The Human Resource Manager is a full-time renewable contract position with GLAMI Tanzania, reporting to the GLAMI Director of Operations. This position will serve three regions, Arusha Kilimanjaro and Morogoro.

DUTIES & RESPONSIBILITIES

Attract, retain and develop talent

- Manage the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants and negotiate contracts and salaries; collaborate with departmental managers to understand skills and competencies required for openings.
- Organize and conduct onboarding of new employees and volunteers through training sessions, orientations, and the distribution of informative materials
- Create learning and development programs and initiatives that provide internal development opportunities for employees.
- Partner with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.



- Spearhead internal staff communications, team-building and employee engagement activities.

Design and Implement the performance management system

- Oversee the performance management system and lead its processes.
- Coordinate and conduct staff training on the performance management system, the set metrics and performance expectations for each employee.
- Monitor and develop staff performance throughout the year.
- Coordinate and ensure timely completion of the performance evaluation process.
- Ensure communication and engagement of employees through proper processes of giving and receiving feedback.

Ensure compliance to HR Policies and Processes

- Create, update, and oversee the implementation of HR practices within the organization to ensure high employee retention and work satisfaction
- Ensure, file and update of all staff personnel and statutory documents and ensure that all staff information is properly kept, updated, and confidentiality maintained.
- Introduce workplace policies and communication channels that address employees' and volunteers' concerns and complaints.
- Investigate employee issues and conflicts and brings them to resolution and act as an impartial mediator in disciplinary procedures to ensure equality, fairness and compliance of legal and labor regulations and requirements
- Monitor changing employment and compensation regulations to ensure all HR practices are legally compliant
- Maintains compliance with national and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.

QUALIFICATIONS

You have the right cultural fit to work with the team at GLAMI if you are passionate about girls' education and have a genuine desire to inspire others and to act as a role model for Tanzanian girls.

SPECIAL QUALIFICATION

- Bachelor's degree in Human Resources, Labor Relations, Business Administration, or related field, with a minimum of **three years of human resource management experience**.
- Excellent verbal and written communication skills.



- Excellent interpersonal, negotiation, and conflict resolution skills.
- Knowledge of a broad range of human resource strategies and practices, including, recruitment, compensation, performance management, safety, and employee relations; able to apply these strategies and practices in compliance with Tanzania employment regulations
- Strong analytical and problem solving skills.
- Proficiency in Microsoft Office and HR tools - HRIS Systems

Note: These positions are only open to Tanzania females. Only shortlisted candidates will be contacted for interviews. **Kisa Alumnae** who have successfully done a Leadership Immersion /2 Day Challenge are highly encouraged to apply.

To apply, please submit a resume and a one page cover letter to recruitment@glami.or.tz

Deadline for application is 27th January 2023.

