



## NATIONAL VACANCY TANZANIA

### ADMINISTRATION AND FINANCE MANAGER

#### **CEFA is looking for an Administration and Finance Manager**

**Project Location:** Dar es Salaam

**Office Location:** CEFA Dar es Salaam, Mwai Kibaki Road, Mikocheni B, P.O. BOX 8055

**Starting date:** November/December 2023

**Salary:** according to the experience and level of education of the selected candidate.

#### **Who we are**

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CEFA (European Committee for Training and Agriculture) is an Italian NGO implementing projects in Tanzania since 1975.

In the last 40 years, CEFA has devoted itself to enabling processes of sustainable development focusing its action towards the implementation of integrated rural development projects located in the Southern Highlands.

CEFA collaborates with public and private entities, both in Italy and internationally. The main founders of its programmes are: EU, UN agencies, private foundations, the Italian Agency for Development Cooperation, public entities and individuals.

CEFA is looking for an Administration and Finance Manager.

#### **Scope of work and objects**

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For the Coordination Office in Dar es Salaam, CEFA is looking for an Admin & Finance Manager. Under the direction and the supervision of the CEFA's Country Director, the Administration and Finance Manager will be responsible of the following duties:

##### **ADMINISTRATION AND HUMAN RESOURCES:**

- Ensure the organization is compliant with applicable laws and regulations (TRA, Registers, etc.) and internal financial and administrative policies and procedures
- Be update about all NGOs laws and regulations
- Ensure the organization is compliant with HR policy and procedures, including the formulation of work contracts and the payment of taxes and contributions
- Support the preparation of official letters, contracts and memorandum and record documents, contracts and correspondences ensuring digital and physical archives are updated and organized

- Facilitate all administrative requirements for internationally appointed staff, with timely attention to issues regarding work permits, resident permits, entry and exit visas, driving licenses and authentication of documents
- Provide data, analysis and recommendations for the continual improvement of financial, administrative and HR policies and procedures and ensure their compliance with the national laws and regulations
- Support the Country Director with the formulation and the updating of new or missing part of policies and procedures
- Set up a control system for consumables with the support of the local accountant
- Update the inventory of CEFA Assets with the support of the local accountant
- Regularly update and archive the local staff documentation (CV, ToR, Contracts), including employees working in our offices in Njombe and Iringa Regions
- Register the Rent Agreement of CEFA Hostel, check the regularity of the Lessee payments and ensure that the Lessee is compliant with the tax payments
- Instruct and support the field offices in regard to HR and Administrative issues

#### ACCOUNTING AND FINANCE:

- Manage petty cash and bank payments; keep accounts, including supporting documents and book-keeping records for the projects in Dar es Salaam
- Supervise and support the project accountants in other offices
- Control the quality and compliance of cashbooks and supporting documents of the different projects implemented by CEFA
- Ensure CEFA's local partners are updated concerning procedures and regulations, and deliver according to quality standard and deadlines
- Work closely with projects' staff and the Country Director to prepare budgets, budget amendments, fund requests and financial reports
- Prepare Financial Statements of CEFA and support internal and external audits

#### **Skills and abilities required**

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##### *ESSENTIAL:*

- Degree in Administration, Accounting, Management or related fields
- Minimum 5 years of relevant professional experience in administrative role in international contexts
- Proved experience in preparation of financial statements
- Experience on administration of donor-funded cooperation projects, budgeting and reporting
- Knowledge of the main Tanzanian Laws concerning NGOs, Taxes and Fiscal Regulations
- Proficiency in English and proven ability to write official letters and documents in English and Kiswahili
- Excellent Knowledge of Excel (Complex Formula, Pivot Table)

- Be a Tanzanian citizen

The Employee is requested to keep a flexible attitude and good degree of adaptation to possible modifications and/or integration to the foreseen duties on the basis of necessities that may arise locally, and to make an effort to integrate his/her work in the wider context of CEFA presence in Tanzania in order to facilitate consistency and continuity among current and prospective projects.

*PREFERRED:*

- Relevant courses / certificates
- Experiences in HR Management

### **Application Procedures**

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We want to make sure we select candidates who pay attention to details and are able to understand and follow organizational procedures.

**Only the applications adhering to the following instructions will be taken into consideration:**

1. Submit your application via email before 05/11/2023 to this email address: [cefa.recruitment.tz@gmail.com](mailto:cefa.recruitment.tz@gmail.com)
2. The object shall state: *“Application for Administration and Finance Manager - CEFA”*.
3. Attach your **Curriculum Vitae** and a **Cover Letter**, providing 3 contacts for references. We recommend a length of maximum 2 pages for the CV and 1 page for the Cover Letter.
4. Do NOT attach at this stage Certificates or Transcripts; we will request them only for shortlisted candidates.