



1. JOB TITLE: Driver

Tanzania Mwanza

Description

Heifer International is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, gender identify, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with disability.

FUNCTION

Heifer International is a Non-Governmental Organization (NGO) whose mission is to work with communities to end hunger and poverty and care for the earth. We work with farmers and their communities to identify opportunities that deliver living incomes, creating solutions to local challenges that are designed to build inclusive, resilient economies. With increased productivity of livestock and crops, farmers provide for their families and improve the health of their communities.

The Driver will be responsible for providing substantive support for the logistic aspect of Heifer International Tanzania country office and projects. S/he will be responsible for performing basic administrative tasks, receiving local and international visitors, driving staff or guests to project sites, and running office errands. S/he will work under the overall guidance of the Finance and Administration Officer to perform the logistics duties and other office administrative tasks.

ESSENTIAL CHARACTER TRAITS

For successful execution of the job duties, the Driver should be proactive, articulate, a team player, open-minded, innovative and timeline focused.

RESPONSIBILITIES & DELIVERABLES

A. Logistics and Vehicle management (50%)

- Provide the supervisor with a monthly report stating the comprehensive vehicle conditions.
- Drive vehicles to designated and authorized destinations.
- Follow all safety rules, and ensure that all passengers follow them strictly e.g. but not limited to: all passengers to wear seat belts; passengers not to distract the driver while driving (use of mobile phone or other activities prohibited while driving), etc.
- Observe strictly the Heifer International rules and regulations as provided for in the policies.
- Manage vehicle fuel card reports and receipts, ensuring prompt reimbursement of the card.

B. Vehicle maintenance (30%)

- Perform daily and routine preventive maintenance schedules of the vehicle including but not limited to oil, brake function, water, lights, and tyre condition to increase efficiency of the vehicle.
- Report any detected defects in the vehicle and any accidents and incidents promptly.
- Direct and supervise the mechanic on necessary checks and repairs.
- Ensure the vehicle is always clean and in good conditions as well as ensuring that the necessary maintenance is done as scheduled.

C. Vehicle documentation (15%)

- Record the vehicle daily usage/trips, maintaining the mileage books and ensuring the safety of the vehicle and its contents.
- Prepare vehicles' mileage reports monthly and inform supervisor on any concerns noted.
- Monitor the expiry and renewal of his driving license, as well as the vehicle insurance and license without causing any inconvenience to the organization schedule.

D. May perform other job-related duties as assigned (5%)

- Perform other job-related duties as requested.

Minimum Requirements

- Secondary education with an ordinary level certificate plus three (3) years' relevant experience in a non-profit/developmental organization setting.
- Possession of a valid commercial driver's license

Preferred Requirements

- Two (2) years' hands-on related experience in a comparable position.
- Certificate in defensive driving from a sanctioned driving institute.

Most Critical Proficiencies

- Strong communication skills both in English and Swahili language – oral and written.
- Excellent organizational and time management skills.
- Good knowledge of roads and routes.
- Strong adherence to the motor vehicle usage policy, as well as local and national traffic laws always.
- Basic to intermediate computer skills with Microsoft Office Suite (Word and Excel)
- Knowledge of simple clerical work – photocopy, filing, documents scanning etc.

Essential Job Functions and Physical Demands

- Excellent interpersonal skills with the ability to relate to individuals diplomatically and tactfully.
- Must be courteous, honest and of high integrity, especially in high-pressure situations.
- Self-starter and self-motivator with the ability to work in a multicultural setting.
- Must be a team player and can execute and manage multiple tasks with minimal supervision.
- Ability to follow directions and independently complete assigned tasks (written or verbal).

- Ability to work a varied schedule to include early mornings, weekends, and some evenings.
- Ability to lift and carry up to 50 pounds (23 kilograms) floor to waist as required.
- Ability to work with sensitive information and maintain confidentiality.
- Ability to maintain confidentiality and to work with minimal supervision.

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2. JOB TITLE: Finance & Administration Officer

Tanzania Mwanza

Description

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The Finance and Administration Officer will be responsible for providing substantive support for accounting aspects of the Heifer International Tanzania. This position will be accountable for the maintenance of accounting-related systems, implement accepted methods of accounting and assure proper internal controls and perform guided assessments of controls related to financial activities, reporting, and compliance.

ESSENTIAL CHARACTER TRAITS

For successful execution of the job duties, the Finance & Administration Officer should be proactive, articulate, a team player, open-minded, innovative and deadline focused.

RESPONSIBILITIES & DELIVERABLES

A. Support the accounts management to ensure compliance (35%)

- Facilitate accurate and timely transactions that will feed into organization/donors reporting, dashboards and other key deliverables.
- Record all transactions in the accounting system; coordinate with team members to complete all accounting procedures to produce monthly financial statements in accordance with local GAAP or IPSAS.
- Complement ongoing documentation and implementation of industry standards in accounts management and compliance.

B. Ensure regulatory and organizational compliance of accounting transactions within the organization and support global consolidation of financial statements (35%)

- Facilitate requests related to independent external audits and other agreed-upon procedures providing financial information and follow-up.
- Reconcile all transactions in the accounting system to the general ledger and financial reports.
- Register and maintain fixed assets in the accounting system.
- Manage the staff expenditure and reimbursement process.

- Ensure adequate documentation for payments to vendors and partners, checking the accuracy of invoices and other supporting documents.
- To support responses to queries on the status of payments, accounts, expenditures and obligations and resolve any discrepancies.
- To support the preparation and payments of the monthly statutory obligations (WHT, PAYE, NSSF, WCF etc) to the respective authorities.

C. Provide administrative support to asset, inventory, supply chain and logistics processes (25%)

- Manage day to day office administration.
- Manage procurement and all purchases related to goods and services, including quotations, comparative tables, contracts and ensure compliance based on Heifer's or the Donor's standards.
- Provide adequate and timely logistical support for office operations and other activities.
- Ensure upkeep of office facilities and assets of the organization.
- Maintain seamless filing and record keeping system for travel and trip reports, attendance and leave approvals for the staff.
- Coordinate and/or facilitate local and international travel arrangements, meetings, conferences for the staff.
- Supervise the Drivers and conduct one to one Performance Management Review.
- Ensure the fleet and other equipment are always in good and sound condition.
- Work together with the Drivers to ensure services/repair for all vehicles is planned and conducted on a timely basis (to minimize disruption) by the approved Garage(s).
- With the support from the Drivers ensure all vehicle maintenance and service are supported by always sound the paper trail to comply with Heifer's Procedures
- Ensure that all vehicles contain the necessary items and equipment as per the guidelines. (e.g., First Aid Kit, fire extinguisher)
- Maintain the fleet book/tracking system and ensure that these are updated timely and as and when necessary.
- Review and sign off on a transport log sheet on completion of the sheet.

- Supervise the preparation of monthly analysis of fuel consumption against KMs' and prepare supporting documentation for the payment to supplier and investigate any discrepancies.

D. May perform other job-related duties as assigned by: (5%)

- Provide support to the program team and work closely with them to ensure that financial information is accurate and up to date.
- Develop good working knowledge of the aghosha accounting system and provide mentoring to junior finance and administration staff and/or interns on the running of the system.
- Train non finance in record keeping.
- Perform other job-related duties as requested.

Minimum Requirements

- Bachelor's degree in accounting, plus six (6) years of related experience.

Preferred Requirements

- Three (3) years' experience of working with international NGO in a similar role.

Most Critical Proficiencies

- Knowledge of the NGO business sector; Knowledge of institutional funders for international development, a plus.
- Ability to navigate financial and non-financial data gathering and analytics; technically adept with ability to quickly learn and maximize usage of technology and software; effective user of Microsoft Office Suite with intermediate skill in MS Excel.
- Practical knowledge of the local country's generally accepted accounting principles and fiscal statutes.
- Experience with accounting systems.

Essential Job Functions and Physical Demands

- Ability to work under pressure, perform multiple tasks and manage consistently competing priorities, comfortable in rapidly changing environment. Must be flexible and able to improvise to handle a variety of situations.

- Ability to effectively train individuals and teams using participatory methodologies.
- Ability to work with delicate personnel situations and to maintain confidentiality.
- Ability to maintain close relationships and work with team members from a distance and with limited opportunity for personal interaction.
- Constant face-to-face, electronic and telephone communication with colleagues and the general public.
- Ability to prepare documents and other materials in a well-designed and attractive format, with attention to detail.
- Willingness and ability to work outside of normal business hours.
- Ability and willingness to travel both domestically and internationally.
- Adequate physical condition necessary to travel to project sites in rural areas.

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