



The Tanzania Zambia Railway Authority (TAZARA) is a Statutory Institution owned by the two Governments of the United Republic of Tanzania and the Republic of Zambia on a 50/50 share holding basis, with its registered Head Office being in Dar es Salaam, Tanzania. The Authority has two Regional Administrative Centres, one in Mpika, Zambia and the other in Dar es Salaam, Tanzania.

Applicants are invited from suitably qualified Tanzanians to fill the vacant position of (A)

- 1. Job Title** : **Assistant Accountant**
- Salary Scale** : **TSG 6**
- Reporting to** : **Head Finance**
- Location** : **Regional Office – Dsm (1) and Kongolo Quarry – Mbeya (1)**
- Number of Post** : **Two (2)**

JOB PURPOSE

To supervise the processing and compilation of various documents relating to payments and carry out accounting work to maintain records.

KEY RESPONSIBILITIES:

1. Preparation of Bank Reconciliation at the end of each month i.e. reconcile both Revenue and Expenditure.

2. To journalize the reconciliation and also ensure that the ledger balance agrees with the cash book balance.
3. To maintain creditors sub – ledger and reconcile same with the General ledger and extract a schedule for creditors at the end of each month.
4. To maintain Prepayments sub – ledger and reconcile same with the General ledger and extract a schedule for creditors at the end of each month.
5. Any other duties as assigned by the supervisor.

QUALIFICATION AND EXPERIENCE

1. Form IV/V1 Academic Certificate
2. NATEC/ATEC or Diploma in Accounting from recognized Institution.
3. Not more than 45 years of age.
4. Not less than two (2) years of relevant work experience

MODE OF APPLICATION

Only candidates who meet the specified requirements need to apply to the address indicated below, enclosing their detailed curriculum vitae, certified copies of educational certificates, names and address of three traceable reference.

Regional General Manager (T)

Tanzania Zambia Railway Authority

Junction of Nelson Mandela & Julius Nyerere Road

P O. BOX 40160

DAR ES SALAAM

Closing date for receiving application letters is 30/03/2024. Only short-listed candidates will be communicated.

2. Job Title : Accounts Clerk

Salary Scale : TSG 3

Reporting to : Head Finance

Location : Regional Office (2), Revenue -Dsm (1) and Mbeya Workshop (1).

Number of Posts : Four (4)

JOB PURPOSE

To provide a clerical service in cash office to facilitate accounting for all earnings from freight and passenger traffic.

KEY RESPONSIBILITIES

1. Classifies and batches remittance notes, cash receipts, etc. from station to facilitate registering same and accounting for revenue earned from individual station by category or revenue centre.
2. Obtains documents on cash remittances from stations on daily basis compiles lists of money sent to Revenue section, etc to facilitate reconciliation of current accounts debits and credits.
3. Records and maintains an accurate and up to date information regarding stations which have submitted on delayed ones in order to ensure all documents arrive by due dates to facilitate compilation of remittance.
4. Assists superior in checking current accounts with stations for accuracy, corrects errors thereof to ensure error free records.
5. Maintains an accurate record of all documents pertaining to remittances to facilitate information retrieval and reference.

6. Assists in opening cash bags and counting of cash remittances.
7. Any other duties as assigned by the supervisor.

QUALIFICATION AND EXPERIENCE

1. Form IV Academic Certificate
2. CABS/Certificate of Accounting from recognized Institution.
3. Not more than 45 years of age.
4. Not less than two (2) years of relevant work experience

MODE OF APPLICATION

Only candidates who meet the specified requirements need to apply to the address indicated below, enclosing their detailed curriculum vitae, certified copies of educational certificates, names and address of three traceable reference.

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