



POSITION ANNOUNCEMENT

JOB TITLE: Administrative and Finance Assistant

IITA-TZ-2024 – IRRI-010 -NRS- DSM

The International Institute of Tropical Agriculture (IITA) on behalf of the International Rice Research Institute (IRRI) invites applications for the position of Administrative and Finance Assistant

Background: The International Rice Research Institute (IRRI) is a nonprofit independent research and training organization. IRRI is a member of the Consultative Group of International Agricultural research (CGIAR) Consortium.

Under the supervision of the Senior Admin Assistant – Administrative Coordination, the Administrative and finance Assistant will provide overall day to day secretarial and administrative support to the Senior admin assistant – Administrative Coordination and to all unit.

Responsible for the daily activities needed to run the IRRI cash offices. Process all cash transactions accurately and efficiently in accordance with established policies and procedures.

Duty Station: The position will be based in IITA Mikocheni offices in Dar es Salaam.

Qualifications and experience

- Bachelor Degree in Business Administration with minimum 1 year of relevant work experience.

Skills and knowledge mandatory

- Knowledge of MS Office (Word, Excel, PowerPoint)
- Good oral and written communication skills, communicates status of work regularly and in a timely manner
- Must be scrupulously honest and always foster an atmosphere of trust and integrity.
- Ability to perform fast, efficient and maintain discretion and confidentiality
- Have basic knowledge of accounting.

Preferred

- Good interpersonal skills and Good organizational skills

Responsibilities

- Purpose
- Preparing and posting expenses reports on OCS, preparing bank reconciliation each month from Tanzania Bank accounts and Counterchecking receipts
- Manage filing and distributing all incoming and outgoing mail/faxes/letters/documents.
- Receive incoming mail and invoices and direct them to the appropriate services.
- Assist with staff and visitors travel arrangements and bookings for flights, accommodation and local transport as requested
- Tag assets and make reconciliation
- Photocopy and scan documents

- Keep track of basic office supplies by maintaining inventory and assist to order new/additional basic office supplies as needed.
- Assist in the application and processing of import and export permits for research and other materials.
- Process cash advance requests
- Reporting discrepancies s/he finds within the accounts to his/her supervisor
- Ensure Compliance with expenditure commitment procedures
- Engagement
- Efficient and effective administrative support for staff and visitors
- Ensuring all programs and operations have adequate support needed
- Reporting discrepancies s/he find within the accounts to his/her supervisor
- Compliance with expenditure commitment procedures
- Delivery
- Improve efficiency and dealing with a diverse group of callers and visitors at all levels, both internal and external to IRRI, and ensure all are treated in a professional and courteous manner.
- Cash reconciliation reports
- Advance register well maintained

General information:

The duration of the contract is two years renewable subject to performance and availability of funds. These are nationally recruited position and IITA offers a competitive remuneration package.

The application pack should include an application letter, copies of certificates, and a curriculum vitae which contains a telephone number, email address, and contact details of two referees. Applications should be sent by email to IITA-Tanzania@cgiar.org and addressed to:

The Country Representative, IITA-Tanzania,

Plot No. 25, Mwenge – Coca-Cola Road,

Mikocheni Industrial Area,

Dar es Salaam, Tanzania

Applicants are requested to include the reference number for the position (as indicated on the heading of the announcement) in the subject of their application letter, as well as in the subject of their email. Please note that any applications without the reference number indicated will be automatically disqualified.

Closing date for applications: Friday 13th September 2024. Please note that only shortlisted candidates will be contacted.