



PHSRF is a non-governmental organization that was founded on demand-driven reasons for saving lives of Tanzanians. Formed out of former Angaza Zaidi program, a countrywide HIV and AIDS prevention and sensitization program under USAID that was implemented since 2001, PHSRF has accumulated over 15 years of hands-on experience in implementing HIV and AIDS prevention, sensitization and awareness raising projects across the country. PHSRF is legally registered by the United Republic of Tanzania under the Non-Governmental Organization ACT, 2002 with Registration Number 00NGO/R2/000103. Under EpiC, Partners for Health Services and Research Foundation (PHSRF) will support activities for HIV prevention, care and treatment and other related services among KVP and PP in Kinondoni district, Dar-es Salaam region -Tanzania.

Job title: Finance and Administration Officer

Number of posts: 1 Position

Reports to: Finance Manager

Location: Dar es Salaam

Duration: Full time

Contract Type: One year contract with renewal based on performance and availability funds.

Main activities:

Financial Accounting: Prepare timely and accurate monthly accounts ,undertake regular account reconciliations and management of all local bank accounts, prepare monthly cash flow statements for fund advances, adhere to standard chart of accounts, ledgers and other standard financial management systems and instruments, oversee payroll preparation for all paid staff, carry out disbursement checks, ensure all supporting documentation is in order,

manage programme timesheets and travel advances in line with PHSRF policies.

Budget Management & Reporting: Prepare monthly budget vs. actual reports for Program Manager and Finance Manger to support and input to the bi-annual PHSRF budget re-forecasting process aligned to the programme work plan.

Financial Integrity & Compliance: Implement internal controls, Safeguard the organization assets, ensure compliance to donor regulations and Tanzanian law in all programme dealings, support and facilitate audit procedures and ensure that audit findings are acted upon.

Support Financial Audit Coordination: Co-ordinate financial audits and liaise with auditors to ensure the auditing findings are resolved on time.

Programme Administration: Provide overall support to the programme, including but not limited to:

- Oversee all programme finance and administration tasks, including petty cash, procurement, staff travel, fund requests and HR administration.
- Prepare and support timely procurement of essentials to programme implementation.
- Ensure implementation of PHSRF Administrative policies and procedures.
- Ensure proper procurement procedures are applied and timely procurement for goods and services.
- Identify vendors, negotiation and procurement of goods and services as recommended by Procurement Committee and approved by Director.
- Coordinate and guide in organizing seminars, workshops, and meetings.
- Ensure continuous insurance coverage to assets and staffs of the project.
- Track progress of legal issues, grant, and registrations.

Human Resources Management:

- Support the Executive Director in staff recruitment processes and employment contracts.
- Update PHSRF human resource procedures manual and ensure procedures are following the legal requirements.
- Supervise and manage payroll processing and reporting requirements.
- Develop and manage human resources procedures in line with the legal framework of Tanzania.
- Develop and manage employee contracts for short- and long-term positions.

Systems and Policies:

- Contribute to the development and improvement of internal programme management systems and procedures where required, including finance policies, procedures, forms, tools, and other relevant policies.
- Develop a database of preferred suppliers, source preferred suppliers in line with PHSRF procurement policies and manage such suppliers to provide services by identifying work required, gathering quotes, and analysing quotes.
- Procure fixed assets in accordance with PHSRF Procurement Policy, create and maintain a fixed asset register .

Qualifications and experience:

- Bachelor's degree in accounting and finance or equivalent.
- Minimum to 5 years of experience in the field of accounting and finance
- Proven experience supporting programme finances and administration of a government or donor-funded programme.

- Practical experience with accounting software (such as QuickBooks), spreadsheets (such as MS Excel), and databases.
- Able to quickly learn and adapt to new software and processes.
- Effective written and verbal communication skills
- Works well in a team environment and with upper management
- High level of critical thinking and logical analysis
- Good organizational and time management skills
- Able to work well under pressure and meet all deadlines.
- Always keeps the highest standards of compliance and confidentiality.

How To Apply.

Interested candidates for above position should send the application letter, a detailed copy of their CV, and names and contact information (email addresses and telephone numbers) of three work-related referees. The PHSRF provides equal employment opportunities to all individuals and if you are interested in your encouraged to apply to recruitment@phsrf.or.tz. **Application** Deadline 19th August 2024.

Kindly note that only shortlisted applicants will be contacted.