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**Environment Management and Economic Development  
Organization (EMEDO)**

Plot No. 2076, Block A Sweya, Silivini street, Luchelele Ward

P.O Box 2964

Nyamagana District, Mwanza – TANZANIA

<https://emedo.or.tz/>

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**JOB ADVERT OCTOBER 2024**

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**1:**

<b>Job title</b>	<b>Finance and Human Resource Manager (1 Posit)</b>
<b>Reporting to</b>	<b>Executive Director</b>
<b>Location</b>	<b>EMEDO HQ -Mwanza</b>
<b>Type of Employment</b>	<b>Fulltime – Three years contract</b>

**Background**

Environmental Management and Economic Development (EMEDO), with technical and Financial support from the Royal National Life Boat Institution (RNLI), is implementing the “Lake Victoria Drowning Prevention Project (LVDDP)” in Muleba Musoma DC , Ukerewe and Nyamagana Districts.

The project aims to reduce drowning risk factors within fishing communities around Lake Victoria. The project operates at both the community and national levels, raising awareness among decision and policy makers across multiple sectors, development partners, and relevant non-governmental stakeholders.

To facilitate the smooth implementation of this project, EMEDO is seeking to recruit a qualified, experienced, motivated, and dynamic individual for the position of **Finance and Human Resource Manager**. The role will ensure that financial systems are robust, transparent, and inclusive, while also addressing the needs of employees through a strong commitment to gender equality and social inclusion (GESI).

## **Key Responsibilities**

### **Finance :**

- Set up and maintain a finance system that is in accordance with international audit standards and promotes accountability, transparency, and inclusivity.
- Ensure timely payment of relevant government taxes, adhering to national regulations and tax requirements.
- Establish and maintain strong financial controls and systems, ensuring all financial processes reflect gender-responsive budgeting .
- Ensure that EMEDO procurement procedures are followed, emphasizing the selection of vendors that support diverse and inclusive practices, particularly women-owned and marginalized community enterprises.
- Provide regular updates to the Executive Director and donors, ensuring that financial reports are transparent and reflect GESI-related expenditures.
- Develop and maintain banking relationships and oversee currency management, ensuring risk mitigation in relation to currency fluctuations.
- Reconcile monthly expenditure, ensuring that all resources are managed efficiently, focusing on equitable allocation and gender inclusivity in the finance management system.
- Provide financial guidance and capacity-building for EMEDO staff, focusing on increasing financial literacy among women and marginalized groups.
- Lead the process of project and organizational budgeting, ensuring that gender and social inclusion components are integrated into budget planning and expenditure coding.
- Oversee the day-to-day financial operations, ensuring transparent cash flow management (cash disbursements and receipts) that supports GESI goals.
- Collaborate with Program Managers and Officers to ensure that the budget management aligns with project outcomes, particularly those related to gender equality and social inclusion.

### **Human Resources Responsibilities:**

- Support staff recruitment processes with a focus on promoting diversity, gender equality, and inclusivity at all levels of the organization.
- Oversee the employee orientation, development, and training programs to ensure that all staff are equipped with GESI-related skills and knowledge.
- Lead the performance management process, ensuring that:

- Annual staff goals and job descriptions incorporate GESI-focused objectives.
- Performance tools are designed to assess contributions to gender equality and social inclusion.
- Mid-year and final appraisals are conducted with attention to GESI goals and timelines.
- Appraisal documents are properly filled and stored, ensuring confidentiality and fairness.
- Leave records, including maternity/paternity and other gender-related leaves, are well-maintained and compliant with gender-sensitive policies.
- Collaborate with Program Managers to ensure staff contracts reflect GESI considerations.
- Promote well-being and safety in the workplace, ensuring compliance with policies that prevent harassment and promote a safe and inclusive work environment.
- Ensure that the organization's HR policies (leave, maternity, paternity, gender equity) are gender-sensitive and fully implemented across all offices.

### **Qualifications, Experience, and Attributes:**

#### **Minimum Qualifications:**

- A Bachelor's degree in Accounting, Finance, or a related field, with at least seven years of relevant work experience.
- At least five years of experience in a Country Finance Manager role managing accounting and financial systems for development programs within non-profit organizations.
- 3-5 years of experience providing administrative support to both international and local organizations, including procurement, contracts management, and HR-related matters.
- Proficiency in QuickBooks multi-currency accounting software and experience in field-based accounting.
- Strong organizational and leadership skills, with a proven track record in managing diverse teams and promoting gender equity in the workplace.

**Desirable Experience:**

- Extensive experience in the NGO/charities sector or an audit firm with financial management responsibility.
- Demonstrated experience working in development and/or emergency contexts, with a focus on addressing the needs of marginalized groups, including women, youth, and people with disabilities.
- Understanding of donor compliance regulations and the ability to manage finances within donor requirements while ensuring a GESI-sensitive approach.
- Strong knowledge of safeguarding issues, including protecting vulnerable groups such as children, women, and marginalized community members.

**Skills and Attributes:**

- Strong analytical skills with attention to detail and the ability to assess financial risks and opportunities in relation to gender equality and social inclusion.
  - Excellent communication skills with the ability to articulate financial information to diverse stakeholders, including donors and marginalized groups.
  - Demonstrated HR skills with a focus on inclusive staff development and management practices.
  - Ability to work in a dynamic environment and adapt to changes in project priorities while maintaining a GESI-sensitive approach.
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**2:**

<b>Job title</b>	<b>GESI and Safeguarding Officer (1Posit)</b>
<b>Reporting to</b>	<b>Program Manager</b>
<b>Location</b>	<b>EMEDO HQ Office-Mwanza</b>
<b>Type of Employment</b>	<b>Fulltime -Three-year contract</b>

## **Role Purpose**

**Safeguarding:** The role holder will be responsible for adapting and implementing strong safeguarding systems for effective safeguarding standards, reporting, monitoring and sharing learning that safeguards staff, beneficiaries, partners and the organization at large. S/he builds the capacity of project staff ,partners, volunteers and community stakeholders, She/he will timely review the EMEDO safeguarding policy and support dissemination of simplified Swahili version to community.

**Gender and Social inclusion:** he Will ensure gender and social inclusion aspects are observed in the designing and implementation of project activities. He/She will play a key role in ensuring the project is implemented and monitored with strong commitment to promoting gender equity and social inclusion in alignment with Irish Aid and RNLi Lake Victoria drowning prevention project setup. Will plan and conduct assessment of gender and social inclusion across fishing communities in the project areas.

## **Responsibilities**

### **Gender and social inclusion**

- Oversee implementation of the EMEDO gender policy in LVDPP
- Conduct GESI analysis to identify where and how LVDPP can contribute to improving gender, access and social equalities (within the scope of the project)
- Take action to ensure that the project impacts positively on the socio-economic wellbeing of all those in fishing communities, especially those with intersecting characteristics, for example most resource-poor fishers and fish processes; wives of fishers; fishers and/or their wives living with disabilities.
- Develop and deliver workshops designed to equip programme staff with the knowledge, skills, and attitudes required to deliver a GESI-sensitive project
- Ensuring that meetings and training/capacity development are offered at times and places suitable for the needs of different participants in fishing communities e.g. for female fish processors, while processing fish.
- Developing strategies to provide opportunities for a wide range of voices to be heard in decision-making processes

### **Safeguarding roles**

- Oversee the implementation of EMEDO safeguards policy, and program to protect those we work with and the LVDPP and organization IMAGE

- Support the application of safeguards’ requirements in new grants to local partners and community and overseeing the “no harm” principles
- Collaborate with Project officer to ensure safeguarding community-based activities are delivered
- Work closely with communication officer to design resources for simplifying delivering of safeguarding messages to community members eg children , women , community leaders

First’s degree or equivalent in gender studies, social science, international development, humanitarian or related discipline.

- Strong knowledge of the existing gender and safeguards policies/frameworks preferably in fisheries sector
- Possesses a good understanding of stakeholders, women and youth organization, collectives, networks and associations at country and continental level which best represent the voices and interests of youth and women employment in agriculture sectors.
- At least 3 years working on relative field with strong skill and experience of community engagement and facilitation skills.
- Experience working with fishing community will added advantage

### 3:

<b>Job title</b>	<b>Accounts Assistant (1Posit)</b>
<b>Reporting to</b>	<b>Finance and Admin Officer</b>
<b>Location</b>	<b>EMEDO HQ Mwanza</b>
<b>Type of Employment</b>	<b>Fulltime – One year renewable</b>

### Job Decsription

As an Accounts Assistant, you will play a crucial role in supporting Finance and Admin officer and Finance Manager to manage all accounting and tax-related matters for EMEDO . Your responsibilities will include the following ...

- Working closely with finance team for ensuring compliance with Tanzanian tax regulations and timely submission of tax returns
- Positing and filing of project expenditures ,vouchers and other related documents
- Supporting the finance team in various administrative tasks
- Collaborating with colleagues to maintain accurate financial records and resolve discrepancies
- Supporting of administrative tasks, such as correspondence, updating administrative systems and filing
- Maintain organized records of financial transactions, supporting documentation, and compliance-related files. Collaborate with internal teams and external partners to address any financial queries or issues.

### **Requirements**

- Bachelor's/Diploma degree in Accounting, Finance, or a related field. Proven experience in accounting, particularly in statutory compliance and managing receivables/payables.
  - Strong understanding of accounting principles and regulatory requirements.
  - Proficiency in accounting software and Microsoft Office Suite (Excel, Word).
  - Excellent organizational skills, attention to detail, and ability to work independently.
  - Strong communication and interpersonal skills
  - Be able to manage working under pressure
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### **How to apply**

**Submit your CV and job application letter describing your skills and experiences related to the job to [emedobeatpp@gmail.com](mailto:emedobeatpp@gmail.com) before 24 October 2024. All documents must be in one PDF file.**

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