



1. JOB TITLE: **Human Resource and Administration Intern**

Department: **Tanzania**

Workplace: **Kibondo**

Contract Type: **National contract**

Expires: **06 Nov 2024**

The overall purpose of the role:

Danish Refugee Council seeks a qualified and experienced **Human Resource and Administration Intern**. The Human Resource and administration Intern will provide HR support/service to HR department, this will include but not be limited in maintenance of employee files and employees record keeping management.

Responsibilities and tasks

- Employee Record Management: Assist in maintaining accurate and up-to-date employee records, including personnel files, attendance, and performance data.
- Follow-up with essential documents from staff by providing help to staff inquires or issues and assisting in organizing the team
- Reorganization of employee files by making sure that ccustodian of staff personnel files are filed in the respective files.
- Archiving of closed employee files and records
- Performing any other duties and responsibilities signed by supervisors.

Experience and technical competencies: (include years of experience)

- Minimum of 1-year experience in Human Resource and Administration context.
- Working with NGO as an added advantage.
- Demonstrated organizational skills

- Good communication skills

Education:

- Bachelor's degree in Human Resource Management or Business Administration and other relevant fields in well recognized college or university (preferred).

Languages:

- Good proficiency in written and spoken English, and Swahili.

Key stakeholders: (internal and external)

- DRC programme staff
- HOSS
- Other human resource colleagues

APPLY HERE

2. JOB TITLE: Finance Assistant

Department: **Tanzania**

Workplace: **Kibondo**

Contract Type: **National contract**

Expires: **14 Nov 2024**

Overall purpose of the role:

Under the supervision of the Finance Team Leader, the Finance Assistant provides financial and administrative support to DRC and partners as per DRC and donor regulations and procedures within the Country operations in Tanzania and Burundi. The Finance Assistant contributes to the development and implementation of country strategies, which are translated

into action plans and day-to-day tasks. The Finance Assistant provides support and/or technical guidance to country operations while overseeing country activities.

Responsibilities:

Finance and accounting

- Daily accounting (bookkeeping) according to DRC operations handbook
- Handle Cash and bank payment vouchers needed for the day to day financial transactions.
- Ensure that all payment supporting documents are complete and are in accordance with DRC financial procedures and regulations.
- Manage petty cash and clear cash advances upon request.
- Ensure to update cashbooks on a daily basis to reflect the actual status of existing cash count and bank balance in all currencies.
- Issue cash receipts for all collected cash.
- Ensure all bank accounts statements are reconciled.
- Prepare weekly cash counts and ensure reconciliation in DRC Dynamics.
- Maintain proper filing of all financial documentation (vouchers, contracts, tender documents, etc.) and tracking all the payments done when needed.
- Create vendor Invoices in Dynamics for high value procurement.
- Process payment to vendors through bank cheques and Internet banking
- Process tax and all other statutory payments every month before deadline.
- Process payment of incentive workers on monthly basis.
- Stamp "PAID" all vouchers immediately after the payment is made.
- Create project expense journals for low value procurement
- Reconcile accounts payable and accounts receivable in DRC Dynamics.
- Correctly use DRC Dynamics functionalities in area of concern
- Support donor verifications and annual audits.
- Daily scan document to attach with the payment on dynamic system.
- Update Payment tracker on daily basis.
- Daily scan document to attach with the payment on dynamic system.
- Update the Finance Team Leader on cash balance everyday by COB.
- Assist the Finance Team Leader in other areas as required.

Experience and technical competencies:

- Minimum 2 years of relevant work experience
- Experience with carrying out admin tasks
- Good communication skills
- Advanced proficiency in Excel
- Basic proficiency in PowerPoint and Word
- Well-developed organizational and planning skills in order to meet deadlines
- NGO experience
- Advanced English proficiency
- Fluency in Swahili

All DRC roles require the post-holder to master DRC's core competencies:

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Upholding and promoting the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment.

Education:

- Diploma in Finance/Accounting or equivalent professional qualification

Languages:

- English (Fluent, written and spoken)
- Swahili (Fluent, written and spoken)

Key stakeholders: (internal and external)

Internal

- Finance staff
- Program Managers
- Human Resources
- Procurement and Logistics
- Area Manager Tanzania
- Area Manager Burundi
- HOSS Tanzania/Burundi
- Country Director Tanzania/Burundi

External

- Incentive Workers
- Donors
- Local Auditor company in Tanzania
- Local TAX authorities in Tanzania
- NMB Bank

APPLY HERE