



Terms of Reference for Asset Verification and Fixed Assets Register Construction

Position Title: Finance Intern (2 positions)

Reports to: Accounting Unit Lead

Location: Dar es Salaam, Tanzania

Effective Date: January, 2025

1. Objective

The primary objective of this assignment is to conduct a comprehensive verification of all fixed assets owned by WWF TCO and to establish a reliable and accurate fixed assets register.

2. Scope of Work

The scope of this assignment includes the following:

- **Asset Identification:** Identifying all physical assets owned by the organization, including but not limited to:
 - Machinery and equipment
 - Furniture and fixtures
 - Buildings and structures
 - Vehicles
 - Computer hardware and software
- **Asset Verification:** Physically inspecting each identified asset to confirm its existence, condition, and location.
- **Asset Documentation:** Collecting and documenting relevant information for each asset, including:
 - Asset description
 - Acquisition date
 - Purchase price
 - Depreciation method and rate
 - Serial number or identification tag
 - Location
- **Fixed Assets Register:** Creating a comprehensive and organized fixed assets register that accurately reflects the organization's asset holdings.
- **Recommendations:** Offering recommendations for improving asset management practices and the accuracy of the fixed assets register.



3. Deliverables

The person will deliver the following deliverables:

- A detailed asset inventory list
- A comprehensive fixed assets register
- Asset valuation report (if applicable)
- Recommendations for improving asset management practices

4. Timeline

The person is expected to complete the assignment within 6 months from the date of contract signing.

5. Qualifications and Experience

The consultant must possess the following qualifications and experience:

- At least 2 years of experience in asset management or accounting.
- Proven expertise in conducting asset verification and constructing fixed assets registers
- Strong knowledge of accounting principles (IPSAS) and depreciation methods
- Excellent analytical and problem-solving skills
- Proficiency in relevant software (e.g., Excel, asset management software)

6. Reporting Requirements

The consultant will provide regular updates on the progress of the assignment and submit a final report upon completion.

7. Payment Terms

The person will be paid [payment terms, e.g., monthly instalments] upon submission of satisfactory deliverables.

APPLICATION

Applications including Cover Letter & CV with full contact details should be addressed to the People & Culture Manager, via: hresources@wwftz.org

The email heading should read **“Application for Finance Intern”**.

Deadline for this application will be 13th November 2024, 1700 hrs.



TERMS OF REFERENCE

Position Title: IT Intern

Reports to: IT Officer

Location: Dar es Salaam, Tanzania

Effective Date: January, 2025

Background:

The World Wide Fund for Nature (WWF) is an international organization working towards the conservation of nature and ecological processes. One of the goals is to set up a modern, appropriate and sustainable IT infrastructure & services, with effective IT processes and procedures in place to support operations of WWF TCO and any WWF TCO hosted programmes.

The IT Intern will assist the IT Officer in maintaining and improving the IT infrastructure of the organization. The role provides an opportunity for practical experience in various aspects of IT systems, including hardware, software, and network support.

Objective:

To support the IT Officer in ensuring the organization's IT systems function effectively and efficiently, and to assist in routine maintenance and technical support tasks.

Duties & Responsibilities:

1. **Assist with day-to-day IT support:** Provide first-level technical support to staff, including troubleshooting issues with hardware, software, and network connections.
2. **System Monitoring:** Monitor network performance, system health, and server operations to ensure optimal performance.
3. **Hardware and Software Maintenance:** Help install and configure computer hardware, software, printers, and scanners. Assist in maintaining up-to-date software across devices.
4. **Network Setup and Support:** Assist in maintaining the enterprise network, including internet connections and local area network (LAN) setups.
5. **Data Backup Support:** Help perform daily and weekly data backups and ensure secure storage of backup data.
6. **IT Security Assistance:** Assist the ITO in ensuring antivirus software is up to date and monitoring any potential security threats.
7. **Asset Management:** Assist in managing the inventory of IT equipment and tracking assignment of hardware to staff.



8. **Project Support:** Assist the IT Officer in IT-related projects, such as setting up new equipment, upgrading systems, or improving network infrastructure.
9. **Other Duties:** Perform any additional tasks as assigned by the IT Officer.

Learning Opportunities:

- Gain hands-on experience with IT systems management and troubleshooting.
 - Develop skills in network setup, IT security, and data backup processes.
 - Learn how to provide user support and conduct technical training.
 - Exposure to IT project management and system upgrades.
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Minimum Qualifications:

- **Education:** Recently completed a bachelor's degree/Diploma in Information Technology, Computer Science, or a related field.
- **Skills:** Strong interest in IT and willingness to learn. Basic knowledge of computer hardware and software systems. Good problem-solving and communication skills.
- Adherence to WWF's values, which are: Courage, Respect, Integrity, and Collaboration

APPLICATION

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The email heading should read "**Application for IT Intern**".

Deadline for this application will be 13th November 2024, 1700 hrs.