



Job Advertisement

Background

Center for International Health, Education and Biosecurity Tanzania (Ciheb-Tz) is a local NGO formed out of the University of Maryland Baltimore's (UMB) more than 16 years of Tanzania. CIHEB-Tanzania has demonstrated experience in implementing Health Systems Strengthening & Health Programs including TB & TB/HIV projects, Quality Improvement, Laboratory Strengthening, Technical Assistance, Strategic Information, Disease prevention, surveillance and outbreaks response, Data analytics and DQA first as an affiliate of UMB and currently as an independent local organization.

Ciheb Tanzania's vision is a community where health services and systems are of high quality with developed health sector and works to improve the human condition.

To strengthen its ever-growing team, Ciheb Tanzania is inviting qualified, competent hardworking individuals who wish to join our versatile team to apply for the following positions:

POSITION: Project Accountant (2 Positions)

REPORTS TO: Finance Manager

LOCATION: Dar es Salaam

Job summary

Under the guidance and supervision of the Finance Manager, the Project Accountant will assist with the day-to-day operations of the Finance Department, payment processing and record keeping in accordance with CIHEB Tanzania policies and procedures.

Duties and Responsibilities

- Assist the Finance Manager in ensuring that timely and accurate payments are made. Prepare all payments and make sure that they are properly coded and supported with relevant necessary documents.
- Ensure accuracy and completeness of payment documents in compliance to CIHEB Tanzania policies and procedures
- Coordinate with field teams for advance issuance and their timely adjustment / liquidation of advances & trainings documentation.
- Ensure completeness of supporting documents in all respects which include authenticity of signatures, cross-checking attendance sheets and verifying payments made to participants & partners.
- Process petty cash transactions on a daily basis. Ensure petty cash is replenished on time to meet daily cash needs. Carry out cash count as per the CIHEB Tanzania policy and schedule. Document the cash count sheets for records.
- Assist Finance Manager in monthly bank & account reconciliations.

- Ensure all the financial documents are properly filed & tagged.
- 'Paid' stamping of all the invoices and related documents before filing.
- Ensure timely preparation of tax returns & deposit into bank.
- Visit Bank for necessary collection & submission of financial documents.
- Photocopies & scanning of all necessary documents/Instrument.
- Perform any other financial related task assigned by the line manager.

Qualifications

Education

- Bachelor's Degree with a major in Finance or Accounting or equivalent qualification

Experience, Knowledge, and Skills

- At least 3 years of experience in accounting and financial management.
- Experience of working with Quick Books online or other ERP systems
- Experience in working with international and/or donor funded projects including but not limited USG
- Ability to communicate clearly and concisely both orally and in writing.
- Proven knowledge of standard software including Microsoft Word, Excel, Outlook, Power Point
- Demonstrated ability to work effectively under pressure and to organize and prioritize competing demands
- Ability to work effectively in a team setting and independently.
- Fluency in English (speaking, reading, and writing).

POSITION: Driver (3 Positions)

REPORTS TO: HR and Operations Manager

LOCATION: Dar es Salaam

Job summary

The incumbent will support the town errands and field work activities, while strictly observing Tanzania traffic guidance and CIHEB Tanzania policies and regulations related to the usage of vehicles. He/She will also facilitate planned maintenance, routine vehicle services and minor repairs to the vehicle assigned to.

Key Responsibilities:

- To manage and drive CIHEB Tanzania vehicle to which s/he is assigned to in accordance to Tanzania laws and CIHEB Tanzania policy and as specified by supervisor
- To inspect the vehicle before and after a journey to ensure that it is in a good condition to minimize wear and tear of the vehicle
- **To timely prepare and submit vehicle performance reports after each journey**

- **To ensure that all vehicle movements are recorded in the vehicle log-sheets and that the vehicle is used for authorized purposes only**
- Maintain drivability of vehicles, and supplies of all essential equipment of the vehicle
- To identify vehicle faults, promptly report to the supervisor and advise on appropriate repairs and services as necessary
- Schedule regular vehicle inspection and servicing strictly according to manufacturer's recommendations or better
- To verify records of all work done on each vehicle and on the respective job cards
- Interact with visitors in a manner that is representative of CIHEB Tanzania
- To carry out any other office activities as assigned by supervisor including errands to the banks, the airport, the post office, etc

Qualification & Skills

- Secondary school education
- Advanced Driver's Certificate Grade Two from the National Institute of Transport (NIT) or Vocational Education Training Authority (VETA)
- Advanced Driver's Certificate Grade One from the National Institute of Transport (NIT) or Vocational Education Training Authority (VETA) as an added advantage
- Certificate of Motor Vehicle Mechanics Grade II as an added advantage
- Valid and accident-free Class C Tanzania Driver's License
- At least three years work experience in vehicle driving and mechanics in other International NGOs or similar organizations
- Ability to speak and write in both English and Kiswahili
- Demonstrated ability to work well with both international and national staff - Good interpersonal skills

Instructions for Submitting Applications:

- All applications should be submitted electronically to: HR@cihebtanzania.org
- All applications should include a cover letter that details one's suitability for the job highlighting key functional areas, expected qualifications, and experiences.
- Candidates should attach a CV/Resume that highlights one's key achievements in areas relevant to the job.
- Job-related qualifications and experience are the basic minimum requirements that each applicant must meet to be considered for interviewing.
- Applications should include 3 references that are familiar with applicant's work experience. References should include contact information including daytime phone, and e-mail address.
- All applicants should include daytime phone and email contact information.
- The deadline for application is 19th December 2024 at 5:00PM EAT. Applications received after the deadline will not be considered.

CIHEB Tanzania is an equal opportunity employer and encourages all qualified persons to apply regardless of gender, religion, ethnicity, or any other status variable.