



## **JOB TITLE: Operations and Finance Manager**

**Location:** Unguja, Zanzibar, Tanzania

**Contract Length:** 1 year, renewable

**Commitment:** Full time, 40 hours/week

**Compensation:** 3,600,000 TZS gross/month + medical insurance

**Start Date:** March 2025

### **About Youth Challenge International (YCI)**

YCI is a leading global youth development organization that promotes youth innovation to drive positive change. Together with our partners we create market ready solutions that catapult youth around the world to succeed and prosper; we are driven by youth and their potential to affect positive change in the world. Our solutions are focused – always keeping the young people we are designing for and with at the center of the conversation. Our approach is rooted in creativity and constantly evolving to respond to changing needs and market realities. YCI is an organization where diversity and talent come together to shape a better future for youth around the world.

### **HerStart: Innovate the Future**

HerStart: Innovate the Future is an initiative developed by Youth Challenge International to foster and create innovative solutions for a more equitable and prosperous economy within Ghana, Tanzania and Uganda. The program includes training and support for aspiring entrepreneurs in social enterprise, gender responsive business planning, the measurement of social impact, and access to finance. Canadian volunteers will be engaged in providing human capital support activities through on-site placements and capacity building initiatives with partner organizations.

### **Position Summary**

Reporting to the Country Manager, the Operations and Finance Manager will provide coordination and support to organizational systems and processes for HerStart in Zanzibar, including financial performance processes, human resources processes and policies, financial reporting, cash flow management and procurement. The role

will drive the coordination of program quality improvement efforts across all key program function areas.

We are seeking a passionate, skilled, and creative candidate to deliver exceptional results. We are looking for people to join our team who believe in youth as powerful agents of change and are passionate about contributing to women's empowerment through the advancement of both national and global gender equality agendas.

**Responsibilities include:**

- **Operations Management:** Provide coordination and support to organizational systems and processes for YCI Zanzibar, including the oversight of policies, procedures, and procurement of goods and services; Support the Country Manager with all YCI Zanzibar Human Resources functions, including management of country office contracts, performance reviews, onboarding and recruitment of local staff; Support planning for Canadian volunteer arrivals and work placements, including arrival and orientation logistics, accommodation during placement, local transportation, etc.; Organize in-country volunteer orientations and lead sessions as needed; Coordinate all administrative and logistical components of YCI office acquisition and volunteer accommodation and Canadian volunteers' visa renewals and extension related duties; Ensure YCI remains compliant with NGO registration and required compliances in Zanzibar; Oversee and maintain necessary reporting for local company registration requirements and ensure YCI remains compliant with evolving regulations; Provide leadership support to the country health, safety and security risk management portfolio to ensure the safety and security of staff, volunteers, partners, consultants and related stakeholders and perform other duties as requested by the Country Manager.
- **Financial Management:** Coordinate with YCI Headquarters to ensure appropriate financial and administrative management and compliance with donor regulations; Prepare and submit high quality financial reports, manage and monitor cash flows related to project expenses including staff payroll processing, payment of income tax for employees and payment contributions; Lead annual budgeting exercise; Collaborate with the Country Manager and other technical team leaders to ensure program activities are implemented in accordance with the project budget and work plan; Identify areas of risk and take steps to reduce vulnerabilities; Respect and act in accordance with accounting policies, procedures, and internal controls, ensuring compliance with donor and national regulatory requirements including annual audits and tax filing.

- **Technical Support and Training:** Provide technical onboarding, training, direction and support to project staff, volunteers, partners and external stakeholders as needed on processes, guidelines and requirements for finance, operations and human resources; Support Country Manager with daily project management, contributing to project decision-making by providing input on the operational health and status of the project; Facilitate accountability and quality assurance on financial literacy through formal and informal interactions with staff and partners.
- **Volunteer Management:** Supervise international volunteers in their professional deliverables that advance the goals of HerStart; Provide coaching and mentorship to ensure their meaningful engagement and integration into the team.

### **Skills and Experience**

You are a self-starter with 5+ years of progressively responsible leadership experience in finance, operations, procurement and/or human resources with a robust understanding of organizational accounting and financial functions; You have an understanding of and aligned vision of sustainable community development, an appreciation of the contribution of volunteers and ideally, are experienced in supporting or working with volunteers; You have demonstrated experience providing management and oversight of office operations, and the ability to explain accounting or financial concepts to necessary project stakeholders; You have a strong command of Microsoft Excel and other accounting software, with an analytical attention to detail; You are an effective communicator with excellent written and verbal English proficiency; and you are a permanent resident or a Citizen of Tanzania (preference will be given to Zanzibar residents).

### **Protection against Sexual Exploitation and Abuse Policy**

Youth Challenge International (YCI) commits to a zero-tolerance policy towards sexual exploitation and abuse (SEA) and considers any such acts a gross misconduct and grounds for dismissal. YCI recognizes the unequal power dynamics inherent in international development work and our responsibility to protect the human rights of the communities we serve and provide an environment free of sexual exploitation and abuse. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all employees are required to sign and adhere to the PSEA Policy and Code of Conduct, at all times. All employees must ensure that they understand and act in accordance with this clause.

### **To apply:**

Please submit your CV and cover letter as a single PDF document, maximum 4 pages, saved in the following format: "First Name Last Name\_Operations and Finance Manager\_Zanzibar". **Link to application form here**. To ensure any incoming emails do not end up in your spam folder, please add aroadburg@yci.org to your email contact list.

**Application Deadline: February 21, 2025**

Applications will be reviewed on a rolling basis as they are received, so we encourage early submissions. No phone calls about the position can be accepted. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

YCI encourages applications from all backgrounds. To achieve our goals, we rely on the unique experiences and viewpoints of our staff, volunteers, and partners. We understand that diverse perspectives require an inclusive culture to thrive – a culture that is respectful and welcoming to all. We are committed to creating a place of inclusion for employees, candidates, volunteers, partners and visitors of all backgrounds, ages, religions, races, gender identities, physical abilities or sexual orientations; a place where one can be their whole self, and where that whole self feels celebrated.

Please note that YCI uses a people-focused approach to evaluating applicants. We do not utilize artificial intelligence during the recruitment process.

**APPLY HERE**