

Job Description

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Job TitleJob LocationCategoryFinance and Administration ProfessionalDar es SalaamFinanceJob TypeJob levelIndustryFull TimeMiddle-Management-

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget Max Budget Primary Industry

Secondary Industry Primary Category Secondary Category

Finance: 5 Years -

Certificate Qualification

- -

Summary

The Finance and Administration Professional is a strategic individual in charge of the management of commercial services and financial and budget planning. S/He should be able to have an eagle's eye view of the organization to give recommendations to the Programme Manager regarding financial, revenue trends, and procurement.

Responsibilities

- · Management of commercial services and financial and budget planning
- · Procurement of material and service contracts and control of awarding processes
- · Control and processing of accounting
- . Monitoring of costs, expenses and claims and introduction of a financial monitoring system using new technologies
- · Consulting/coaching and training on administrative issues
- · Preparation and monitoring of audits
- · Control and handling of administrative processes as well as coordination and guidance of the national administrative staff
- · Advice on commercial decisions and representation in commercial matters

FOCUS:

- Ensure knowledge transfer to programme information
- Develop ready-to-use strategies and technical concepts, including guidelines, manuals and procedures and tools
- Prepare appropriate input for various programme reports including annual reports, and contributes to other reports required by the programme manager and Head Office
- · Contribute to external evaluation

Education & Qualifications

- Completed university degree in business administration and economics, Master's degree is an asset
- Additional comparable courses of study or equivalent commercial training

Requirements

- Several years of professional experience and comprehensive knowledge of financial management of international cooperation projects and programmes.
- · Long-standing professional experience in the commercial processing of complex commissions from development partners
- · Experience in project management

ADDITIONALLY:

- Strong conceptual and analytical skills
- Ability to work in a team, a high degree of flexibility as well as commitment and ability to work under pressure
- Extensive computer user knowledge
- Fluent in English language, knowledge of German language is an asset

Reporting To

• Programme Manager

Driving Licence

Not Required

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