



# Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

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<b>Job Title</b>	<b>Job Location</b>	<b>Category</b>
Finance and Administration Professional	Dar es Salaam	Finance

<b>Job Type</b>	<b>Job level</b>	<b>Industry</b>
Full Time	Middle-Management	-

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

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<b>Min Budget</b>	<b>Max Budget</b>	<b>Primary Industry</b>
-	-	-
<b>Secondary Industry</b>	<b>Primary Category</b>	<b>Secondary Category</b>
-	Finance: 5 Years	-
<b>Certificate -</b>	<b>Qualification -</b>	

## Summary

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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

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- 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**

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

## **Requirements**

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- 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**

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- Programme Manager

## **Driving Licence**

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Not Required

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