



# Job Description

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

<b>Job Title</b> Financial Officer Grants (m/f) - Tanzania	<b>Job Location</b> Kigoma	<b>Category</b> Grants Management, Finance
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Non-profits (NGO)
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Non-profits (NGO): 5 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Grants Management: 5 Years	<b>Secondary Category</b> Finance: 3 Years
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

Enabel is a Belgian development agency. Our mission is to build a sustainable world where all live under the rule of law and are free to thrive. With our partners, we offer solutions addressing pressing global challenges – Climate Change, Social and Economic Inequalities, Urbanisation, Peace and Security, Human Mobility – and promoting Global Citizenship. We have over 20 years' of experience in areas ranging from education and health care to agriculture, environmental protection, digitalization, employment, and governance. Enabel's expertise is eagerly sought after by partners around the globe – ranging from the Belgian government, European Union institutions, governments of other countries, and the private sector. We work with civil society, research institutes as well as businesses and we foster fruitful interaction between development policy and other areas.

With over 2,100 staff, Enabel manages about 170 projects in more than twenty countries, in Europe, Africa and the Middle East.

### **Background**

Enabel is the Belgian Development Agency operating in Tanzania, a public-law company with social purposes in accordance with article 7(iii) of the General Agreement between The United Republic of Tanzania and The Kingdom of Belgium on Development Co-operation.

Enabel in Tanzania has launched its new Country Strategy for the Bilateral Cooperation in Tanzania 2023-2027 while also several interventions financed by other donors are operational. To encourage broad ownership of the development results pursued by its projects and to promote their sustainability, Enabel seeks to establish partnerships with the most legitimate actors in the institutional landscape and when necessary, engages in a capacity development process with them. In this spirit, Enabel is entrusting an increasing proportion of the execution of its portfolio activities to third parties through grants.

In the Enabel framework, a grant is a direct financial contribution by means of a donation/non-commercial payment from the budget of a program/project given to one or more specific beneficiaries. However, in most of the cases, the grantees need support to comply with the administrative, contractual, and financial requirements. A close follow-up and capacity building of the grantee is a must to cope with a successful and timely implementation. In this challenging context, we are seeking a Financial Officer Grants for our office in Kigoma.

- **Category:** National
- **Location:** Kigoma, Tanzania
- **Reference:** 21012
- **Final date for application:** 14/07/2024

### **We offer you**

- A fascinating and interesting job in an international environment.
- A definite period contract of 40 months

- You are based in Kigoma, with frequent travels within the targeted districts of the region and, on occasions, to Dar es Salaam and Mwanza for meetings
- You are employed by Enabel in the function of “Financial Officer Grants”. A salary package that comprises the monthly gross salary, in accordance with our salary scales (Class 4), and more benefits such as health care insurance, 13th month, holiday allowance and if applicable school fees allowance
- Relevant recognized experience for the function will be valorised.

Applicants are also required to commit to the vision, mission, and values of Enabel: [Enabel's Vision, Mission & Values](#)

Following this recruitment procedure, a shortlist of successful applicants may be constituted which may be sourced in the next three years for similar job openings.

Every person who fulfils the conditions listed in our job advertisements may apply. Enabel is committed to equal opportunities and diversity in its workforce. We do not discriminate based on gender, origin, age, religion, sexual orientation, disability status or any other factor other than competence.

### **Are you interested?**

Apply [HERE](#) with an application letter and your updated CV, at the latest by 14 July 2024.

Only applications that are registered here via our online portal will be considered.

## **Responsibilities**

---

As a Financial Officer Grants, you report to the Financial Controller for Enabel in Tanzania, and your mission is to ensure 1) the quality of financial information of the grants with beneficiary partners in order to contribute to the timely and compliant achievement of the objectives of the intervention and 2) the control of fiduciary risks in the context of grants. The specific responsibilities include the following:

- Support budget planning and monitoring to ensure high-quality budget management of the Enabel grants
- Support the partners and Enabel colleagues with all financial requirements related to signature of a grant
- Monitor treasury operations to ensure that the grant instalments are paid appropriately and on time
- Produce regular budget monitoring reports, accurately and on time, including analysis and recommendations
- Analyse operating and activity costs and make recommendations to improve the efficient use of funds
- Builds the capacity of grantees to ensure effective use of Enabel resources and value for money with the financial controller
- Provide upstream, tailor-made support to each beneficiary partner in order to identify and mitigate any weaknesses or delays in the implementation of grants.
- Analyse fiduciary risks and monitor internal control and audit action plans in order to highlight risks and minimize their impact
- Support in the preparation and execution of audits
- Build the capacity of partner structures in the aim of contributing to the improvement of their organization, financial processes and systems as well as the skills of their staff
- Check and advise the grantees on financial compliance with grants management rules and procedures
- Ad-hoc Support to the financial controller in any duties related to finance and administration

## **Education & Qualifications**

---

Required Qualifications, Competencies and Experience

- Tanzanian National
- Bachelor's degree in business administration, Finance and Accounting, Economics or equivalent
- Minimum of 5 years experience in Finance, Accounting, and grant management
- Experience in the development of sustainable and effective grant programs (including applying and optimizing grant administration process, budgeting and accounting, documenting payments and expenditures, preparing progress reports, ensuring compliance with grant regulations, reviewing grant proposals, managing grant databases, etc.)
- Proven record in capacity building and training,
- Good knowledge of budget management and financial analysis;
- Advanced knowledge of Excel and Word.
- Good ability to withstand pressure and able to work in a multicultural environment
- Autonomous and proactive, taste for teamwork, excellent organizational skills, methodical and rigorous approach

## **Requirements**

---

- Knowledge of donor agencies in grant management method/process,
- Previous experience within an international cooperation organisation and knowledge of the context of our areas of intervention and specifically in the Kigoma region is a major asset,
- Experience in audit follow-up

- Familiarity with private sector support and/or education sector
- Organizational skills
- Budgeting and monitoring skills
- Capacity for reporting
- Networking, Interpersonal and communication skills

## Characteristics

---

- Skilled at solving problems; adopting a solution- and results-oriented approach.
- Exhibit excellent capacity to build good collaboration relationships with partners.
- Possess strong analytical and assessment skills.
- Show engagement, a sense of accountability, and integrity.
- Highly organized team player, with a proactive and flexible work style
- Collaborative governance mindset (Self-responsible, accountable, authentic communication)

## Driving Licence

---

Not Required

To Apply for This Job [Click Here](#)