



policy forum

Vacancy

Finance and Administration Officer

Policy Forum is a dynamic and growing network of over 90 civil society organizations seeking to enhance and augment the voice of citizens in national policy processes. The primary areas focus for its activities are poverty reduction, equity, and democratization with a distinct leaning towards improved governance and accountability. The network is facilitated through a small secretariat headed by the Coordinator. The Secretariat is currently seeking a person to fill the vacancy of Finance and Administration Officer who will work to manage Policy Forum accounts and administer the smooth running of the office.

Typical key Tasks and responsibilities of the job include:

Using specialized accounting software and Microsoft office to post, verify, and reconcile all financial transactions; Calculating, preparing and issuing invoices, journal vouchers, purchase orders, budget versus expenditure statements, trial balance statements and all other financial statements according to established procedures. (*overseen and supported by an external accounting firm*); Administering the Policy Forum office. This includes maintaining Policy Forum filing system; Supervising the work of the Office Assistant and Driver.

Qualification and Experience:

- a. A relevant post-secondary qualification with at least three year's relevant experience
- b. Ability to become familiar with basic accounting software
- c. Strong analytical ability to evaluate operational issues
- d. The ability and tendency to pay close attention to detail.
- e. Ability to manage own time and that of others effectively with minimum supervision

ALL interested applicants need to send the following: (a) a cover letter clearly stating in 200 words or less why you consider yourself suitable for it, (b) salary history, (c) 2-3 references, and (d) an updated CV which includes your complete contact details, The application deadline is **2 July 2010**. Application materials will be retained by Policy Forum and cannot be returned. Interested candidates should submit an application either by mail or by e-mail to the following address:

Policy Forum Recruitment
PO Box 38486, Dar es Salaam
E-Mail: info@policyforum.or.tz

A job description can be requested from the above e-mail address by interested candidates if required.
Women are strongly encouraged to apply!