

ActionAid Tanzania is an anti-poverty agency working to end poverty and injustice. Women candidates are highly encouraged to apply for the position

ActionAid Tanzania (AATZ) envisions seeing Tanzania without poverty and injustice in which every person enjoys his/her right to a life of dignity. Currently, the organization is looking for a qualified, experienced and self-motivated person to fill in the following vacant post:

Job Title: Women's Rights & Local Rights Programs (LRP) Oversight Manager

Work station: HQ - Dar es Salaam, with travels to the field and internationally as required.

Reports to: Head of Programs & Policy

Department: Program

Job Role:

Lead women rights works of the country program as per the direction of the the organization's Country Strategic Paper (CSP) and coordinate and oversee of operations at district based Local Rights Programs (LRPs).

Key Responsibilities

- Lead women rights programs of the country program
- Coordinate policy and campaign engagement related to women rights involving strategic partners, LRPs and policy makers to promote pro poor policy and practices
- Initiate and strengthen partnership, networking and alliance building on women rights issues at national and international level
- Represent AATZ at local, sub national, national and international women rights forums
- Facilitate capacity development to staff and partners on women rights
- Assess regularly potential donors for women rights works, initiate project ideas, prepare concept notes and project proposals individually and in teams

Qualification and Experience

- A graduate degree in Gender, Law, Development Studies and other related Social Science fields from a recognized educational institution
- 4 years relevant experience especially working in the NGO sector with specific focus on women rights and gender
- Driving licence and skills

Job Title: Accountant

Work station: HQ - Dar es Salaam.

Reports to: Head of Finance

Department: Finance

Job Role:

Process accounting transactions in accordance with AATZ accounting and procedures and perform financial management tasks.

Key Responsibilities

- Maintenance and custody of accounts records & file documents in defined area of work for ease of reference and retrieval
- Facilitate online instructions/cheques are accompanied by relevant persons and approval of documents before signoff
- Compile payroll deductions ie Pay As You Earn and Pension contributions with support from HR and process payments.
- Carry out bank transactions, submission of bank authority letters, collection of bank statements, depositing receipts, and other functions
- Generate reports on relevant codes and share with staff and line manager
- Maintain foreign exchange rates movements on a regular basis and support in track, update and ensure other funds remitted / transferred in favour of the Country Program are duly documented and posted into the ledger.

- Participate in departmental planning and budget sessions
- Facilitate capacity development processes to Local Rights Programs/partners/staff on financial system and procedures

Qualification and Experience

- Bachelor's degree in Accounting, Finance, Commerce or Business Administration or Financial Management with accounting option from a recognized institution or other related area
- Professional qualification / Membership of a reputable Professional Accountancy body such as Local Accountancy body, ACCA, CPA is an added advantage
- A minimum of 2 years' experience in mainstream finance in recognized institution preferably in the NGO sector

Job Title: Operation Assistant

Work station: HQ - Dar es Salaam

Reports to: Head of Human Resources, Organizational Development & Support Services

Department: Human Resources, Organizational Development & Support Services

Job Role:

Provide transport service (driving), logistical support and Liaison services

Key Responsibilities

- Provide transport services to the organization's staff and guests
- Manage AATZ vehicles at the HQ by checking vehicles service schedules, and keeping them clean, fuelled and well maintained.
- Ensure the vehicle is healthy and default reported timely and fixed
- Attend to official banking functions such as depositing cash, sending bank transfers instructions, collection of bank statements and cheque books.
- Assist in collecting procurement documents e.g. quotations from suppliers.
- Collect mails from post box, dispatching letters and documents to and from the office.
- Facilitate visa and permit processes for staff, board and visitors.
- Prepare monthly vehicles and motorcycle movement reports monthly and submit report

Qualification and Experience

- Form IV- with a driving license class C or D and a certificate from NIT
- Have a minimum of two (2) years' experience in similar position from a reputable organization
- Training in Defensive Driving
- Proven general knowledge on office logistics support functions
- Conversant in English language writing and communication

Applicant must have vehicle driving skills with a valid driving License

To apply, submit your updated curriculum vitae, a motivation letter and state your gross monthly salary expectation and send to Head of Human Resource Organizational Development & Support Service, through E-mail: jobs.tanzania@actionaid.org;

Closing date: 04th September 2018 at 14.00hrs. Please clearly indicate "Application for ActionAid Tanzania Women Rights & LRP Oversight Manager or Accountant or Operation Assistant" in your email subject. **NB: Whilst all applications received will be assessed strictly on their individual merits, we regret that we can only respond to shortlisted candidates.**