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## NEW JOB ADVERTISEMENT

### Introduction:

Rafiki Social Development Organization is a development and advocacy non-Governmental and non-profit sharing Organization working with Children, Youth, Marginalized and Vulnerable groups, families and their communities to reach their full potential by advocating for their rights and tackling the causes of poverty and injustice. The Organization was established in January 2005 and registered under the NGO Act of 2002, issued with a registration number No.00NGO/R1/00226 to operate in Tanzania Mainland.

Rafiki SDO is a sub recipient funding from ELCT Tanzania to implement USAID Kizazi HODARI project at Mara region, in 6 councils. USAID Kizazi HODARI project is a five-year, USAID-funded project (April 2022-March 2027) implemented by the prime recipient Evangelical Lutheran Church in Tanzania (ELCT) in collaboration with Rafiki SDO as Implementing partner. The project is child centered and family focused applying the National Integrated Case Management System (NICMS) approach to enable delivery of individualized and age specific case management services to the household contributing attainment of 95-95-95% UNAIDS goals through OVC comprehensive services.

To facilitate smooth implementation of this project, RAFIKI-SDO wishes to recruit qualified, experienced, motivated and dynamic individuals in the following position available;

### Job Title: Project Accountant - (1 POST)

**Office location:** Mara Region

**Work station:** Musoma MC

**Reporting to:** Project Manager

**Duration:** One year / Renewable (full time)

**Salary:** Attractive package

- ❖ Establish financial systems and policies for the project to ensure Organization compliance, practices, and regulations;
- ❖ Provide financial and administrative support in the design, implementation, and monitoring of project activities;
- ❖ Advise project staff on donor requirements; and provide training on financial management, recordkeeping, operational systems, and policies as needed;
- ❖ Maintain audit trail for all projects matters i.e., proper book keeping both soft and hard copies, proper filling of project documents etc.
- ❖ Ensure sufficient internal controls are maintained throughout the project life, i.e., bank reconciliations and all expenses are with proper approvals.
- ❖ Maintain organization and project fixed assets register
- ❖ Develop and monitor budgets for the project;
- ❖ Work with program staff to finalize and administer sub agreements, subcontracts, MOU and other related project agreements;

- ❖ Effectively communicate with and orient staff to ensure understanding of donor regulations, cost norms and requirements.
- ❖ Ensure the financial monitoring of all grants in accordance with proper accounting principles and donor requirements;
- ❖ Work with procurement process to ensure proper planning, purchasing and distribution of project products in compliance with Rafiki-SDO policies and donor regulations;
- ❖ Analyze project expenses through financial reports on a monthly and quarterly basis;
- ❖ Assess cost-effectiveness of methodologies proposed by the project leadership team;
- ❖ Coordinate input for the project annual budgeting process with the project team;
- ❖ Supervise other financial and administrative staff;
- ❖ Ensure timely preparation and submission of complete and accurate financial reports and cash requests as per donor requirements.
- ❖ Maintain effective linkages between technical components, grants and finance and administrative functions within the project.
- ❖ Oversee compliance of Donor financial policy guidelines, policies and procedure of Government of Tanzania relating to all statutory requirements (PAYE, WHT, WCF, NSSF, HESLB) and any other income tax.

### **Dealing with Problems:**

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them

- ❖ Collates and provides technical support for the implementation of the project within assigned districts
- ❖ Puts in place systems to monitor and provide technical soundness in the implementation of the project in assigned districts/areas
- ❖ Works with minimum supervision
- ❖ Analyses issues for decision making to strengthen and support delivery of Education programs that meets organizational requirements and refer to line manager for approval.

### **Communications and Working Relationships:**

Working contacts inside and outside the organization; include the purpose and level (high, medium, low) of the contact

- ❖ Maintains high contact with staff and donor staff to offer support for understanding and implementation of project related activities
- ❖ There is a low contact with other staff to support them with understanding education programs and their support in the implementation of related activities.

### **Knowledge, Skills, Behaviors, and Experience Required to Achieve Role's Objectives:**

Gained through education, training, & experience

## Requirements:

- ❖ University degree in accounting, finance or any related relevant field;
- ❖ At least two (02) years of experience working on donor-funded development programs and financial management;
- ❖ At least two (02) years in a supervisory role.
- ❖ Proven work experience as an Accountant.
- ❖ Strong knowledge of accounting principles and practices.
- ❖ Excellent mathematical and analytical skills.
- ❖ Proficiency in accounting software and MS Excel.
- ❖ Detail-oriented with a high level of accuracy.
- ❖ Ability to work independently and meet deadlines.
- ❖ Excellent written and verbal communication skills.

## Demonstrated behaviors needed by the post holder to successfully perform the role

- ❖ Demonstrating High level of confidentiality
- ❖ Knowledgeable of the education systems and activities in Tanzania
- ❖ Develops, motivates, coaches and promotes high performance by partners' staff and collaborators.
- ❖ Teamwork.
- ❖ Working under pressure.
- ❖ Communicates clearly and effectively.
- ❖ Develops winning grants proposals.
- ❖ Works in a participative community approach.

## HOW TO APPLY:

If you believe you are the ideal person we are looking for. Please send the application to [ajira@rafikisdo.or.tz](mailto:ajira@rafikisdo.or.tz) and indicate the position title in the email subject line. The closing date for these applications will be on **Thursday 14<sup>th</sup> March, 2024, 17:00 hrs.**

**NOTE:** *RAFIKI-SDO will not refund any costs incurred by any applicant in preparation for this application. This includes, but not limited to cost for submitting an application and other communication related to the application. RAFIKI-SDO will inform those successful, if you will not be contacted two weeks after closing date of this job advert consider yourself as unsuccessful. Thank you for your interest of working with RAFIKI-SDO and supporting initiatives for saving children, youths and marginalized groups*

**To learn more about Rafiki-SDO visit: [www.rafikisdo.or.tz](http://www.rafikisdo.or.tz)**

**Only shortlisted candidates will be contacted.**

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