



UNITED REPUBLIC OF TANZANIA

**MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY**



**UNIVERSITY OF DAR ES SALAAM
INSTITUTE OF RESOURCE ASSESSMENT**



VACANCY ANNOUNCEMENT

JOB TITLE	Finance and Administrative Officer- 1 Post
ORGANIZATIONAL UNIT	University of Dar es Salaam Institute of Resource Assessment
DUTY STATION	Dar es Salaam

PROGRAM OVERVIEW

The Partnerships for Sustainable Community Development – Tanzania Partnership Program (PSCD-TPP) at Michigan State University is a collaborative alliance of local and international organizations working together to make communities more sustainable in their economic, health, education and overall well-being. PSCD-TPP establishes long-term collaborations among scholars, development professionals, government and non-governmental organizations, and local people to improve local livelihoods and to strengthen local capacity. PSCD-TPP initial international partners are the Institute of Resource Assessment (IRA), University of Dar es Salaam (UDSM); the Dar es Salaam University College of Education (DUCE) and Sokoine University of Agriculture (SUA).

POSITION SUMMARY

The Finance and Administrative Officer will provide efficient, compliant, and proactive financial and administrative services for the Tanzania Partnership Program (TPP). This position reports directly to the TPP In-Country Coordinator on matters related to day-to-day operations and works closely with the MSU-based TPP Fiscal Officer and Assistant Director. The officer will also work with the Principal IRA Accountant and the UDSM Finance Office as needed.

1. DUTIES AND RESPONSIBILITIES

Financial management Functions

- i. To develop in-country program budgets in collaboration with the TPP In-country Coordinator, IRA and TPP partners
- ii. To track and analyze program expenditures, project upcoming expenses, and flag financial needs
- iii. To support TPP faculty and staff in the development of individual project budgets and assist them in the preparation, submission, and closing of all TPP faculty and staff imprest
- iv. To generate and provide timely financial reports to the Coordinator detailing funds spent and/or available by in-country budget line item, fund requests by faculty and staff, and priority actions needed to ensure cash flow to support essential program activities
- v. To prepare imprest register and records that track imprest from request to closure. Ensure the MSU-based TPP Fiscal Officer is regularly updated on all imprest requests and closures.
- vi. To track and report on the status of projects funded via open and/or closed imprests, the coding and organization of receipts for program activities, ledgers and invoices for reimbursement by MSU.
- vii. To maintain ledgers related to program expenditures. Ensure program funds are spent in accordance with the approved budget and TPP policy guidelines.
- viii. To collaborate with MSU Fiscal Officer to reconcile TPP monthly personnel transactions. Ensure receipts and program expenditures are properly coded and organized on ledgers for timely processing and reimbursement.
- ix. To prepare and share monthly bank statements to the Coordinator and MSU Finance Officer.
- x. To prepare and maintain partner meeting budgets and assist with logistics as needed.
- xi. To ensure timely processing of invoices, fund requests, and payments to contractors and vendors
- xii. To under the direction of the Coordinator and in collaboration with the IRA accountant and TPP MSU Fiscal Officer, manage the replenishment of in-country funds, reconciling in-country accounts and providing relevant information for program audit.
- xiii. Other project duties as assigned by the TPP In-country Coordinator.

Administrative Functions

- i. To support planning and logistics of partner meetings, TPP planning events and field visits
- ii. To support the Coordinator to ensure smooth functioning of TPP office systems including maintenance of filing systems, documentation, library and management office equipment

- iii. To procure assets, supplies, stationeries, and consumables for TPP-IRA office and assist with procurement of such items for district teams (VBOs, SPOs)
- iv. To manage relationships with vendors, service providers, and consultants in compliance with TPP procurement policies.

Compliance and Statutory Reporting Functions

- i. To maintain financial procedures and internal control systems that help prevent errors or misuse of funds, ensure accurate reporting, and support transparency, with full compliance to UDSM, MSU, and funder financial policies and practices.
- ii. To ensure compliance with all Tanzanian tax laws, including PAYE, Withholding Tax (WHT), and other applicable taxes.
- iii. To prepare and submit statutory returns accurately and on time to the Tanzania Revenue Authority (TRA) and other regulatory bodies.
- iv. To liaise with tax consultants and auditors where necessary to address compliance issues.
- v. To ensure timely compliance with other statutory bodies such as the National Social Security Fund (NSSF), Workers Compensation Fund (WCF), and other relevant local authorities
- vi. To ensure transparent procurement processes and maintain proper documentation for all purchases and service contracts.

2. KEY RESULT AREAS

- Timely, accurate financial reporting, with minimal audit queries.
- Full compliance with Tanzanian tax laws, statutory reporting
- Proactive monitoring of budgets and prompt reporting of variances to management
- Efficient and compliant office administration, asset management, and logistics coordination.
- Transparent procurement processes with complete supporting documentation.
- Strong internal control systems that mitigate financial, operational, and statutory risks, and ensure audit readiness and regulatory compliance.

3. POSITION LOGISTICS:

The Finance and Administrative Officer will:

- Be based in Dar es Salaam at the Institute of Resource Assessment, UDSM.
- Travel within Tanzania to TPP partner communities and stakeholder organizations, as well as, to the United States, may be required.
- Work on a full-time basis.

4. EXPERIENCE AND QUALIFICATIONS:

Required

- Bachelor's degree in accounting, Finance or related field with a strong foundation in business administration and financial management
- At least five years of progressive experience in financial planning and

administration.

- Demonstrated experience budget development, expenditure tracking, and producing financial projections.
- Proven ability to support multiple project teams in aligning programmatic priorities with available resources.
- Proficiency in MS Office, specifically MS Word and Excel, as well as experience with UDSM or Tanzanian Governmental accounting and financial reporting software or platforms. Experience with relational database programs such as Access is not a requirement but preferred.
- Strong skills in preparing and interpreting financial reports and reconciling accounts with multiple stakeholders.
- Ability to prioritize competing financial tasks and support cash flow management to ensure timely payments and uninterrupted program operations.
- Ability to solve problems creatively, undertake detailed work, and contribute effectively as a member of a team.
- Fluency in English and Swahili.
- Demonstrated professional work ethic, including attention to detail, timeliness, discretion, and the ability to work independently under pressure with minimal supervision.

Preferred

- Recommended holder of this position to have a Certified Public Accountants (CPA) qualification.
- Experience working with local and international institutions, including universities, government offices, and NGOs, with a demonstrated understanding of financial procedures and reporting requirements across institutional contexts.
- Experience collaborating with individuals predominantly through virtual settings for interactions with the MSU TPP Team
- Excellent organizational, communication, and interpersonal skills; ability to collaborate effectively with administrative staff, faculty, and program partners.
- High levels of professionalism and attention to details.
- Readiness to accept challenges and learn new skills to adapt to the evolving demands of the program.

5. PLACE AND DURATION:

The Finance and Administrative Officer position is a two-year position renewable upon successful performance of roles and responsibilities as determined by an annual performance review conducted by the TPP In-Country Coordinator.

6. REMUNERATION:

TPP will determine, negotiate and offer an attractive remuneration package to the right candidate depending on his/her qualifications and experience.

7. MODE OF APPLICATION:

Interested and qualified applicants should apply to the addresses provided below enclosing: -

- (i) Signed Application letter addressing the list of competencies.
- (ii) Curriculum Vitae (CV) with names and Addresses of three (3) Referees.
- (iii) Certified copies of relevant Certificates and Transcripts.
- (iv) Recent one (1) Passport Size Photo.

8. NOTE:

- (i) Only shortlisted candidates will be contacted for an interview.
- (ii) Incomplete applications will not be processed.
- (iii) Applicants must indicate their National Identification Numbers (NIDA Number).
- (iv) Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU).
- (v) All applications must be sent through UDSM recruitment portal by using the following address: https://hrmis.udsm.ac.tz/hrportal/index.php/application_list and not otherwise.
- (vi) A signed application letter should be addressed to:

***Director of the Institute of Resource Assessment,
University of Dar es Salaam,
P. O. Box 35097, Dar es Salaam.***

9. DEADLINE:

The deadline for application is 14 days from the first appearance of this advertisement.

Released by

DEPUTY VICE CHANCELLOR (PLANNING, FINANCE AND ADMINISTRATION)