

UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY



**UNIVERSITY OF DAR ES SALAAM  
COLLEGE OF SOCIAL SCIENCES  
DEPARTMENT OF GEOGRAPHY**

### **VACANCY ANNOUNCEMENT**

**POST TITLE:** Financial Administrator

**ORGANISATIONAL UNIT:** University of Dar es Salaam (UDSM)  
Department of Geography

**DUTY STATION:** Dar es Salaam

#### **Background**

The Department of Geography in collaboration with the University of Cape Town's Environmental Humanities South (EHS) is implementing a four-year research project namely: Critical Zones Africa, South and East (CzASE). The project is funded by the Science for Africa Foundation (SFA). It brings several other African research institutions including Addis Ababa University, Lilongwe University of Agriculture and Natural Resources (LUANAR), University of Zimbabwe, Human Sciences Research Council (HSRC) of South Africa and University of Leeds (School of Earth and Environment).

The Financial Administrator will provide efficient and effective financial management for the CzASE Project. The Financial Administrator shall report to the Head of the Department of Geography on matters related to day-to-day project operations.

#### **1. KEY ROLES AND RESPONSIBILITIES:**

- To manage CzASE finances and financial reporting including collection of receipts for project activities and travel funds;
- Preparing monthly bank reconciliation statements and proper books of accounts;
- Preparing financial statements;
- Preparing payment vouchers on day to day basis;
- To maintain a register associated with accounts activities;
- To maintain projects' fixed assets, register and ensure that it is up to date;
- To maintain staff imprest records and retirements;
- To prepare various payment schedules such as student allowances and stipends etc.;
- Maintain spreadsheets and ledgers and ensure that funds are spent per the CzASE budget guidelines;

- Liaise with the College of Social Sciences accountant to ensure project activities and budget are integrated into the College's annual plan and budgets;
- Design and generate financial reports for annual, monthly and ad-hoc reporting;
- Ensure financial processes and controls are in place and comply with the University's financial regulations, policies and practices;
- Ensure the remittance of all statutory deductions as per the law;
- Process invoices, follow up on various fund requests, and payments are done on a timely; and
- Performing any other duties assigned to him/her by the Immediate Supervisor.

## **2. QUALIFICATIONS:**

- Holder of a Degree in Accountancy, Finance, Commerce/ Business Administration majoring in Accountancy or Finance or any relevant field from any recognized Institution

### **2.1 Key Competences:**

- Working experience of at least four years in a related field;
- First Degree with a minimum GPA of 3.0 in Accountancy from a recognized University will be an Asset;
- Experience working with various financial and accounting management programs;
- Possess good writing, editing, and verbal communication skills;
- Proficiency in MS Office, specifically MS Word, PowerPoint, and Excel;
- Ability to solve problems creatively, undertake detailed work, and work well as a member of a team;
- Professional work ethics including, accuracy, efficiency, thoroughness, the ability to handle multiple tasks, and deadlines with limited supervision and work effectively under pressure;
- Excellent interpersonal and organizational skills; and
- Readiness to accept challenges and learn new things to cope with the changing demands of a program.

## **3. DURATION OF THE ASSIGNMENT:**

One-year renewable contract depending on performance and availability of funds.

## **4. REMUNERATION:**

An attractive package will be offered to the right candidate commensurate with his/ her qualifications and experience as determined by the Project.

## **5. MODE OF APPLICATION:**

Interested candidates should apply in confidence to the Undersigned 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.

### **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) Applicants retired or terminated from public service for whatever reason should not apply.
- (v) Presentation of forged certificates and other information will result in disqualification and legal action.
- (vi) Certificate from foreign examination bodies for Ordinary or Advanced level education should be verified by the National Examination Council of Tanzania (NECTA).
- (vii) Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU).
- (viii) A signed application letter should be written in either Swahili or English and addressed to:  
Deputy Vice Chancellor - Planning, Finance and Administration  
University of Dar es Salaam,  
P. O. Box 35091,  
**Dar es Salaam.**

## **6. MODE OF SUBMISSION**

*All applications must be sent through UDSM recruitment portal by using the following address: [https://hrmis.udsm.ac.tz/hrportal/index.php/application\\_list](https://hrmis.udsm.ac.tz/hrportal/index.php/application_list) and not otherwise*

### **DEADLINE**

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