



1. JOB TITLE: **Finance Assistant (Cashier)**

Department **Tanzania**

Workplace **Kibondo/Kasulu**

Contract Type **National contract**

Posted **23 Jan 2024**

Expires **08 Feb 2024**

Founded in 1956, The Danish Refugee Council (DRC) is a humanitarian, non-governmental, non-profit organization providing direct assistance to conflict-affected populations – refugees, internally displaced people (IDPs) and host communities – in more than 40 countries around the world. DRC has been implementing emergency response projects in Tanzania since the onset of the Burundi refugee crisis in 2015 in three refugee camps in the Kigoma Region at the border with Burundi. DRC's integrated projects for refugees, asylum seekers and host communities comprise sectors such as Camp Coordination and Camp Management (CCCM), Protection (CBP, PSN, GBV, CP and Legal), Shelter and infrastructure, and Economic Recovery.

Overall purpose of the role:

Under the supervision of the Finance Manger, the Finance Assistant provides financial and administrative support to DRC and partners as per DRC and donor regulations and procedures within the Country operations in Tanzania and Burundi. The Finance Assistant contributes to the development of country strategies, which are translated into action plans and day-to-day tasks. The Finance Assistant provides support and/or technical guidance to country operations while overseeing country activities.

Main Responsibilities

Finance and accounting

- Posting Expenses report and cash advances in dynamics
- Process Statutory Payments for (NSSF, PAYE, WCF, and SDL) before deadline
- Follow up with HR to get control number for HESLB and make sure payment is done on time.
- Follow up with vendors on EFD receipt and ensure receipts are attached to payment vouchers.
- Making monthly payments to incentive workers for camps and host community
- Timely uploading in dynamics monthly incentive workers payment/ Settlement
- Creating Low Value payments journals in dynamics on daily basis
- Assist the Finance Manager in other areas as required.
- Prepare and participate in donor verifications and annual audits.
- Creating vendor settlement journals (Pos and staff)
- Stamp project stamp for all vouchers as per donor requirements
- Stamp all low value procurement vouchers with “POSTED STAMP” immediately after expenses are posted in dynamics.
- Follow up on all pending vendor invoices in dynamics and make sure they are cleared and settled.
- Maintain proper filing of all financial documentation (vouchers, contracts, POs, etc.) and track all the payments made when needed.
- Stamp “PAID” all vouchers immediately after the payment is made.
- Create vendor invoice in Dynamics for high value procurement.
- Prepare weekly cash counts and ensure reconciliation in DRC Dynamic
- Update cashbooks on daily basis to reflect the actual status of existing cash count and cash count and cash/bank balance in all currencies.
- Proceed with the incentive payment in both camps location.
- Record on daily basis the invoices submitted to finance.
- Support the finance officer with any additional tasks.

Reporting

- Assist with collecting, reviewing, correcting and filing all financial progress reports from the partners
- Support financial report preparations
- Submit progress and status reports

Required knowledge and working experience

- Minimum 1 year of relevant work experience
- Experience with carrying out admin tasks
- Good communication skills
- Advanced proficiency in Excel
- Basic proficiency in PowerPoint and Word
- Well-developed organizational and planning skills in order to meet deadlines
- NGO experience
- Advanced English proficiency
- Fluency in Swahili

Education

- Diploma or equivalent professional qualification

Information

Employment category: Standards

Reporting to: Finance Manager

Technical Line Manager: Finance Manager

Direct report:N/A

Unit/department: Finance

Location: : Kibondo /Kasulu

Key stakeholders: (internal and external)

- Finance staff
- Program Managers
- Human Resources
- Procurement and Logistics
- Area Manager Tanzania
- Area Manager Burundi
- HOSS Tanzania/Burundi
- Country Director Tanzania/Burundi
- Regional Office/Head Quarters

External

- Donors
- Local Auditor company in Tanzania
- Local TAX authorities in Tanzania
- NNB Bank

All DRC roles require the post-holder to master DRC's core competencies:

- Striving for excellence: You focus on reaching results while ensuring an efficient process.
- Collaborating: You involve relevant parties and encourage feedback.
- Taking the lead: You take ownership and initiative while aiming for innovation.
- Communicating: You listen and speak effectively and honestly.
- Demonstrating integrity: You act in line with our vision and values.

Providing equal opportunities We are committed to creating an inclusive and positive work environment based on mutual respect for all employees. All applicants are considered for employment without attention to race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, marital status, or any other factor. At DRC we celebrate diversity and appreciate our employees for the people they are and their unique skills, backgrounds, and perspectives. We encourage all interested candidates to apply.

DRC strives to attract, motivate and retain qualified national staff within its programs. As such, we strongly encourage national and diaspora candidates to apply for this position. However, candidates should take into consideration that DRC cannot employ, under an international contract, a national of the country in which he or she will be working (in this case, the United Republic of Tanzania)

Promoting high standards : DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

Application and CV

Only motivated applications that address the stipulated duties and meet the required qualifications, sent together with a CV, will be considered.

DRC only accepts applications sent via our online-application form on www.drc.ngo under JOB.

APPLY HERE

2. JOB TITLE: **Supply Chain Officer (Procurement)**

Department **Tanzania**

Workplace **Kibondo/Kasulu**

Contract Type **National contract**

Posted **23 Jan 2024**

Expires **07 Feb 2024**

Supply Chain Officer (Procurement)

Founded in 1956, The Danish Refugee Council (DRC) is a humanitarian, non-governmental, non-profit organization providing direct assistance to conflict-affected populations – refugees, internally displaced people (IDPs) and host communities – in more than 40 countries around the world. DRC has been implementing emergency response projects in Tanzania since the onset of the Burundi refugee crisis in 2015 in three refugee camps in the

Kigoma Region at the border with Burundi. DRC's integrated projects for refugees, asylum seekers and host communities comprise sectors such as Camp Coordination and Camp Management (CCCM), Protection (CBP, PSN, GBV, CP and Legal), Shelter and infrastructure, and Economic Recovery.

Overall purpose of the role:

The Supply Chain Officer will ensure efficient and effective procurement of supplies, services and works providing value for money and in compliance to best practices as per DRC Supply Chain Operations Handbooks and donor regulations.

Main Responsibilities

- Responsible for execution of procurement activities in a timely manner achieving value-for money while fully compliant to DRC and relevant donor procurement procedures and regulations.
- Receive PRs once approved in DRC Dynamics, review specifications before issuing RFQs, complete the procure to pay process in Dynamics ERP.
- Raise Purchase Orders and draft contracts with clear specifications on supplies/services/works ordered for and ensure the relevant appendices are referenced to and attached.
- Crosscheck that requestors select the purchase agreements item number for all items under Framework agreement and follow-up tracking on procurement spending under Purchase Agreements and Long-term contracts.
- Ensure tracking of all service contracts issued by the country program including lease agreements, security services contracts, internet service and Insurances.
- Work closely with the warehouse unit informing them of the supply pipeline, and ensure requestors verify supplies at delivery time. Follow up on timely delivery of supplies ensuring the items meet approved requestor specifications.
- Support in ensuring adherence to procurement plans by working closely with relevant budget-holders and supply chain Team Leader. Help to build capacity and compliance skills of non-procurement staff.
- Participate and support internal and external audits ensuring required information and documents requested are ready for submission to auditors.
- Excellent liaison, communication, and facilitation skills. Engage with relevant authorities for processing of camp entry permits.
- Observe the DRC Code of Conduct and DRC's Anti-Corruption Policy and ensure any potential conflicts of interest are promptly raised and reported.
- Filing and archiving of documents on SharePoint following proper file naming protocol.

Reporting

- Weekly PR/PO Tracker status report
- Inventory report for Office and Compound

Required knowledge and working experience

- Minimum 3 years' experience in procurement and logistics function in a busy work environment with an INGO.
- Familiar with donor procurement guidelines; UN Agencies, UNHCR, DANIDA, FCDO, USAID, ECHO, UNICEF, EU
- Strong work ethic with high integrity and transparency
- Ability to work under pressure and deliver on tight deadlines.
- Strong skills and experience in using ERP system.
- Strong communication and feedback skills.
- Team-oriented.

Education

- Bachelor's degree in Supply Chain Management - Procurement and Logistics.
- Certificate in Humanitarian Logistics and Supply Chain Management

Languages:

- Fluency in English
- Fluency in Kiswahili

Information

Employment category: Standards

Reporting to: Supply Chain Team Leader

Technical Line Manager: Supply Chain Manager

Direct report:N/A

Unit/department: Supply Chain

Location: : Kibondo /Kasulu

Key stakeholders: (internal and external)

- DRC Staff
- Suppliers/Service Providers
- MoHA/Government

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- Striving for excellence: You focus on reaching results while ensuring an efficient process.
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