



Center for Research, Agriculture advancement, Teaching Excellence and Sustainability (CREATES) and The Nelson Mandela African Institution of Science and Technology (NM-AIST). P.O. Box 447, Arusha

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Employment Opportunity

The two new Centres of Excellence funded by the World Bank, called CREATES and WISE-futures at the Nelson Mandela African Institution of Science and Technology (NM-AIST) in Arusha, Tanzania are currently looking for an Accountant. We invite suitably qualified Tanzanians below the age of 45 years to apply to this accountant position, who will be responsible for all financial related matters of the two centers.

(a) Position: Accountant Officer (1 Post)

(b) Responsibilities:

- To administer and manage all financial aspects of project including: preparation and control of the budget, documentation of all receipts and payments, assets and liabilities and safe custody of security documents; and preparation of financial statements and reports.

- Facilitate preparation, review and submission of the annual operation plan/ budget of grants projects in line with donor requirements.
- Review and advice on all proposal budgets preparation with respect to compliance issues for all the funding sources.
- Budgetary Management and Monitoring – Analysis of spending against budgets for all Grant Project and addressing variances, Monitoring of budgets and pipeline for grants and advising Project management accordingly.
- Audit Performance – Coordination of all Grants audits i.e. (Internal audit, external audit, Donor Audits), ensure that responses to audit reports are done as per policy, that all previous years audit recommendations are implemented timely and that Project attains acceptable audit results across all Grants.

- Ensure mechanisms are in place for review of all Grants payment documents to ensure proper expense allocation to grants. In addition work closely with Procurement Unit team to ensure that special grant requirements are met in the procurement process as detailed in the financial and disbursement Manual.
- Conduct joint meeting with Programs staff for updating on financial and operation matters.
- Maintain effective communication with project management and other stakeholders on all Grants Financial Issues including continuous follow ups on Budget commitments.
- Coordinate grants management trainings for finance and non -staff.
- Coordination with other grant Finance staff to ensure that accurate grants reports are prepared and sent to the CREATES and WISE-future project managers on a timely basis.

(c) Qualifications: Education/Knowledge/Technical Skills and Experience

Minimum Qualification required:

- Bachelor Degree in Accounting or any other related discipline.
- Experience: at least 1 year in Accounting related discipline
- Preferred: CPA/ACCA/CA holder
- Master Degree in Accounting/Finance is an added advantage

Technical Skills & Abilities:

- Excellent computer skills in Excel & EPICOR and QUICK BOOK software.
- Experience in managing donor funds
- Working knowledge of Sponsorship and Grants operations, finance services and practices is an added advantage.
- Good planning and organizational skills
- Ability to maintain effective working relationships with all levels of staff and public
- Good Analytical skills necessary.

(c) Duration of the contract:

The position is based on a 2 year contract, full time, renewable subject to performance and includes a probation period of 6 months. Maximum duration of the contract will be 5 years.

(d) Salary and compensation package:

A total salary budget (inclusive of Income tax, Gratuity of 25%, Workers Compensation fund of 0.5% and Health Insurance of 6%) will be **USD 1500** per month.

(e) Duty Station:

Nelson Mandela African Institution of Science and Technology [NM-AIST], Arusha, Tanzania

(f) Reporting to:

Centre Director / Deputy Centre Director and Centre Manager

(g) Mode of Application:

Eligible candidates possessing the above qualifications and attributes are advised to submit their applications including the following:

- Certified photocopies of relevant certificates and academic transcripts
- Most recent Curriculum Vitae
- Names and contact details of at least two professional referees
- Contact details: Telephone, E-mail and Postal Address
- Individuals currently employed in the **Public Service** should route their applications through their employers
- Female candidates are strongly encouraged to apply

(h) Deadline

Deadline for application is **19th March 2018**. Those who applied in the first round, do not need to re-apply. Applications should be sent by either e-mail or via post address and should be addressed to:

**Deputy Vice Chancellor,
Planning, Finance and Administration
The Nelson Mandela African Institution of Science and Technology,
P.O. Box 447,
ARUSHA, TANZANIA.
E-mail: dvc-admin@nm-aist.ac.tz**

Only shortlisted candidates will be contacted through their addresses/telephone/e-mails.

For more information please visit the NM-AIST website: <http://www.nm-aist.ac.tz/>