

# VACANCY ANNOUNCEMENT

## Job Summary

**Position:** Accounts Officer (1 Post)  
**Reports To:** Head of Projects Accounting Unit  
**Work Station:** Dar es Salaam  
**Apply By:** 2<sup>nd</sup> May 2024

## Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research and policy translation.

## Position Summary

**Ifakara Health Institute** is seeking an **Accounts Officer** who will be responsible for the day-to-day financial management of projects within its portfolio. This role involves reviewing project budgets, initiating and processing payments approved by project leaders, maintaining records of daily transactions for projects, and reporting and following up on the clearance of advance payments.

## Duties and Responsibilities

- Prepare projects reports as per the funding partners' requirements
- Provide monthly projects financial reports to projects leaders (and whenever needed)
- Prepare and submit monthly cash and budget balances to the Head of Projects Accounting
- Prepare annual and quarterly updated projects' cash flow report and submit the same to the Head of Projects Accounting for institutional compilation
- Prepare and submit quarterly projects reconciliation reports to the Head of Projects Accounting for review.
- Provision of information requested by funding partners in liaison with the Head of Projects Accounting (i.e., Financial Reports, Projections, Copies of Vouchers etc.)
- Initiate payments and process them with regard to budgets and proper ledger accounts
- Prepare monthly projects personnel bills and submit to the Head of Projects Accounting for review, consolidation and posting
- Keep records of daily movements of projects transactions (Projects subsidiary ledgers)
- Work with projects leaders to review budgets before submitting the same to the grants and contracts team
- Control projects expenditures against budgets
- Verify and capture imprest retirements
- Keep track and record of all projects fixed assets – in the respective project fixed asset register
- Keep copies of donor contracts (soft and hard copies) and all projects' reports (i.e., custodian of projects documents)
- Perform any other tasks as may be assigned by a supervisor

### Ifakara Branch

Off Mlabani Passage  
 P.o. Box 53 Ifakara  
 Phone: +255232931572

### Dar es Salaam Office

#5 Ifakara Street Plot 463 Mikocheni  
 P.o. Box 78,373 Dar es Salaam  
 Phone: +255222774756

### Bagamoyo Branch

Off Chuguni Road  
 P.o. Box 74 Bagamoyo  
 Phone: +255232440065

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## Qualification and Experience

- First degree or advanced Diploma in Accounts or Finance, a certification in Accounts will be an added advantage.
- At least three-years working experience in international or Local NGOs
- Experience in donors' accounting procedures (USAID/CDC, EU, EDCTP, WT, The Global Fund, BMGF, IDRC, GCC, DFID, WHO, etc.)

## Skills and Competencies

- Projects Management skills will be an added advantage
- Customer services oriented
- Computer skill, especially on how to efficiently use M.S Office application e.g MS Word, Excel, Power-point, Publisher
- Highest level of integrity
- Excellent interpersonal skills and should be able to communicate with Projects Leaders and Donor
- Team Player
- Efficient communication skills, e.g proper speaking and writing of English and Swahili Language

## Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

## Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

## Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **17:00 hrs on Thursday May 2 2024**. All e-mail application subject lines should include: **Accounts Officer. Only shortlisted applicants will be contacted for interview.**

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Human Resources Manager  
IFAKARA HEALTH INSTITUTE  
#5 Ifakara Street Plot 463 Mikocheni  
P.O. Box 78,373  
Dar es Salaam, Tanzania  
Email: [recruitment@ihi.or.tz](mailto:recruitment@ihi.or.tz)



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