

VACANCY ANNOUNCEMENT

Job Summary

Position: Senior Finance & Grants Officer (1 post) - TMSA
Reports To: Finance & Administration Director
Work Station: Dar es Salaam
Apply By: October 11, 2022

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, service delivery and policy translation.

Position Summary

Ifakara Health Institute is seeking a **Senior Finance & Grants Officer** to join the PMI | Tanzania Malaria Surveillance Activity (TMSA) team. The Officer's role will involve 60% support of Grants and 40% support of Finance functions. The Officer will be responsible for managing the subawards portfolio, from solicitation to closeout, with multiple sub-awardees. In line with USAID rules and regulations, the Officer will also provide sub-awardee training, subaward backstopping and oversight, and contribute to the development of subaward-related deliverables. The Officer will support the Finance Director to ensure appropriate systems and procedures (budgeting, payroll, cash management, vendors payments, and other related expenditures) are followed to properly disburse, account, budget, and report project funds that are cost-effective, timely, with proper internal controls that comply with the terms of the agreement.

The PMI | Tanzania Malaria Surveillance Activity is a five-year program (August 2022 – August 2027) implemented by Ifakara Health Institute, which supports the Government of Tanzania (GOT) in reducing malaria burden and in moving towards malaria elimination. The Activity is made possible by the support of the American people through the US President's Malaria Initiative (PMI) and the United States Agency for International Development (USAID).

The PMI | TMSA works with the GOT to reduce malaria burden and move towards the long-term goal of malaria elimination—while achieving USAID's strategy to support institutional growth and capacity development for local institutions. The PMI | TMSA will address the urgent healthcare needs of malaria at-risk populations, especially vulnerable pregnant women and children under five, and support Tanzania partners to grow and execute malaria programs sustainably and successfully.

The PMI | TMSA project will primarily work to support both facility- and community-based malaria activities in all districts of Katavi region, as well as making contributions to the national malaria priorities through the National Malaria Control Programme (NMCP).

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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Duties and Responsibilities

- Development of the subawards management program and guidelines with input and oversight of the Chief of Party and Technical Team.
- Oversee subaward management process for Partners, including working with the Technical Team to develop SOWs, tracking, review, and approval processes.
- Issuance of RFAs, evaluations of applications, negotiations and coordination and conducting of pre-award assessments and preparation of the sub-award agreement.
- Maintains subawards files, including records on monitoring, progress reports, and financial management files and ensures audit trail for all necessary subaward documentation.
- Ensures timely financial disbursements, compliance with subaward financial management policies, monitors all expenses as necessary, and provides regular updates on subaward status.
- Provides regular periodic monitoring of international and local sub-awardees and technical assistance as required to build their capacity.
- Reviews technical and financial expenditure reports (as necessary) for accuracy and adherence to the SOW and budget.
- Provide functional support for IHI finance and accounting functions.
- Ensure that all project expenditures are reasonable, allocable, allowable, have adequate supporting documentation, have the appropriate expense class and account coding, have been approved and goods, services and due deliverables have been received, accepted and are in the required condition, prior to finalizing payments.
- Oversee tracking of expenses and other financial transactions, mainly involving expense entry, tracking, and record keeping.
- Review and supervise remittance of applicable local statutory and tax amounts payable to the Tanzania Revenue Authority, Pension Funds, and any other statutory requirements.
- Prepare and submit monthly expense reports to the DFA.
- Review expenses and financial transactions to ensure it is compliant with IHI policies & procedures as well as the terms of the agreement.
- Perform cash management functions required in maintaining IHI bank accounts.
- Review and submit monthly bank reconciliations.
- Provide finance training materials for both program and administrative field staff.
- Perform other tasks as assigned by his/her supervisor.

Qualification and Experience

- Master's degree in Finance and Accountancy.
- 8 years of experience or equivalent combination of education and experience.
- CPA(T) or equivalent qualification will be an added advantage.

Skills and Competencies

- At least 5 years of relevant work experience in finance and subaward/grants management within the USAID context.
- Strong understanding and experience with USAID rules and regulations is required.
- Fluent in both English and Swahili languages.

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- Strong candidates will exhibit excellent organizational and interpersonal skills, ability to work under difficult circumstances with limited resources, and ability to form productive relationships with host country counterparts and training institutions.

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 **23:59hrs on Tuesday, October 11th, 2022**. All e-mail application subject lines should include: **SENIOR FINANCE & GRANTS OFFICER – TMSA. Only shortlisted applicants will be contacted for an interview.**

Human Resources Manager
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P.O. Box 78,373
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Email: recruitment@ihi.or.tz

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