

VACANCY ANNOUNCEMENT

Job Summary

Position: Accounts Officer Intern – (1 post)
Reports To: Project Accountant
Work Station: Dar es Salaam
Apply By: October 1, 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, service delivery and policy translation.

Position Summary

Ifakara Health Institute seeks a qualified **Accounts Officer Intern** to join the PMI Shinda (Defeat) Malaria project. The Accounts Officer will be responsible for supporting the finance and accounting functions of the project. This role involves maintaining accurate financial records, assisting with updating the assets register, and ensuring compliance with internal policies and external regulations.

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

Duties and Responsibilities

- Assist in reviewing and processing payments through the system.
- Maintain and keep records of project transactions.
- Assist in updating the assets register.

Ifakara Branch

Off Mlabani Passage
P.o. Box 53 Ifakara
Phone: +255232625164

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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- Assist in compiling VAT claims for donor and Ministry of Health review and submitting them to TRA for refund.
- Assist in preparing monthly bank reconciliations.
- Provide clerical support to the Grants unit.
- Maintain finance and grants files to ensure all necessary documentation is included.
- Work with the Senior Grants & Finance Officer in reviewing subgrantees' expenditure reports and their fund reconciliations.
- Assist in verifying the accuracy and compliance of subgrantees' expenditures and gather the necessary information.
- Undertake other duties as assigned by the Project Accountant and Senior Grants & Finance Officer.

Qualification and Experience

- A fresh undergraduate with a degree in Accounting/Finance, Business Commerce or a related discipline is required.
- Knowledge and understanding of accounting principles, theories, practices, and terminologies.
- Knowledge and understanding of Donor Funded Projects.

Skills and Competencies

- Proficiency in Microsoft programs (i.e., Excel, Word, PowerPoint) and the ability to use various commercially available accounting software programs.
- Strong organizational and work prioritization skills.
- Excellent communication skills, including interpersonal skills, and should communicate satisfactorily in written and oral English.
- Self-management is necessary (i.e., motivation, dealing with pressure, adaptability).
- Ability to communicate effectively, instilling trust and confidence.
- Be cooperative, competent, hardworking, flexible and dependable.
- High level of integrity, commitment, and team working spirit.

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.

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The **deadline** for this application is **17:00hrs on Tuesday, October 1st 2024**. All e-mail application subject lines should include: **ACCOUNTS OFFICER INTERN – PMI SHINDA (DEFEAT) MALARIA**. **Only shortlisted applicants will be contacted for an interview.**

Human Resources Manager
IFAKARA HEALTH INSTITUTE
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Email: recruitment@ihi.or.tz

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