



EMPLOYMENT OPPORTUNITIES

ORGANIZATIONAL BACKGROUND:

CARE is a leading humanitarian organization dedicated to fighting poverty and social injustice and places a particular emphasis on women and girls, their dignity and empowerment to lead their communities out of poverty. CARE began working in Tanzania since April 1994, in response to the crisis in Rwanda and the subsequent influx of refugees into the Kagera Region of North-western Tanzania. Over the subsequent years, CARE Tanzania developed innovative education, health, microfinance, and environmental programs across most regions of the country. In Tanzania CARE works with the Government both in mainland and Zanzibar and other stakeholders to transform communities and ensure financial inclusion and independence, health and nutrition, climate-smart development resilience, especially for women and girls.

CARE Tanzania seeks to recruit a self-motivated, results driven, dynamic, suitably qualified, competent and dedicated Tanzanian to fill two (2) positions: -

POSITION TITLE: Human Resources Officer

REPORTS TO: Human Resources Manager

LOCATION: Dar-es-salaam

JOB SUMMARY

Human Resource Officer is a member of the program support team, the overall purpose of the position is to support and contribute to the attainment of human resource operations. The position holder provides a wide range of Human Resources services to internal clients and is the point person for Human Resources support within a larger CARE Tanzania internal service/support operation.

KEY RESPONSIBILITIES AND TASKS

- Apply Human Resources and Administration policies and practices to staff and vendor requests directed to HR support area.
- Takes in requests, ascertains the nature of the requirement and delivers the HR service/support within established policy, practices, service level and authority thresholds.
- Plans and coordinates new employees orientation and induction programs.
- Stays current with policies, procedures and practices governing human resources support; as appropriate, suggests changes to improve service levels and efficiency.
- Processes financial payments where appropriate and as required
- Escalates issues which exceed authority threshold in Procurement Requisition and other HR payments, which are contentious or require further investigation
- In coordination/consultation with the HRM, collects APAA forms, and consolidates APAA information
- Compiles training needs identified / assessed through the Annual Performance Agreement and Assessment (APAA)
- In consultation with PMs/Unit Heads coordinates staff training (on the job, coaching, seminars, workshops, conferences, formal training, etc)
- Organizes day-to-day activities and manages own time to meet deadlines and priorities
- Maintains "to do" lists and detailed human resource daily work schedules
- Plans and coordinates new employees orientation and induction programs
- Stays current with policies, procedures and practices governing human resources and administration support.
- As appropriate, suggests changes to improve Human Resource service levels and efficiency.
- Prepare documentation and processes Human Resource Financial requests.
- Prepare Procurement Requisition forms for all HR unit supplies and coordinates departmental procurements
- Maintains Human Resource prescribed files and database
- Produce regular reports, statistics and monitoring and evaluating HR activities
- Handles clearance and payment documentation on staff separations (Resignations, terminations, dismissals, end of contracts/projects, death, etc) in consultation with the Program Support Manager – Human Resource

- Facilitates payment of gratuity and final benefits
- Manages the filing of personnel records and filing system
- Manage Volunteers and interns recruitment
- Handles Employee vendor set up in PeopleSoft and manages Human Resource Data and correspondence.
- Enter new employees and remove separating staff from the HRS and Payroll system
- Promote Gender Equality.
- Performs any other duties as assigned by the supervisor

EDUCATION QUALIFICATIONS:

- Degree in Human Resource Management/ Public Administration/ or related field.
- Experience in operational HR administration.

EXPERIENCE AND SKILLS:

- Minimum of 2 years HR work experience, in the full range of human resource Operational activities (recruitment and selection, performance management, staff development, employee relations etc.)
- Ability to demonstrate knowledge and understanding of HR policies and procedures, and HR best practices
- Knowledge of Tanzania labor laws and processes
- Ability to resolve issues independently and stays current with CARE Procedures
- Coordination skills
- Strong problem-solving skills with integrity
- Responsive and equal to the task.

POSITION TITLE: Finance Analyst

REPORTS TO: Accounts Coordinator

LOCATION: Dar-es-salaam

Job summary

The position is responsible for coordinating recording of accounting transactions in people soft and ensure general ledgers, sub ledger, accounts payables, receivables accounts are accurate presenting true financial position of CARE International in Tanzania. The job holder is also responsible for Treasury and cash flow management including preparation of Cash forecasting, facilitating payments, deposits and also act as a link of communication with the designated banks to ensure efficiency and smooth flow of bank services.

The Finance Analyst have a critical role of ensuring strictly adherence and timely submission of required accounting information (returns), taxes and other statutory payments and claims in accordance with the prescribed law and regulations in Tanzania.

KEY RESPONSIBILITIES AND TASKS

- Coordinate the process of recording account payable and receivable transactions to vendors account in People soft and ensure payments are timely executed,
- Review supporting documents and entries in the PS system to ensure validity, correctness and appropriate use of account codes and other required fields prior approval of the recorded transactions by budget holders,
- Review petty cash requests and liquidation submitted by the petty cash holder and guide the petty cash holder on submission process to SSC for recording once approved by the budget holder,
- Review non-PO payments for compliance to ensure validity of transactions and completeness of supporting documents,
- Before month closure, review and reconcile the Accounts Payable and Accounts Receivable and Provide guidance to Accountants and budget holders to amend and adjust wrong recorded transactions to ensure transactions are always recorded in compliance with donor agreement and in accordance with accounting standards and CARE International policies. Follow up any exceptions identified during the analysis and resolve them or refer to the DOF where guidance is required,
- Ensure all AP Global performance indicators are met, and CO's performance is maintained at high position consistently.
- Ensure No-pending reconciling items/No outstanding open items.
- Ensure No-open advance above 30 days
- Ensure any balance in the TB accounts are supported by comprehensive schedule
- Ensure Cash in Transit Account is cleared on monthly basis.
- Ensure AP-Control account is cleared within 30 days- No unusual balance.
- Ensure no pending accrual for above 30 days

- Review the FAR report and ensure all RED flags are timely addressed by submitting the required responses to SSC
- Coordinate the cleanup of balance sheet accounts and ensure the accounts reflect current balances only.
- Ensure accrued expenses are cleared on time
- Ensure accounts balances are verified, and corrective measures are taken to address identified errors and needed adjustments,
- Coordinate the month-end closure process activities, ensure the month end closure checklist is in place and adhered to by all finance staff and ensure timely month end soft close.
- Timely Recording of bank fees and charges and ensuring monthly bank reconciliation is completed on time
- Review entries in People soft to ensure completeness of transactions records, apply the closing checklist and tools provided, to ensure all required activities are completed accurately and timely,
- Monitor un-posted vouchers and un-posted journals and follow up with budget holders or approvers to ensure all transactions are processed before closing the period
- Perform account quality controls prior to periodic closing, to include: accounts reconciliation (e.g. payroll recon, sub-office reports review, sub-ledger recon, etc.); review of accounts fluctuation to identify and address any unusual movements; generate and review reports to ensure accounting entries are properly created.
- Review and reconcile assets records with People soft ledger accounts to ensure Asset values are completely and accurately reported
- Coordinate with the Shared Service Centre to ensure required adjustments are implemented
- Work closely with the Award and Sub-Award section to ensure accuracy in PAR allocation, to ensure payroll cost allocation is done correctly under approved FC and PID,
- Work closely with HR personnel to prepare monthly payroll data and payments to staff
- Ensure payroll records are timely and accurately processed and recorded in People Soft. To ensure leave, gratuity, catastrophic and other accruals are correctly posted,
- Prepare journals for recording allocation of accrued expenses including personnel costs such as leave, gratuity, insurance and all other accrued expenses.
- Ensure that month to month and payroll to General ledger reconciliation is properly done, approved. and filed in line with financial guidelines, this includes review of PAR, leave and severance, and other accrual schedules and approved and filed.
- Ensure statutory deductions including Withholding taxes, payee, employee deductions and others are correctly and transparently recorded under AP journals to ensure easy tracking and timely submission of payments to appropriate authorities.
- Review Statutory deductions accounts to ensure correct computation recording and ensure timely remittance of funds and submission of required information to the appropriate authority and in compliance with the governing laws and appropriate returns submitted.
- Ensure staff terminal benefits are recorded monthly, prepare reconciliation, and manage their audit annually.
- Ensure filling and payment of PAYE, WHT, WCF and SDL are remitted within following month as per the deadline set.
- Ensure payroll is processed and salary paid by 25th of the month.
- Perform any other duties as assigned by the supervisor.

EDUCATION EXPERIENCE

- A bachelor's degree in accounting and finance, Business Administration or finance related.
- Master's degree in a relevant qualification like accounting, Finance or an MBA but with bias of Finance or accounting is a plus.
- Full professional qualification such as ACCA, CPA, CIMA, ICSA or its equivalent is desired.

EXPERIENCE AND SKILLS

- Minimum of 2 years' experience in accounting or finance position in large international NGO.
- Good knowledge and experience in institutionalizing compliance and accountability system and procedures.
- Knowledge and hands on experience of internal and external audit requirements.
- Excellent interpersonal skills; ability to listen, to build support from staff across teams and across
- Experience in the use and application of accounting software - People soft accounting system is preferred.
- Track experience in managing Account Payable and Receivable and Treasury Management

MODE OF APPLICATIONS:

Only a letter of application and updated CV including names of at least 3 reputable referees from previous jobs (preferable line Managers) with reliable contacts should be sent by email to **Human Resources Department** TZAHumanResourcesDepartment@care.org not later than, **26th November 2024 at 1700hrs**. The applicants should clearly state the Job title applied for in the subject line of the email. **Only shortlisted applicants will be contacted.**

CARE is an equal opportunity employer promoting gender, equity and diversity. Female and people with disability candidates are strongly encouraged to apply. Our selection process reflects our commitment to the protection of children and vulnerable adults from abuse.