



NATIONAL COUNCIL OF PEOPLE LIVING WITH HIV IN TANZANIA

JOB VACANCIES

The National Council of People Living with HIV (NACOPHA) is a nationally recognized organ responsible for coordinating efforts of PLHIV in the national response in Tanzania. It is the highest body and voice representing all organizations/groups and individual PLHIV in Tanzania.

With financial support from USAID, NACOPHA is currently implementing Hebu Tuyajenge Program; the aim of this project is to contribute to HIV epidemic control by increasing the adoption of higher impact community HIV preventive, care, and treatment services among at-risk adolescents, young women, and PLHIV in 65 high burden councils in Tanzania. Hebu Tuyajenge achievements can be attained through empowered workforce, which has intergrity, committed and self motivated.

NACOPHA seeks for innovative, self-driven, dynamic and competent qualified candidates to fill the below vacancies: -

Position Title: Project Finance Officer (Head Office)
Reports to: Finance Director
Department: Finance
Duty Station: Dar es Salaam

Job Summary

Overseeing and managing the project budget at country level with close coordination with senior finance team.
Preparation of plans, budgets, and financial reports for the council and the project(s)
Contribute to annual/quarterly budget development and reporting for the project(s)
Ensure that the project is compliant with all legal requirements regarding taxation, returns, fees and other financial statutory requirements.
Prepare monthly expenditure in relation to budget reports and inform the director on a timely basis.
Undertake periodic checks of assets and stores are done, and prepare reports on the same for management.
Collaborate with the administrative finance officer in reviewing financial information from the zones as to accuracy and completeness,
Maintain well organized physical and electronic archive of financial documentation stretching back at least seven years in secure location

Position Title: Zonal Finance Officer (3 positions)
Reports to: Zone Manager with an indirect reporting role to the Director of Finance within Finance Department at the Head Office
Duty Station: Mwanza / Mbeya / Dodoma

Job Summary

Leading all finance functions of the zonal office
Record and evidence all accounting transactions for the field office in a timely manner both physically and within the accounting system.,
Manage the field office bank account by ensuring that internal controls are adhered to in the process including reconciling the respective account
Prepare and submit detailed transaction report for the field on a monthly basis to the country office.
Assist in the procurement process for the field office and providing support to the Zonal manager in other administrative roles.
Providing financial management support to the clusters in the respective zonal office.
Support in field audit procedures whenever necessary

MODE OF APPLICATION:

For any interested candidate send your CV, copy of relevant academic certificates and cover letter addressed to the Human Resource Officer, NACOPHA, via email: nacopha@nacopha.or.tz

The deadline for application is on **Wednesday, 25th March 2020**, only shortlisted candidates will be contacted.

NACOPHA is an Equal Opportunity Employer.