



## TANZANIA RESEARCH AND CONSERVATION ORGANIZATION

P O BOX 6873, KIHIMBWA STREET, MOROGORO, TANZANIA.

Website: [www.trco.or.tz](http://www.trco.or.tz)

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31<sup>st</sup> July, 2023

### **Profile**

Tanzania Research and Conservation Organization (TRCO) is a non-profit organization established in 30th December, 2021 under Non-Governmental Organization Act, 2002. TRCO operates in Tanzania mainland, with focus on conducting scientific research and conservation activities. Our vision is to see local communities coexist with biodiversity, utilize biodiversity and biodiversity resources sustainably, address climate change effects effectively, and their livelihood enhanced.

### **Available vacancies**

#### **Finance Officer (1 position)**

TRCO seeking to recruit an enthusiastic **finance officer** to join our team and support the effective implementation of various projects.

#### **Duties and Responsibilities**

- i. Ensure the efficient management of TRCO's financial resources in accordance with internal policies and manuals.
- ii. Ensure monthly budget monitoring of the organization and prepare and present monthly budget reconciliation report.
- iii. Ensure timely disbursement and payment of statutory dues and other organization core operational costs.
- iv. Ensure the accurate and adequate record keeping of all financial data and transactions of the organization.
- v. Liaise with the Human Resource and Administration and Treasurer to internal annual audit reports, including preparation of necessary documentation.
- vi. Conducting periodic checks on procurement activities to ensure that they conform to procurement plan, donor restrictions/ requirements and TRCO policies and procedures.
- vii. Feed data in accurate manner in the accounting software and ensure safety of the organization accounting information.
- viii. Participate on the review and update of organizational monthly and annual budget plan and financial policies.
- ix. Verifies payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- x. Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- xi. Participate in any other activities to be assigned by his/her supervisor.

#### **Required qualification**

Applicants must be Tanzanian. The applicants must be a holder of at least bachelor degree in accounting, finance or related field with proven experience in finance and accounting. A candidate must demonstrate capability in working with computerised accounting systems preferably QuickBooks and ability to analyse financial data and communicate to non-finance staff.

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### **Research assistant (1 position)**

We are currently advertising for a **research assistant** position to join a TRCO team to carry out research and conservation projects in various places in Tanzania.

### **Duties and Responsibilities**

- i. Assist in data collection, data management, data analysis, and report writing
- ii. Prepare monthly plan, budget, and accounting
- iii. Assist in developing and implementing community outreach programs
- iv. Assist in preparing and reviewing training materials, survey tools, and reports
- v. Assist in training provision activities
- vi. Participate in any other activities to be assigned by his/her supervisor

### **Required qualification**

Applicants must be Tanzanian. The applicants must be a holder of at least bachelor degree in wildlife, zoology, forestry, or related natural resource field with proven experience in biodiversity surveys, natural resource management, community outreach program involvement, and data analysis. Applicant with computer skills such as the use of Office programs and other analytical software skills such as R, SPSS, STATA, etc will be added advantage. Applicants must be willing to work in remote areas.

### **Working station**

Those who will be employed (both finance officer and research assistant) will work mainly at TRCO Headquarter office located in Morogoro Municipal. Research assistant will often be involved in fieldwork that occur in various places in Tanzania mainland.

### **Duration**

One-year full time contract with probability of extension.

### **How to apply**

Interested applicants should submit their applications (motivation letter and CV) addressed to Human Resource and Administration Department Manager using the following email address: [apply@trco.or.tz](mailto:apply@trco.or.tz)

Note: Disabled and women are highly encouraged to apply. Please include the position you are applying for in the subject line (i.e., state which position of either Finance officer or Research assistant). Ensure your documents are submitted in pdf format and zipped in one folder. Only qualified candidates will be contacted for an interview.

### **Submission deadline**

All application documents (CV and cover letter) must be submitted not later than 11<sup>th</sup> August, 2023.