



**Elizabeth Glaser
Pediatric AIDS
Foundation**

VACANCY ANNOUNCEMENT

JOB Title: Associate Finance and Administration Officer

Department: **Finance**

Location: **Manyara**

Reports To: **Senior Finance and Administration Manager**

Classification: **Full-time**

How will you fight for an AIDS-free generation?

Reporting to Senior Strategic Results Manager and Senior Finance and Administration Manager, the Associate Finance & Administration Officer will work as part of council project teams to ensure timely support of project activities implementation. He/she is responsible to provide support in the various aspects of project operations and working closely with DAR-based operations and project activity holders. He/she will provide backup to other operations staff when needed and as advised by the supervisor.

No two days are alike at EGPAF, but what can you expect in this role?

Training facilitation

- Provide operations facilitations to all activity holders in the assigned councils
- Provide logistical facilitation to acquire training and workshop venues
- Ensure payments of all training participants and full accountability of the payments done through Money wallet (MWP) or any other mechanism.
- Work with procurement to ensure all services providers like external caterer's services are well-coordinated
- Facilitate and coordinate the travels of all external training and workshop participants in the coordination of activity holders

Commodities and inventory management

- Facilitate project commodities management in the assigned councils and ensure they are fully accounted for.

Reporting

- Support in the training report writing as may be called upon from time to time
- Timely prepare and submit cash liquidation reports to the finance unit.
- Coordinate to ensure all trip reports are prepared by all EGPAF participants and approved on a timely basis
- Ensure EGPAF participant's complete timesheets on time during the travel time.

Meeting facilitation

- Support in the minutes taken during official projects meetings in assigned councils

Other duties

- Support in the management of CHW's and other auxiliary workers assigned to the projects
- Manage the administration aspects of the Manyara project office in consultation with his/her immediate supervisor(s)
- Managing petty cash for the assigned councils.
- Assist in preparation of payment vouchers when required
- Assist in filing of supporting documentation for payment

Supervision

- Supervises the work of project drivers

To be successful, you will have:

- A degree holder in accounting/finance, project management, or administration and related fields

Bonus points if you have:

- Strong attention to details
- High numeracy, sound technical skills, and analytical approach to work
- Good time management skills

HOW TO APPLY

EGPAF is an equal opportunities employer and the position is open to all. Qualified candidates should submit a CV, cover letter and relevant certificates explaining how the experience detailed in the CV will contribute to the requirements of the position and references to EGPAF.

Submissions to be sent to the below Link:

Link to job posting: [**APPLY HERE**](#)

Closing Date: November 11th 2023

Only shortlisted candidates will be contacted.