



JOB ADVERTISEMENT

Advert release date: 13th March, 2024

Background information:

Community Economic Empowerment and Legal Support (CEELS) is a local non for profit national NGO registered to cover Tanzania mainland with registration number 000NGO/0008812 and renewed registration number 00NGO/R1/00355 with Tax Identification Number (TIN) 115 – 319 – 809. Since its inception; CEELS has been complementing the Government efforts in enhancing wellbeing of Tanzanians as stated in its vision. “Enhanced quality of life of Tanzanian community” in HIV and AIDS intervention, nutrition, advocacy, economic strengthening, youth and education and environmental conservation.

The headquarters of CEELS are located at House No. 1, Msikitini Street, near Main Market, Mazwi Ward in Sumbawanga Municipal Council in Rukwa Region.

CEELS mission: To facilitate participatory community development and empower meaningful peoples’ livelihoods for sustainable development.

KIZAZI HODARI SOUTHERN ZONE ACTIVITY

Kizazi Hodari Southern Zone Activity (KHSZA) is funded by USAID through Deloitte. KHSZA provides technical and material assistance and/or administrative and management support to the Government of Tanzania -Ministry of Health, Ministry of Community Development, Gender, Women and Special Groups and President's Office Regional Administration and Local Government through local government authorities, at regional, districts level, and wards levels, and communities (Civil Society Organizations & Faith Based Organizations) to increase their capacity to manage, refine and develop OVC service packages and support 4 to advance OVC Activity contribution to HIV epidemic control.

Vision: Delivery of high-quality services for OVC, and their caregivers.

Mission: Improve the health, well-being and protection of Orphans and Vulnerable Children (OVC) and youth in HIV high burden communities within the Southern Zone of Tanzania.

CEELS implements KHSZA in Rukwa and Katavi region in seven (7) councils: Sumbawanga MC, Sumbawanga DC, Nkasi DC, Mpanda MC, Tanganyika DC, Nsimbo DC and Mpimbwe DC

Key Objectives:

Objective 1: Increase use of OVC platforms for pediatric HIV case finding, linkage to treatment, and viral suppression.

Objective 2: Increase access to HIV prevention, violence prevention, and response services for OVC and youth.

Objective 3: Improve socio-economic capacity of at-risk adolescent girls and young women (AGYW) and OVC caregivers

1. Job Title: PROJECT ACCOUNTANT

Reporting to: Finance Manager / Project Manager

Locations: CEELS Office-Sumbawanga

Position Overview: CEELS is looking for a highly capable project accountant to provide our project team with accounting support. As a Project Accountant, you will be required to report to the Project Manager/Donors and manage all project expenses and invoices. Your duties will also include reviewing budgets and preparing financial projections and financial reports. To be successful as a project accountant, you should possess extensive experience in accounting and the ability to provide project manager with accurate financial information.

Accountant responsibilities include:

- i. Prepare budget forecasts
- ii. Manage accounting transactions
- iii. Comply with federal and financial regulations
- iv. Maintains donor's confidence
- v. Substantiates financial transactions
- vi. Prepare financial reports
- vii. Conduct financial analysis
- viii. Secures financial information by completing data base backups.
- ix. Prepares payments by verifying documentation, and requesting disbursements.
- x. Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- xi. Tracking payments Processing tax payments and returns
- xii. Publish financial statements in time
- xiii. Handle monthly, quarterly and annual closings
- xiv. Ensure timely bank reconciliation
- xv. Compute taxes and prepare tax returns
- xvi. Manage balance sheets
- xvii. Report on the organization financial health and liquidity
- xviii. Audit financial transactions and documents
- xix. Reinforce financial data confidentiality and conduct database backups when necessary.
- xx. Comply with financial policies and regulations
- xxi. Update the organization's financial policies and procedures when necessary

Requirements

- Possess at least 3 years of working experience in donor funded projects Work experience as an Accountant
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (IPSAS and IFRS)

- Must have working knowledge of Tanzanian laws, regulations, taxation, and other government compliance requirements
- Good organizational skills, punctuality, and ability to meet deadlines
- Team work spirit
- Detail-oriented
- Self-motivated and trustworthy
- Hands-on experience with accounting software mainly QuickBooks
- Conversant with accounting packages – particularly, Quick books
- Experience with general ledger functions
- Strong attention to detail and good analytical skills
- BA/BSc in Accounting, Finance or relevant degree
- Additional credentials are an added advantage

2. Job Title: ASSISTANT PROJECT ACCOUTANT

Reporting to: Project Accountant

Locations: CEELS Office-Sumbawanga

Position Overview: CEELS is looking for an Assistant Project Accountant to ensure that there is check and balance in the handling, accounting, reporting, and disbursing of funds in the project. The ideal candidate will be responsible for supporting the Project Accountant with all project financial activities required to successfully implementation of the project.

Assistant Project Accountant duties and responsibilities:

- i. Maintain the organization's general accounting system and track expenditures or transactions related to the project
- ii. Review the presence of relevant financial documents and signed proof of payment for each expense, including salaries and travels cost (invoice, receipt, etc)
- iii. Preparation of payments according to funds availability
- iv. File financial data & documents in an organized and orderly way as soft copy and hard copy, committing to the requirements
- v. Preparing financial reports for the project in a timely manner as per the requirements within stipulated deadlines
- vi. Reconcile on a monthly basis the project bank account with bank statements
- vii. Provide the organization with a monthly budget comparison for each of organization's project
- viii. Prepare payroll of organization's employees.
- ix. Prepare statutory returns
- x. Proceed to back up the data from the accounting system
- xi. Preparation and submission of employees' Social Security benefits and Tax on Salary

Requirements

- Possess at least 3 years of working experience in donor funded projects Work experience as an Accountant
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (IPSAS and IFRS)
- Hands-on experience with accounting software mainly QuickBooks
- Conversant with accounting packages – particularly, Quick books
- Must have working knowledge of Tanzanian laws, regulations, taxation, and other government compliance requirements
- Good organizational skills, punctuality, and ability to meet deadlines
- Team spirit
- Detail-oriented
- Self-motivated and trustworthy
- Experience with general ledger functions
- Strong attention to detail and good analytical skills
- BA/BSc in Accounting, Finance or relevant degree
- Additional certification (CPA) is a plus

APPLICATION:

Interested Applicants should send the application letter, curriculum vitae (CV), Academic transcripts, and referees to;

Executive Secretary

Community Economic Empowerment and Legal Support (CEELS)

P.O.BOX 647,

SUMBAWANGA.

Email: ceelsrecruitment@yahoo.com

Cc: hro@ceelstz.or.tz

Deadline: All applications should be submitted by 21st March, 2024; before close of business hours. at 17h00.

Female applicants are particularly encouraged to apply

Disclaimer:

- CEELS reserves the right to re-advertise as deemed necessary
- Phone-calls are discouraged
- Successful candidates will start working as by 1st April, 2024