

## Finance and Grants Officer Dar es salaam

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 Dar es Salaam, Tanzania

 Full time

 Posted Today

 Requisition - 2024200865

FHI 360 is a global organization that mobilizes research, resources and relationships so that people everywhere can access the opportunities they need to lead full, healthy lives. Our staff of over 4,000 experts work in more than 60 countries around the world. Currently we are seeking suitably qualified candidates to fill in **Regional Finance and Grants Officer position in Dar es salaam** for its **EpiC project in Tanzania**.

The Meeting Targets and Maintaining Epidemic Control (EpiC) is a global project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the U.S. Agency for International Development (USAID), dedicated to achieving and maintaining HIV epidemic control. The project provides strategic technical assistance and direct service delivery to break through barriers to 95-95-95 and promote self-reliant management of national HIV programs by improving HIV case-finding, prevention, and treatment programming. In Tanzania, EpiC is implementing an HIV service delivery project which aims to reduce HIV infections in pursuit of reaching 95-95-95 goals. To achieve this goal, the program will support targeted prevention and case finding strategies at community level amongst the targeted populations.

### Job Description

The Regional Finance and Grants Officer will support the management of EpiC Tanzania subawardees in their assigned region as well as support financial administrative and other operational functions of the project in the region. S/he will be in routine contact with the EpiC subawardees in the regions, conducting compliance site visits and providing ongoing support for financial and management systems setup and strengthening to develop subawardee capacity. He/she will ensure that all functions under the EpiC subawardees are conducted in an efficient manner and in compliance with USAID and FHI360 policies, procedures and regulations and will be in routine contact with subawardees. The position requires close collaboration with other operations staff within EpiC and the FHI 360 Tanzania country office to ensure application of FHI 360 and USAID regulations, policies and practices.

**Specific duties include:**

- Monitor subawardee financial and management performance within the region, liaising closely with EpiC technical and program staff monitoring technical performance.
- Conduct regular site visits to subawardees to check compliance, follow-up on special award conditions, and provide capacity building support and coaching.
- Review subawardee documentation including monthly invoices, supporting documentation (timesheets, receipts, etc.) and monthly program reports and submit to EpiC Tanzania head office.
- Prepare and manage a regional budget for EpiC Tanzania and track and monitor activities and expenditures within region to ensure alignment with budget and workplans.
- Prepare financial reports and other documentation as requested and in accordance with EpiC directives.
- As needed, perform/review reconciliations with respect to bank, balance sheet, vendors, inventory etc.
- Assist in the development of sub-awardee budgets and provide capacity building technical assistance to sub-awardee staff.
- Coordinate with the Finance Manager for audits and assist in ensuring that the audit recommendations are effectively implemented.
- Review and perform spot checks and reconciliation for petty cash per FHI 360 requirements
- Support procurement for project as needed, including reviewing vendor selection analyses from and ensure adherence to procurement requirements

### **Minimum Requirements**

- Bachelor's Degree in Finance, Accounting and Business Administration with 5-7 relevant experience or Masters in similar field with 3-5 relevant years of experience. CPA, ACA or any other relevant professional qualification is desirable.
- Minimum of 2 years' experience in financial management and reporting.
- Minimum of 3 years working experience in grants management with local organizations, including capacity building of management and financial systems.
- Budget development skills for USAID-funded projects and general ledger skills.
- Good analytical, numerical and problem-solving skills.
- Proven proactive skills in identifying cost savings, cost avoidance and efficiency opportunities.
- Ability to develop effective work plan and priorities to meet business objectives.
- Familiarity with or knowledge of USAID-funded projects and grants management policies and procedures.
- Demonstrated expertise in building effective relationship with key stakeholders.
- Familiarity with Tanzanian public health sector, non-governmental organizations (NGOs) and community-based organizations (CBOs) in Tanzania is highly desirable.
- Cultural sensitivity and sound understanding of the needs of key and vulnerable populations.
- Proficiency in Microsoft Office applications such as MS Word, Excel, PowerPoint.
- Ability to interpret financial and other quantitative information and reports.
- Good report writing and documentation skills.
- Ability to manage tight deadlines and deliver high volumes of work with minimal supervision.

- Ability to work collaboratively, productively and sensitively within a multidiscipline, multicultural and multigender environment.
- High degree of proficiency in written and spoken English communication.
- Well-developed computer skills.

**How to Apply:** FHI 360 has a competitive compensation package. Interested candidates should apply online and upload Curriculum Vitae (CV)/Resume, Photocopies of Certificates and Names and Addresses of three (3) referees

**Deadline is 03 July 2024**

This job posting summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

FHI 360 is an [equal opportunity and affirmative action employer](#) whereby we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, physical or mental disability, protected Veteran status, or any other characteristic protected under applicable law.

Our values and commitments to safeguarding: FHI 360 is committed to preventing any type of abuse, exploitation and harassment in our work environments and programs, including sexual abuse, exploitation and harassment. FHI 360 takes steps to safeguard the welfare of everyone who engages with our organization and programs and requires that all personnel, including staff members and volunteers, share this commitment and sign our code of conduct. All offers of employment will be subject to appropriate screening checks, including reference, criminal record and terrorism finance checks. FHI 360 also participates in the Inter-Agency Misconduct Disclosure Scheme (MDS), facilitated by the Steering Committee for Humanitarian Response. In line with the MDS, we will request information from job applicants' previous employers about any substantiated findings of sexual abuse, exploitation and/or harassment during the applicant's tenure with previous employers. By applying, job applicants confirm their understanding of these recruitment procedures and consent to these screening checks.

FHI 360 will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws.

**FHI 360 will never ask you for your career site username or password, and we will never request money, goods or services during the application, recruitment or employment process. If you have questions or concerns about correspondence from us, please email**

**[CareerCenterSupport@fhi360.org](mailto:CareerCenterSupport@fhi360.org) .**

FHI 360 fosters the strength and health of its workforce through a [competitive benefits package](#), professional development and policies and programs that support a healthy work/life balance. Join our global workforce to make a positive difference for others – and yourself.

Please click [here](#) to continue searching FHI 360's Career Portal.

## About Us



FHI 360 is a global organization that mobilizes research, resources and relationships so people everywhere have access to the opportunities they need to lead full and healthy lives. With collaborations in over 60 countries, we work directly with local leaders to advance social and economic equity, improve health and well-being, respond to humanitarian crises and strengthen community resilience. We share data-driven insights and scalable tools that expand access and equity so communities can effectively address complex challenges, respond to shocks and achieve

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