



JOB OPPORTUNITY

Job Title:	Enterprise business Financing officer (1-post)
Reporting to:	Program Manager Enterprise Development
Start date:	ASAP
Location:	Dar es Salaam

CAMFED Overview

CAMFED (Campaign for Female Education) is internationally recognized as a leader in education for girls, for its child protection policy and practice, and as a voice for girls' education and women's empowerment at the highest levels. Founded in 1993, CAMFED supports young women throughout their primary and secondary school's years, into economic training and further education, and onto leadership, as role models, activists, and philanthropists

Job Purpose:

Under the direction of the Program Manager, the Enterprise business financing Officer will be responsible for supporting the effective planning, budgeting, implementation, monitoring and evaluation of programs targeted at enabling young women to transition from school to entrepreneurship and secure improved livelihood.

The Enterprise business financing Officer is also responsible for supporting District Program Coordinators in selected operational districts to ensure that the quality, measurable and cost effective deliverables are achieved within stipulated timeframe and in compliance with donor requirements, policies and procedures; team motivation and capacity building; building and managing strategic relationships with key stakeholders (e.g. relevant government institutions, NGOs, Microfinance Institutions (MFIs), donors at the regional and district level).

Specific Accountabilities:

A: SEED MONEY SCHEME MANAGEMENT

- Manage loan administration and management (processing, disbursement, repayment and reporting) of loans tailored to the needs of the young women.
- Keep up to date loan and grants administration system that aligns with Financial Force and KIVA PA2
- Build effective working relationship with external financing partners to create opportunities and provide access to young people's transition.
- Build a strong resource team to support management of seed money scheme at district level.
- Provide quarterly report on processing, disbursement, and default status of loans
- Develop delinquent management strategy, keeping delinquency rate at a maximum rate of 10%.
- Impart knowledge on scheme management to stakeholders and program team
- Stay up to date with country policies and regulations on microfinance and advise CAMFED management accordingly.
- Lead in the implementation of all young women ensuring effective and quality delivery of access to finance programme activities in line with the annual work plans and donor targets. (e.g. Kiva, Revolving Loan Fund, Financial Practice Grants, Group Loans)
- Increase loan uptake among the network of young women.
- Manage organization floating capital for loans



B: RISK MANAGEMENT

- Identify potential risks as a result of CAMA members access to loans in and out of CAMFED and come up with strategies to mitigate the impact of such risks
- Quarterly update risk registers on issues emerging from seed money scheme.
- Conduct borrower's verification on quarterly basis for all loans and grants recipients.
- Ensure donor compliance and adherence to organization's policy in the administration and management of loans and grants.

C: SYSTEM TRANSFORMATION

- Work in collaboration with the government to scale best practices through DBC, CDC and relevant ministries.
- Link CAMA members with government task force on technical working committees.
- Documentation/Collecting evidence on best practices and evidence on what works well for young women's accessing loans
- Represent CAMFED in local, national and international events physically or virtually as may be necessary
- Apply learning to inform programming as a result of seed money scheme lessons learned

D: CHILD PROTECTION AND SAFEGUARDING

- Train and ensure stakeholders working with young women in loans and grants are in adherence and signs the child protection policy.
- Ensure financed businesses through loans and grants are not in violation of child labor or harmful to young women
- Promotes whistle blow policy in day-to-day activities with stakeholders
- Ensure loans and grants for entrepreneurs are addressed in a timely, and respectfully manner

Person Specifications

- Applicants MUST have verifiable Bachelor in Microfinance and Enterprise management, Bachelor of Arts in Community Development, Bachelor's in commerce (B. Com), Bachelor in Business Administration (BBA), Bachelor in Rural Development and Bachelor of Science in Agriculture Economics and Agribusiness.
- Proven Experience in a relevant field.
- Ability to work independently and as part of a team, with strong communication skills and attention to detail.

Applications details:

- ***Please note: All official communication pertaining to job applications and interviews will be exclusively conducted through CAMFED's official channels. These can be found on our website (<http://www.camfed.org>). CAMFED will never request applicants to pay a processing fee or to provide personal or financial information for recruitment purposes.***



- ***CAMFED has a zero-tolerance approach to sexual exploitation, abuse, discrimination and harassment in all forms. All applicants will, therefore, be subject to a comprehensive verification process, which includes background and reference checks, as well as verification of qualifications.***

Please submit applications to recruitmenttanzania@camfed.org including your most recent CV and Cover Letter using **Enterprise business Financing officer** in the subject line depending on the role which you have applied. We will close this vacancy on **Thursday 18th July 2024**





JOB OPPORTUNITY

Job Title: Finance Officer (1 post)

Reporting to: Finance Manager

Start Date: ASAP

Location: Dar es Salaam, Tanzania.

CAMFED Overview

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Job Description:

Responsible for providing financial and accounting support for CAMFED Tanzania. The position entails performing financial accounting tasks daily, including processing payments, filing, and retrieving documents, providing data for the preparation of reports, and supporting the development of partner/donor proposals, as well as budgeting, financial accounting, and grant reporting.

Specific Accountabilities:

- Ensure that all financial transactions are carried out and recorded in accordance with IAS and CAMFED Tanzania procedures and policies on daily basis.
- Prepare cheque and on-line payments for review by the finance manager in compliance with IAS, CAMFED Tanzania and donor policies and regulations, with correct coding and supporting documentation.
- Cash flow management and bank reconciliation for CAMFED Tanzania bank and Mobile wallet accounts.
- Preparation of various supporting schedules to the financial statements to facilitate annual audit and assist in the fieldwork process.
- Preparation of the monthly accounts and required other deliverables for review by 9th of every month ensuring accuracy of the data.
- Maintain banking relationship and act as the primary liaison person.
- Ensuring proper book of accounts are kept and maintaining a sound archiving (filing and retrieval) system.
- Preparation of the payroll journal and monthly reconciliation of the payroll.
- Any other reasonable duty assigned by line manager.
- Closely monitoring the agreed targets and timelines per work plans on donors assigned



- Prepare monthly donor management report on monthly basis including reviewing all donor expenditures to ensure a correct reporting of expenditures of assigned codes.
- Ensure a project/Grant is correct budgeted for on quarterly expenditure authorisation to ensure a well alignment between workplan and planned grant objectives.
- Discuss with program manager by weekly the implementation of grant comparing to approved Expenditure authorisation for the quarter and commitment of the grant, flag lagging activities to Head of Finance actions.
- Review monthly donor reports with the relevant managers and point out areas with financial risks in line with donor conditions for the managers to take proactive corrective action.
- Attend monthly grant call and share financial updates of the respective grant/project.
- Any other reasonable duty assigned by line manager.
- Support during proposal development by producing inputs including draft budgets.
- Participate fully in the development of the CAMFED annual operating budget, which will include aligning donor funding files with the active grants and their work plans.
- Preparation of quarterly Expenditure Authorization (EA) plans
- Coordinate closely with Program managers in tracking budget expenditures and escalating any necessary changes that may require budget rebasing.
- Review the budgets for program activities when reviewing e-PRFs and travel expense plans before recommending further approval.

Person specification

- A bachelor's degree in accounting or equivalent degree or experience.
- Certified Professional Accountant, Management accountant or equivalent professional level.
- Minimum of 2 or more years' experience preferably in Banking and Auditing industry.
- Strong advanced Excel skills.
- Strong interpersonal and communication skills.
- Strong analytical and problem-solving skills.
- Speedy and attentive to detail.
- Team player.
- Working in a multi-cultural set-up
- Able to work with limited supervision.



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