



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Senior Human Resources (HR) and Administration Manager	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Senior Manager	Industry Research, Non-profits (NGO)
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Research: 7 Years
Secondary Industry Non-profits (NGO): 10 Years	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

One of Africa's pre-eminent health research organizations is looking for a Senior Human Resources (HR) and Administration Manager. Reporting directly to the Chief of Operating (COO), this role oversees crucial Human Resources and Administration functions at the organisation. The position provides leadership and strategic direction in support of the organisation's programs, strategic priorities, and associated culture change process through the design, implementation, and direction of human resources programs and services to maximize Institutional strength. The role's responsibilities encompass ensuring that the organization has the right talent pool—individuals with the appropriate skills, experiences, and headcount—to achieve its strategic objectives. This involves providing strategic guidance to the organisation in various HR areas such as planning, talent management, performance management, total rewards, employee relations, well-being, training and development, compliance, and health & safety. The position also supervises office administration, logistics, transportation, safety and security, and maintenance functions to ensure seamless office and program/projects operations. The role demands a proactive approach to streamline processes, ensure compliance, and foster a conducive work environment for all employees.

Responsibilities

Oversee the Human Resources Function:

- Develop and implement human resources strategies and initiatives in support of the organization Programs and Strategic Plan; monitor plans for tracking human resources indicators.
- Develop, implement, review, and monitor the HR Annual Operational Plan and facilitate HR Budget guidelines to incorporate in the annual organization budget.
- Plan, implement, and manage the human resource's function, including HR information systems, recruitment, employee relations, onboarding and offboarding processes, regulatory compliance, compensation, benefits, staff development, performance management system, and employee communications.
- Participate in strategic planning meetings for organization effectiveness and individual business units to meet organizational goals.
- Provide guidance, training, coaching, and mentorship to human resources and administration personnel to ensure they have the requisite skills to deliver what is expected of them.
- Collaborate with management to manage the development and implementation of staff training programs as necessary.
- Manage employee relations, grievances, and disciplinary actions. Ensure staff disputes, complaints, and grievances are well managed to foster a conducive working environment and ensure alignment with the Tanzania Employment and Labor Relations Act (ELRA), and organisation policies.
- Collaborate with legal counsel to develop and review human resources policies, guidelines, procedures, and tools, as appropriate or needed.

- Manage employees' compensation and benefits to ensure staff receive optimal services and entitlements in accordance with organization Policies. Conduct regular salary and benefits surveys to ensure that the organization's compensation and benefits remain competitive within the market.
- Act as a trusted advisor to the organisation leadership team and management; provide the HR best practices and contextual expertise when key HR decisions are being made.
- Support human resources and administration audits including providing responses, and developing, and implementing corrective actions to human resources-related audit findings.

Oversee the Administration function.

- Supervise and coordinate office management functions, including travel arrangements, event coordination, and ensuring efficient workflow and effective communication within the office. Continuously monitor and enhance office procedures to improve productivity.
- Supervise Logistics staff to ensure coordinated logistics activities to support various operations. Optimize logistical processes for cost-effectiveness and efficiency.
- Implement and enforce safety protocols and security measures to ensure a safe and secure working environment for all staff members and visitors.
- Supervise efficient transportation services for both staff and goods, oversee the maintenance of office vehicles, and ensure the upkeep of facilities to meet functionality and safety standards.

Team leadership

- Provide leadership and supervision to the Human Resources and Administration team by offering guidance, mentoring, training, and motivation. Implement effective performance management strategies to enhance team performance.

Education & Qualifications

Education and Experience:

- Bachelor's degree in human resources, Business Administration, or a related field.
- Master's degree in Human resources required.
- Recognized HR certification would be advantageous.
- Minimum of ten (10) years of relevant professional experience in human resources management.
- At least seven (7) years of progressive leadership position experience in a diverse industry with a staff count of at least 200.
- Proven track record in administration management within a large institution.
- Proficiency in logistics management and overseeing office operations.

Skills and Competencies:

- In-depth knowledge of Tanzania's labor laws (Employment and Labor Relations Act) and human resources best practices.
- Experience representing organizations in the Commission for Mediation and Arbitration cases in Tanzania.

Reporting To

Chief Operations Officer

Driving Licence

Not Required

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Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Business Development and Partnership Specialist	Job Location Dar es Salaam	Category Stakeholder Engagement
Job Type Full Time	Job level Manager	Industry Research, Non-profits (NGO)
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Research: 7 Years
Secondary Industry Non-profits (NGO): 7 Years	Primary Category Stakeholder Engagement: 7 Years	Secondary Category -
Certificate -	Qualification -	

Summary

One of Africa's pre-eminent health research organizations is looking for a Business Development and Partnership Specialist who collaborates closely with the Director of Resources Mobilization and Strategic Engagement and program staff to develop and implement stakeholder relations, cultivating new strategic relationships, communications, and resource mobilization strategies. The position aims to expand the organization's visibility and establish meaningful connections that contribute to supporting its objectives.

Responsibilities

- Actively contribute to the formulation of the Business Development Strategy in collaboration with the Director of Resources Mobilization and Stakeholders Engagement and the BD Team.
- Support the planning, writing, and editing of funding proposals aligned with IHI fundraising guidelines, involving collaboration with various staff, including the CED, Programs Implementation and Management, and the Senior Management Team (SMT), ensuring compliance with donor and IHI guidelines.
- Conduct routine research to identify new business development opportunities, including potential private donors, public companies, and philanthropists.
- Map and engage with civil society networks, organizations, and influential leaders to foster cooperation in joint advocacy initiatives related to health or cross-cutting issues/agenda.
- Assist in developing strategies and directing the implementation of activities for strategic partnership and alliance building with governments, donors, implementing partners, CSOs, NGOs, research and academic institutions, and the private sector to advance HI's mission and enhance visibility.
- Lead in establishing and nurturing effective partnerships through personal intervention, advocacy, and the promotion of the company's Strategic Plan 2023-2028. Position the organization as a center of excellence influencing health policies and delivering collaborative, quality services through research, innovation, capacity strengthening, and program implementation.
- Collaborate closely with the Director of Resources Mobilization and Stakeholders Engagement to manage dialogue and partnerships with key health sector stakeholders, keeping them updated on the work and achievements.
- Identify visibility opportunities within the existing project portfolio and ensure coordinated communication activities across projects.
- Work alongside the Director of Resources Mobilization and Stakeholders Engagement, the Management Team, and other members to elevate the organization's profile within the development partner community and the Government of the United Republic of Tanzania while enhancing overall visibility.
- Represent the organization at donor meetings and external visibility events as directed by the supervisor.
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Education & Qualifications

- Master's degree in communications, Public Policy, Public Health, Business Management, Project Management, International Development, or a relevant field.

Requirements

- Minimum of seven years of relevant experience, with at least three years specifically related to partnerships, advocacy, and/or external relations.
- Experience working on donor-supported projects, particularly in the health sector, is highly preferred.
- In-depth understanding of the Tanzanian political and social context, along with familiarity with key stakeholders in the health sector landscape.
- Proven experience effectively engaging with Tanzanian ministries, development partners, NGOs, and private companies involved in the health sector.
- Strong report writing and presentation skills, including proficiency in using graphics, diagrams, and data.
- Capacity to write and edit various materials such as speeches, leaflets, briefing papers, web content, press releases, newsletters, and detailed reports.
- Outstanding interpersonal, teamwork, and communication skills.
- Fluency in English with extensive verbal and written communication experience.
- Highly proficient in using personal computers, word processing, spreadsheets, presentation applications, e-mail, and internet tools.

Characteristics

- Ability to simplify complex issues and articulate them understandably.
- Ability to work independently, meet deadlines, handle multiple priorities, and effectively follow up.
- Cooperative, flexible, and dependable work approach.

Driving Licence

Not Required

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Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title

Monitoring, Evaluation and Learning (MEL) Specialist

Job Location

Dar es Salaam

Category

-

Job Type

Full Time

Job level

Intermediate

Industry

Research, Non-profits (NGO)

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget

-

Max Budget

-

Primary Industry

Research: 5 Years

Secondary Industry

Non-profits (NGO): 4 Years

Primary Category

-

Secondary Category

-

Certificate

-

Qualification

-

Summary

One of Africa's pre-eminent health research organizations is looking for a Monitoring, Evaluation and Learning (MEL) Specialist. The MEL plays a crucial role in designing, reviewing, maintaining, and implementing the performance monitoring strategy and plan across diverse functions. This position ensures the continual relevance of monitoring frameworks within an evolving context and ensures alignment and consistency of key performance indicators (KPIs) across planning and program documentation. The specialist supports projects and the institution in meeting strategic objectives and targets by establishing robust metrics, defining indicators, collecting, and reviewing monitoring data, conducting analysis, and offering actionable insights to drive overall performance improvement. In ensuring that the project's performance are on track, the specialist will closely work with responsible staff in projects and departments to define, track, and report key performance indicators on a regular basis.

Responsibilities

- Develop and implement a comprehensive performance monitoring framework that aligns with the institution's strategic goals and objectives.
- Ensure consistency and alignment of key performance indicators (KPIs) across all planning and program documents, including the organization's strategic plan and donor proposals.
- Identify measurable, achievable, and organizationally aligned KPIs tailored to different departments and functions.
- Support projects and/or departments to develop responsive performance monitoring frameworks (Monitoring, Evaluation and Learning plans) that align to and inform the comprehensive institutional framework.
- Coordinate data collection, aggregation, and analysis of performance data from various sources, utilizing analytical tools and methodologies to extract meaningful insights.
- Maintain established reporting systems and databases for various funding partners and stakeholders Assist in generating periodic performance reports (such as situation reports, quarterly and annual reports) and dashboards for management and/or donors. These reports will highlight trends, areas needing improvement, and recommendations for corrective actions.
- Coordinate with Project leads and/or dedicated M&E staff to ensure timely development and submission and/or upload of regular donor performance reports.
- Conduct continuous monitoring, evaluations, post-project evaluations for sampled activities to identify best practices and areas of improvement.
- Coordinate bi-annual performance review sessions across projects and departments involving key staff. Performance of agreed-upon key indicators will be presented and discussed at such sessions.
- Collaborate with department heads, Project Managers, and stakeholders to identify opportunities for performance

enhancement using performance metrics and analysis.

- Foster a performance-driven culture by collaborating with different departments to integrate performance management into daily operations.
- Work closely with the Communications and Knowledge Management Specialist to synthesize performance information for dissemination.
- Ensure data quality through routine data quality assessments and other validation processes.
- Conduct monitoring training sessions and relevant capacity-building activities for both Company's MEL staff and implementing partners.

Education & Qualifications

- A university degree in Information Technology, Statistics, or another relevant technical field.
- A Master's degree in Statistics, Public Health Economics, or related disciplines is preferred.
- Minimum of five years of hands-on experience in data analysis, research, field monitoring and evaluation, statistics, or related fields.
- Prior experience supporting donor-funded projects in a similar capacity

Characteristics

- Strong writing and analytical skills, adept at interpreting and effectively communicating data insights.
- Proficiency in digital data management tools and a solid understanding of statistical and analytical methodologies.
- Familiarity with routine data systems
- Excellent computer skills specifically with MS Excel, MS Access, PowerPoint presentations, and Statistical Software (SPSS, STATA, SAS, R, or Python).
- Desirable experience in data visualization and/or Geographic Information System (GIS) tools.
- Demonstrated skills in quantitative and qualitative data analysis, data management, and report writing.
- Proven track record in designing and managing indicators, Monitoring and Evaluation (M&E) plans, setting performance targets, conducting data quality assessments, and performing data collection and analysis.
- Experience utilizing performance monitoring data to enhance ongoing project/activity management.
- Leading or participating in qualitative and/or performance monitoring evaluations.
- Ability to conceptualize and structure monitoring activities and produce clear, concise reports.
- Fluency in both written and spoken English and Kiswahili languages.
- Excellent organizational skills, capable of managing multiple tasks efficiently and meeting deadlines.

Reporting To

Director of Strategic Information, Systems and Evaluation

Driving Licence

Not Required

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Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Director of Resources Mobilization and Stakeholders Engagement	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Research, Non-profits (NGO)
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Research: 7 Years
Secondary Industry Non-profits (NGO): 5 Years	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

One of Africa's pre-eminent health research organizations is looking for a Director of Resources Mobilization and Stakeholders Engagement. Reporting to the Chief Executive Officer (CED), the Director of Resources Mobilization and Strategic Engagement's role is to lead and orchestrate the formulation and execution of comprehensive strategies aimed at securing funding, nurturing partnerships, and amplifying the visibility of the organization. This role involves leveraging extensive experience in resource mobilization and stakeholder engagement to drive sustainable growth, enhance donor relationships, and strategically position the organization within the philanthropic landscape. The Director will aim to fortify the institution's financial sustainability by fostering fruitful collaborations, developing innovative fundraising initiatives, and spearheading impactful engagement activities aligned with the Company's mission and goals.

Responsibilities

Business Development:

- Lead the development of Company's Business Development Strategy in collaboration with the Management Team and Program.
- Take responsibility for planning, writing, and editing local funding proposals, ensuring compliance with Company's fundraising guidelines and standards. Collaborate with various staff, including the CEO, Resources Mobilisation Unit, and Program, to ensure proposals meet donor and company's guidelines.
- Collaborate with the CED and Resources Mobilizations Unit to foster and strengthen existing donor and partner relationships. Ensure effective communication by providing regular updates on Company's work and achievements to donors and partners.
- Provide advice to the organization on shifting donor priorities. Identify and share new funding opportunities with Program Implementation, Management, and Business Development teams promptly, along with recommendations on feasibility and strategies for pursuit.
- Conduct ongoing research to identify potential business development opportunities, including private donors, public companies, and government entities within the United Republic of Tanzania.
- Collaborate closely with the CED, Contracts, Compliance, and Business Development teams to lead the development of Memoranda of Understanding for funding or partnership agreements with various organizations.
- Develop and enhance the fundraising capacities and knowledge of resource mobilization and Program staff through planning and training initiatives.
- Manage Business Development-related documentation and files, ensuring the fundraising section of the program website remains updated.

Strategic Engagement and Visibility:

- Lead the implementation of comprehensive visibility activities aligned with Company's Strategic Plan. Coordinate print materials, electronic media, event organization, article publication in newspapers, briefs, and success stories, ensuring consistent messaging.
- Identify visibility opportunities within Company's project portfolio and ensure coherent communication activities across projects for optimal impact.
- Collaborate with the CED, Management Team, and other members to bolster the Institute's profile and reputation within the development partner community and the Government of the United Republic of Tanzania, thereby enhancing overall visibility.
- Represent the Institute at donor meetings and external visibility events/forums.
- Provide support to the CED and other team members in fulfilling their representational roles and responsibilities.

Education & Qualifications

- Master's degree in a relevant field or other field such as business administration, Development Studies, Communications is highly required. Phd is added advantage
- Demonstrated experience of at least 10 years in resource mobilization, business development, or fundraising within nonprofit, international development, or similar sectors.

Characteristics

- Proven track record in successfully securing grants, managing donor relationships, and developing funding proposals.
- Exceptional communication skills, capable of effectively articulating complex ideas in both written and verbal formats.
- Strong report writing and presentation skills, including the use of graphics, diagrams, and data.
- Capability to write and edit various materials such as speeches, leaflets, briefing papers, web content, press releases, newsletters, and detailed reports.
- Strong networking and relationship-building abilities with diverse stakeholders, aligned with strategic engagement activities.
- Proficiency in project management, budgeting, and donor reporting.
- Ability to lead, mentor, and motivate teams while fostering collaborative work across departments.
- Strategic thinker capable of aligning engagement activities with organizational objectives.
- Fluency in both English and Kiswahili with extensive verbal and written communication experience.
- Highly proficient in using word processing, spreadsheet, presentation applications, e-mail, and internet tools on personal computers.
- Good understanding of production, graphic design, and photography standards
- Proficiency in web-based management systems and familiarity with media platforms including print, electronic/online, and social media for communication and brand building.
- Sound knowledge of Tanzania's ministries, particularly the Ministry of Health, development partners, NGOs operating in Tanzania, and the private sector.

Driving Licence

Not Required

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Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Senior Management Accountant	Job Location Dar es Salaam	Category Finance
Job Type Full Time	Job level Manager	Industry Research, Non-profits (NGO)
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Research: 5 Years
Secondary Industry Non-profits (NGO): 5 Years	Primary Category Finance: 5 Years	Secondary Category -
Certificate -	Qualification -	

Summary

One of Africa's pre-eminent health research organizations is looking for a Senior Management Accountant. Reporting to the Senior Finance Manager, the Senior Management Accountant holds the overall responsibility for overseeing and managing organisation's essential financial monitoring and reporting systems. The role entails overseeing the analysis and reporting of the organisation's financial position to provide insights into financial performance. The position ensures the smooth operation of the organisation Finance Department, the effective provision of financial management services, and robust oversight of internal control systems. Additionally, the position is responsible for preparing all statutory financial statements for both internal and external purposes. Working in full compliance with all applicable organisation and donor rules, regulations, and country laws, the Senior Management Accountant provides program/projects data and analysis to the Management Team, aiding in business decision-making and control.

Responsibilities

- Prepare Management Accounts, Reporting Schedules, Tables, and analyses (quarterly and annual) as specified periodically.
- Ensure that organisation has effective financial monitoring systems, controls, and processes in place, effectively and efficiently utilised across all projects and branch offices.
- Develop and implement accurate cash management strategies, approving expenditures for staff, suppliers, and external parties.
- Manage cash flow and prepare pipelines for management review, ensuring funds are available for implementing program activities across all organisation projects.
- Examine financial data, including procurement-related information, for accuracy and compliance with organisation and donor policies. Plan and facilitate compliance checks in collaboration with the finance team.
- Ensure compliance with statutory bodies, verifying accurate and timely remittance of monthly tax payments, regulatory deductions, and returns. Perform necessary follow-ups as required.
- Manage, maintain, and update the Fixed Assets Register and Inventory List in the accounting system, ensuring proper accounting for Fixed Assets, including appropriate depreciation treatment.
- Liaise with administration to ensure company assets are under continuous insurance coverage and renew policies upon expiration. Participate in stock take and fixed assets verification exercises.
- Check and authorise entries for correctness, coding, and posting to the Accounting/ledger system, ensuring accurate and prompt processing into various accounts.
- Review reconciliations of subsidiary schedules/records for all Balance Sheet Accounts, reconciling transactions and balances related to ledger balances, ensuring timely resolution of outstanding amounts.
- Review bank reconciliations for the entire organisation.
- Review all staff accountabilities, claims, or refunds; all payments and approve respective journals.

- Vet and review invoices and payment vouchers before submission for approval, ensuring accuracy and correctness of payable amounts indicated.
- Maintain proper records of prepayments, accruals, and related accounts.
- Supervise the treasury and revenue accountant, managing cash flow and pipeline preparation for organisation management review, ensuring availability of funds for program activities.
- Oversee and monitor advance payments, imprest /floats access, and amounts.
- Track, update, and document all funds remitted/transferred to organisation in the ledger.
- Manage the audit process, ensuring implementation and resolution of audit issues and recommendations, both internal and external.
- Provide leadership, supervision, and guidance to Accounts Assistants, fostering an environment conducive to their professional growth.

Education & Qualifications

- Bachelor of Commerce in Accountancy or equivalent qualification.
- Certified Public Accountant (CPA Tanzania) certification.

Requirements

- Five years of relevant professional experience in a similar role preferably from reputable NGOs
- Demonstrated experience in finance, accounting, and administration functions within international and local organisations, particularly in the public and/or private health sectors.
- Knowledge and experience in accounting, administration, and operational practices.

Characteristics

- Proven skills in negotiations and effective communication with partner organisations and subcontractors.
- Ability to facilitate decision-making processes and establish constructive alliances internally and externally.
- In-depth knowledge of donor regulations, policies, and compliance requirements governing the management of donor funds (e.g. UN agencies).
- Proficiency in Microsoft Office suite, including Word, PowerPoint, and advanced Excel skills. Experience with ERP or related accounting packages is preferred.
- Capability to provide technical support and training in finance and accounting systems to staff.
- Strong problem-solving ability and sound judgment in financial decision-making while maintaining confidentiality.
- Ability to conduct all work with the utmost discretion, honesty, and adherence to the principles and procedures of the organisation and its donors.
- Excellent interpersonal, written, and oral communication skills.
- Supervisory skills and the ability to motivate and effectively manage a team.
- Capacity to multitask, manage multiple priorities, and demonstrate attention to detail in planning and organising tasks.

Reporting To

- Senior Finance Manager

Driving Licence

Not Required

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Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Senior Finance Manager	Job Location Dar es Salaam	Category Finance
Job Type Full Time	Job level Manager	Industry Research, Non-profits (NGO)
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Research: 10 Years
Secondary Industry Non-profits (NGO): 10 Years	Primary Category Finance: 10 Years	Secondary Category -
Certificate -	Qualification -	

Summary

One of Africa's pre-eminent health research organizations is looking for a Senior Finance Manager. Reporting directly to the Chief operating officer (COO) the Senior Finance Manager will play a pivotal role in steering the financial direction of organisation, ensuring financial stability, compliance, and sustainable growth while ensuring adherence to best practices and regulatory standards. The position plays a pivotal role in ensuring the effective utilisation of donor funds, maintaining compliance, and supporting the success of programs aligned with the institution's mission and goals.

As the focal person overseeing financial affairs within organisation, the Senior Finance Manager is responsible for comprehensive liquidity management, internal and external payments oversight, ensuring effective internal control systems in finance, ensuring compliance with statutory regulations, and financial accounting standards, and meeting donor requirements.

Responsibilities

- Collaborate with the COO to develop financial strategies aligned with the institution's overall objectives.
- Create and execute financial plans, forecasting long-term financial goals, budgets and work plans.
- Provide guidance on utilising financial resources to enhance the organisation's financial sustainability.
- Participate in key decision-making processes, offering financial expertise and insights to drive informed choices.
- Oversight of payments to vendors, staff travel reimbursements, preparations of monthly salary disbursements, bank reconciliations reports, and reimbursements systems report, ensuring timely processing and disbursement, as well as the timely collection of funds/revenue.
- Oversee the maintenance of all necessary accounting records such as the General Ledger and other related accounts.
- Ensure accurate posting of all expenses and preparations of all associated reports
- Oversee preparations of accrued expense reports
- Ensure timely posting of Institute recoveries and associated reports
- Identify and assess financial risks and implement strategies to mitigate identified risks effectively.
- Develop and maintain internal controls to safeguard the institution's assets and ensure accuracy in financial reporting.
- Oversee the preparation of the organisation's budget and monitor spending to align with approved budgets.
- Continuously monitor financial performance against established benchmarks, identifying areas for improvement and proposing corrective actions
- Oversee the preparation of accurate quarterly and annual financial reports, including budgets, financial statements, and cash flow projections in accordance with IPSAS standards.
- Conduct thorough financial analysis to support decision-making processes, identify trends, and recommend improvements.
- Ensure compliance with accounting standards, statutory regulations, donors, and internal policies.
- Coordinate and review various donor financial reports.
- Ensure compliance with all relevant financial regulations, institutional regulations, donor requirements, accounting standards,

local regulations, and tax requirements.

- Stay updated with changes in financial regulations and implement necessary adjustments in policies and procedures.
- Manage the processes for internal and external audits.
- Supervise and lead a team of finance professionals, providing guidance, mentorship, and support to facilitate succession planning.
- Foster a culture of accountability, professionalism, and continuous improvement within the finance department.
- Provide oversight of branch-level financial management to ensure alignment with the overall financial goals, processes, and practices of the institution.
- Act as a liaison between the finance department and other departments, fostering collaboration and clear communication in all finance matters.
- Present financial information to the COO offering insights and recommendations.
- Engage with internal and external stakeholders, including financial institutions, statutory bodies, and professional entities.
- Evaluate and implement financial systems, tools, and technologies to streamline processes and enhance efficiency within the finance department.

Education & Qualifications

- A degree in Accountancy or equivalent.
- Certified Public Accountant (CPA) or ACCA qualification.
- A master's degree in finance or a relevant field is preferred.

Requirements

- 10 years of experience in financial management, particularly within the non-profit sector or organizations dealing with donor-funded projects.
- Minimum of five years in a management role.
- Experience navigating complex compliance issues associated with donor-funded projects.

Characteristics

- Proficiency in Microsoft Office suite, including Word, PowerPoint, and advanced Excel skills. Experience with ERP or related accounting packages is preferred.
- Proven track record in managing budgets, financial reporting, compliance, and audits related to donor-funded programs.
- In-depth knowledge of donor regulations, policies, and compliance requirements governing the management of donor funds.
- Strong strategic financial planning skills to manage funds effectively, forecast budgets, and develop financial strategies aligned with project goals.
- Proficiency in financial analysis to assess the impact of donor funds on the institution's overall financial health and sustainability.
- Exceptional leadership abilities to effectively manage a finance team, providing guidance, mentorship, and support in a demanding environment.
- Experience leading and implementing financial best practices within a diverse team.
- Excellent communication skills to liaise with donors, government agencies, and various stakeholders, ensuring transparency and compliance in financial matters.
- Ability to present financial information clearly to non-financial stakeholders, including program managers and executives.
- Strong analytical and problem-solving skills to address financial challenges, mitigate risks, and make informed decisions promptly.
- Capacity to adapt to changing circumstances and make strategic adjustments to financial plans as necessary.
- Proficiency in project management methodologies to handle multiple donor-funded projects concurrently while meeting deadlines and objectives.
- High ethical standards and integrity in handling donor funds and financial transactions, ensuring transparency, accountability, and compliance.

Reporting To

- Chief Operating Officer (COO)

Driving Licence

Not Required

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Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Data Management Specialist	Job Location Dar es Salaam	Category Data Management & Admin
Job Type Full Time	Job level Intermediate	Industry Research, Non-profits (NGO)
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Research: 5 Years
Secondary Industry Non-profits (NGO): 5 Years	Primary Category Data Management & Admin: 5 Years	Secondary Category -
Certificate -	Qualification -	

Summary

One of Africa's pre-eminent health research organizations is looking for a Data Management Specialist. The Data Management Specialist is responsible for designing and implementing data-centric systems tailored to the Institute's requirements. The position's primary role encompasses formulating systems, protocols, and guidelines for effective data management within the organization. The specialist's overarching responsibility involves supervising the entire lifecycle of data, which includes planning, collection, organization, storage, and utilization. This oversight ensures the accuracy, security, and accessibility of data for diverse stakeholders and facilitates informed decision-making processes within the organization.

Responsibilities

- Design and maintain databases, data warehouses, or data lakes. Optimize database structures for efficient data storage, retrieval, and analysis.
- Develop and implement strategies for collecting and aggregating data from multiple sources. Ensure the integration of diverse data sets into a unified database or system.
- Establish protocols and standards for data quality, validation, and cleansing. Regularly monitor data integrity, accuracy, and completeness, and implement corrective measures as needed.
- Implement and enforce data security measures to safeguard sensitive information. Ensure compliance with data protection regulations/laws and internal data governance policies.
- Collaborate with stakeholders to understand data needs and provide support in analyzing data sets. Prepare reports, dashboards, and visualizations to communicate insights effectively.
- Develop and maintain data governance frameworks, policies, and procedures. Document data management processes and guidelines for data handling, storage, and access.
- Provide technical support to users on data management tools, systems, and platforms.
- Oversee the integration of new technologies and initiatives into data standards and structures.
- Conduct training sessions to educate staff on data management best practices.
- Stay updated on emerging trends, technologies, and best practices in data management. Identify opportunities to improve data management processes and tools to enhance efficiency and effectiveness.

Education & Qualifications

- Master's degree in computer science, Computer Engineering, Information Systems, Data Management, or a related field.
- Advanced degrees or certifications (e.g., CDMP, DAMA) could be advantageous.

Requirements

- At least Five years of practical experience in data management, data analysis, or related data administration functions, including collection and distribution.
- Proven track record in data management, database administration, or similar roles
- Proficiency in database technologies such as SQL, NoSQL, and familiarity with data visualization tools like Tableau, and Power BI.
- Knowledge of data manipulation languages like Python, R, Perl, and additional training in Linux configuration and other specified data management applications. In-depth understanding of modern databases and information technologies.
- Thorough comprehension of management and data administration duties, encompassing collection, analysis, and distribution.
- Ability to compile, organize, and present findings and data retrieved to management.

Characteristics

- Strong analytical and problem-solving skills to interpret and analyze complex data sets.
- Ability to analyze, interpret, and organize large volumes of data effectively.
- Excellent communication skills to translate complex problems into non-technical terms for various stakeholders.

Reporting To

- Director of Strategic Information, Systems and Evaluation

Driving Licence

Not Required

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