



VACANCY ANNOUNCEMENT

BACKGROUND:

Amref Health Africa – Tanzania is an independent, non-profit, non-governmental organization (NGO) whose mission is “to improve the health of people by partnering with and empowering communities and strengthening health systems”. Amref Health Africa-Tanzania is largely supported by Multilateral, Bilateral, and National donors, implementing several programmes including HIV/AIDS/TB/Malaria, Reproductive, Maternal, Newborn, and Child Health, Water and sanitation, and clinical outreach.

Amref Health Africa – Tanzania with funding support from MasterCard Foundation, and Technical Assistance from Africa CDC implements the Phase II Saving Lives and Livelihood project to support the country's transitions from the COVID-19 emergency response to routine vaccination efforts, emphasizing the need to protect high-risk populations and youth and prepare for future emergencies. Service delivery will involve integrating COVID-19 vaccination with routine immunization services through existing healthcare channels and ensuring trained staff at Primary Health Centers. Key timelines include immediate implementation to reach zero-dose children, ongoing support for priority groups, and milestone evaluations at regular intervals to track progress. With the above background, Amref Health Africa Tanzania has the following vacancy:

Job Title: Finance Volunteer/Intern
Reports to: Project Accountant - SLL Project
Duty Station: Dar es Salaam (1)

Job Summary

The role of the finance intern/volunteer is to support the finance department, working closely with the SLL Project Accountant. S/he will assist with various finance processes and gain exposure to the inner workings of the department.

Specific Duties and Responsibilities

- Preparing all payments including Staff advances, Surrender, Invoices and Claims ensuring supporting documents are adequate and complete
- Generating supplier details for input in the Navision System.
- Daily data entry from payment vouchers, Office float vouchers, surrender journal entries, and receipts.
- Maintaining an up up-to-date creditors status (matching invoices to LPOs and GRNs, checking the correctness and accuracy of the invoices preparation of payment of creditors).



Qualification

- A university degree in accounting/finance /economics

Skills and Competencies

- Strong interpersonal skills;
- Attentive to details;
- Able to deliver quality work within tight deadlines with minimal supervision;
- Hard working and results-oriented;
- Strong analytical and communication skills;
- Ability to write clearly, concisely, and in a logical manner.
- Proficiency in Microsoft Office suite.
- Team working skills

HOW TO APPLY: -

If you meet the criteria given above and are interested in the vacancies, please visit Amref's website <https://amref.org/vacancies> / Amref will conduct interviews at Dar es Salaam Offices to select qualified candidates. To be considered, your application must be received by 16:30 Hours on December 28, 2024.

1. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy
2. "Amref Health Africa is committed to the principles of safeguarding in the workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible"
3. Any Applicant attempting or communicating to the Amref Health Africa Management or Staff through phone calls, SMS, text emails and other means will automatically be disqualified from this opportunity. All communications should be channelled to the provided official correspondence email above
4. Amref Health Africa –Tanzania regrets that only short-listed candidates will be contacted.