Job Announcement: Seeking Candidates

Johns Hopkins University
Center for Communication Programs (TZ) Limited
Dar Es Salaam, Tanzania

Working Title: Finance and Administration Director

General Description:
Seeking candidates for the position of Finance and Administration Director for the Tanzania Vector Control Activity (TVCA), a USAID/President’s Malaria Initiative (PMI)-funded project for implementing proven, evidence-based vector control approaches in Tanzania to reduce the burden of malaria, managed by Johns Hopkins Center for Communication Programs (CCP).

The successful candidate will be based in Dar Es Salaam with travel assignments within Tanzania. They report to the Chief of Party.

General Summary:
The Finance and Administration Director is the primary financial officer of the program. They:

- Ensure that financial functions support the timely and effective implementation of the program's technical scope of work. This includes ensuring all financial transactions are complete, accurate, timely, adequate, and appropriate;
- Ensures that resources are allocated and used in compliance with contract requirements, JHU policy, and applicable USG regulations.
- Ensures compliance with Tanzanian law, including timely submission of all tax and benefits paperwork;
- Will be responsible for comprehensive financial, operations, and administrative oversight for the TVCA project;
- Will support other project partners to ensure financial compliance;
- Shall be the link between the Chief of Party (COP) and various project departments and staff in terms of meeting financial and logistic requirements for managing the project office and all field programs.

Key Responsibilities & Tasks:

Oversight and development of financial systems and tools
• Provide guidance on CCP finance and operational policies and procedures where applicable
• Ensure the completeness, accuracy, timeliness, adequacy, and appropriateness of all financial transactions and related support i.e. ensure all financial transactions meet audit standards
• Immediately inform, guide and request revision to supporting documents that do not meet donor, JHU, or audit requirement (e.g. incomplete or inaccurate forms, missing support, illegible photocopies, missing printed names, signatures, dates, etc.)
• Prepare the monthly bank reconciliation and ensure the final financial reports and original supporting transactions are submitted to the CCP imprest team not later than the 15th after the month closes
• Prepare monthly payroll ensuring receipt of all timesheets and leave requests from HR, calculating and filing of PAYE, social security remissions, and other statutory payroll requirements
• Prepare petty cash vouchers and ensure receipts are attached timely
• Maintain petty cash box securely as per country finance manual including issuing petty cash upon request, following up on receipts, reconciling the petty cash monthly, performing cash counts, monitoring physical cash to QuickBooks, and immediately addressing discrepancies
• Maintain adequate and appropriate levels of petty cash formally requesting changes as needed via the CCP imprest team in Baltimore
• Ensure cash received is kept in the safe and is deposited into the bank within the specified in the country finance manual
• Prepare the annual USAID-required report of foreign taxes (VAT report)
• Timely prepare and remit all statutory taxes to the Tanzania Revenue Authority, including payroll and other financial items as required
• Assist non-finance staff to prepare adequate justifications to support budgets and transactions
• Orient travellers on correct and appropriate travel policies and procedures before taking advances
• Follow-up weekly on outstanding advances for program activity or travel ensuring adherence to organizational policies and procedures
• Maintain and communicate to staff on appropriate allocations for shared office costs based on space and effort
• Make field visits as necessary to provide support, verify, and document verifications of transactions as required
• Accrue for severance in QuickBooks
• Follow appropriate protocol for reporting suspected internal controls violations

Staff supervision responsibilities

• Manage the work of direct reports and provide supervisory responsibilities
• Promote staff development through training, counselling, and performance evaluation of the staff of the CCP TZ under your supervision
• Ensure that direct reports are implementing duties as assigned
• Conduct timely annual performance reviews for direct reports
• Manage performance of direct reports timely and in a way that facilitates growth and improvement in accordance with CCP Baltimore HR guidance

**Required Qualifications:**

• Bachelor’s of commerce finance, business administration, or related field
• Certified public accountant (CPA).
• At least 8 years’ experience in financial management of donor-funded programs of similar size.
• Strong organizational skills and the ability to work in a team-oriented environment.
• Ability to work well with others.
• Excellent communication skills.
• Knowledge of U.S. Government cost principles, rules, and regulations.
• Knowledge of Federal Acquisition Regulations (FAR) and AIDAR demonstrated experience in supporting program and technical staff to ensure resources are used efficiently and to accurately account for expenditures.
• Strong organizational skills and the ability to work in a team-oriented environment.
• Exceptional computer skills, particularly in Microsoft Excel, and experience using commercially available accounting software programs.
• Ability to apply mathematical concepts that include but are not limited to algebra, probability, statistics and numerical analysis.
• Ability to work independently in a high profile, fast-paced and multi tasked environment.
• Ability to communicate effectively in English, both verbally and in writing.

**Preferred Qualifications:**

• At least 8 years’ experience managing USAID projects, including USAID contracts
• At least 1 year experience using QuickBooks

**To Apply:**

Applications including a cover letter, CV or resume, and 3 professional references are due by September 3, 2020 at 11:59 pm GMT +3. Please visit [https://ccp.jhu.edu/careers-tanzania/](https://ccp.jhu.edu/careers-tanzania/) for more information on how to apply.