Tanzania Human Rights Defenders Coalition [THRD-Coalition]
P. O. Box 75254 Dar es Salaam, TANZANIA Telephone: +255-22-2773038/48, Fax: +255-22-2773037,
Mob: +255 783 172394 E-mail: defenderscoalition@rocketmail.com. Date 23/3/2013

JOB VACANCY

The Tanzania Human Rights Defenders Coalition (THRD-Coalition) is a Coalition in Tanzania, with both individual Human Rights Defenders and Human Rights Organizations membership working towards enhancing the security and protection of Human Rights Defenders (HRDs) in the country.

Job Title: Accountant
Report to: Executive Coordinator
Duty Station: THRD-Coalition Head Office
Working Environments: THRD-Coalition offers a focused team, flexible, accountable and secured work environment that are underpinned by the management that emphasises on equity and dignity to its staff.

1. JOB PURPOSE

Under the supervision of the Executive Coordinator the Accountant will be responsible for maintenance of the books of accounts and related records and generation of periodic reports for internal management needs and external reporting to donors through the Coordinator. The **Accountant** carries major responsibility for the safe keeping of the organisation's assets and he/she supports the Coordinator while ensuring and promoting transparency in the financial management systems.

2. KEY RESPONSIBILITIES

- Scrutinise all payment vouchers before recommending to the Coordinator for approving the payment.
- Coding all expenditures and posting to the ledger.
- Preparation of operational budget and updating/revising it during the year including assisting all programme units to come up with their inputs into the organisational budget.
- Prepare periodic cash flow forecasts for the Coalition and submit to the Coordinator for review and approval.
- Prepare the following accounting reports timely :
    - Monthly financial statements including budget variance reports
    - Quarterly reports including a quarterly budget variance report
    - Donor reports as per agreed format and agreed intervals
    - Annual Report including audited financial statements for the Coalition
- Supervise and check the accuracy and completeness of the payroll and timely remittance of employees' salaries and all statutory deductions.

Board of Directors:
Dr. Helen Kijo Bisimba, Kharous Mpatani, Martina Kabisama, Tike Mwambipile, Joseph Parsambei, Saed Kubenea, Hamisa Mmanga and Ernest Kimaya.

- Ensure all requisitions and LPOs for office and programme supplies are in compliance with approved policies and procedures.
- Ensure the system of internal controls is adhered to at all levels and in all transactions of the organisation.
- Manage the moveable and immovable assets of the Coalition and ensure data capture on use of assets and allocation of costs in accordance with the standing policies and procedures.
- Any other duties as assigned by the Coordinator
- Supervise all procurement process according to financial manual and laws of the country.
- Provide administration services to the entire organisation including personnel administration, secretarial services, messengerial, logistical support to the programme and administration and finance operations, as well as general office administration.

3. QUALIFICATIONS REQUIREMENTS

3.1 Qualifications requirements

- Degree in accountancy, preferably with CPA qualification plus three years working experience.
- Certificate in computer studies (computerised accounting, word processing/spreadsheets/data base)
- Gender awareness
- At least three (1) year working experience in an non-governmental and non-profit making human rights organization.

4. PERSONAL ATTRIBUTES

- No criminal record
- Time conscious and punctual
- High level of integrity and honesty
- Hardworking and committed to achieving results
- High Level of Security Consciousness
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5. JOB SKILL SPECIFICATIONS

Key competencies

- Hands-on know-how of accounting to production of final accounts ready for audit
- Having an experience on how to use accounting software. Having prior experience with quick book is an added advantage.
- Time management skill
- Ability to supervise time-sensitive work and delivery schedules
- Ability to communicate in English and Kiswahili
- High level management skills
- Strong analytical skills including analysis of both quantitative and qualitative data.
- Excellent organisational and time management skills required to meet deadlines
- Ability to work independently and as part of a team.
- Good interpersonal and negotiation skills

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MODE OF APPLICATION
Interested candidates should send their application letter, enclosing their CV, copies of certificates to the following online address;

1. defenderscoalition@rocketmail.com
2. opngurumwa@gmail.com
3. Pyhsical Adress –Coalition Head Office Box 105926 at Msasani Mikoroshini Street No. 659

Deadline
All applications should be addressed to the Executive Coordinator before 6th April 2013.

Sincerely,



Onesmo Olengurumwa
Executive Coordinator THRD-Coalition

THRD-Coalition

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