

THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF FINANCE AND ECONOMIC AFFAIRS



VACANCIES

Applications are hereby invited from suitably qualified persons to fill various vacant posts. Vacant posts are for Regional Secretariats and Councils/ municipals. Applicants are strongly required to indicate or select **three duty of stations of their preferences** in the applications.

1.0 JOB TITLE : ACCOUNTANT GRADE II (224 POSTS)

1.1 Duties and Responsibilities:

- (i) Prepare and authorize payment vouchers
- (ii) Prepare monthly revenue and expenditure reports
- (iii) Prepare Bank reconciliation statements
- (iv) Supervise accounts activities in the departments
- (v) Prepare Accounts reports on Development Projects
- (vi) Prepare and operate special funds Accounts.

1.2 Qualifications and Experience:

- (i) Holder of Bachelor of Commerce/Arts majoring in Accountancy from recognized Higher Learning Institution, **OR**
- (ii) Holder of Advanced Diploma in Accountancy/Government Accounting from recognized Higher Learning Institution, **OR**
- (iii) Holder of Intermediate Certificate issued by NBAA.
- (iv) Computer Literate.

1.3 Remuneration:

According to Government Salary Scale - TGS. D

1.4 DUTY STATION FOR THE ACCOUNTANT II POST

REGIONAL SECRETARIATS:

Arusha, Iringa, Kilimanjaro, Lindi, Mara, Morogoro, Mwanza, and Tanga.

COUNCILS/ MUNICIPALS/ TOWNSHIP:

Monduli, Karatu, Meru, Longido, Kisarawe, Rufiji, Mafia, Dodoma (municipal), Bahi, Chamwino, Mufindi, Ludewa, Kilolo, Kibondo, Moshi (Municipal), Moshi, Same, Rombo, Siha, Lindi (Town Council), Lindi, Liwale, Kilwa, Musoma (Municipal), Musoma, Tarime, Bunda, Rorya, Mbeya (City council), Mbeya, Rungwe, Mbozi, Chunya, Kilosa, Mtwara, Mwanza (City council), Kwimba, Misungwi, Mbinga, Namtumbo, Shinyanga (Municipal), Kahama (Township Authority), Bariadi, Maswa, Manyoni, Iramba, Nzega, Nzega (Township Authority), Tabora, Sikonge, Tanga (city Council), Korogwe, Handeni, Kilindi, Mkinga, Muleba, Ngara, Chato, and Hanang'.

2.0 JOB TITLE: INTERNAL AUDITOR GRADE II (94 POSTS)

2.1 Duties and Responsibilities:

- (i) Assist in identifying and evaluating the organization's risk areas and provide inputs to the development of the Annual Audit Plan.
- (ii) Perform audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence and documenting client processes and procedures.
- (iii) Review and report in the reliability and integrity of financial data used in preparation of financial statements.
- (iv) Review and report on the use and safeguard of Government Assets.
- (v) Review and report on compliance to control Government expenditure.
- (vi) Identify, develop and document audit issues and recommendations using independent judgment concerning areas being reviewed.

2.2 Qualifications and Experience:

- (i) Holder of Bachelor of Commerce/Arts majoring in Accountancy from recognized Higher Learning Institution, **OR**
- (ii) Holder of Advanced Diploma in Accountancy/Government Accounting from recognized Higher Learning Institution, **OR**
- (iii) Holder of Intermediate Certificate issued by NBAA.
- (iv) Computer Literate.

2.3 **Remuneration:**

According to Government Salary Scale - TGS D.

2.4 **DUTY OF STATIONS FOR INTERNAL AUDITOR II POSTS:**

REGIONAL SECRETARIATS:

Dodoma, Iringa, Lindi, Morogoro, Mtwara, Ruvuma, Singida, Tabora, Tanga, Dar es Salaam, and Rukwa.

COUNCILS/ MUNICIPALS/ TOWN COUNCILS:

Monduli, Longido, Kisarawe, Rufiji, Mafia, Kibaha (Town Council), Dodoma (Municipal), Mpwapwa, Mufindi, Ludewa, Moshi (Municipal), Lindi (Town Council), Lindi, Musoma (Municipal), Musoma, BundaMbeya (City Council), Mbeya, Rungwe, Chunya, Kyela, Kilosa, Ulanga, Masasi, Misungwi, Mbinga, Namtumbo, Kahama (Township Authority), Kahama, Maswa, Meatu, Tabora, Handeni, Kilindi, Biharamulo, Misenyi, Sumbawanga (Municipal), Nkasi, Babati (Town Council), Kiteto, and Hanang'.

3.0 JOB TITLE: ASSISTANT ACCOUNTANT (133 POSTS)

3.1 **Duties and Responsibilities:**

- (i) Cashier of the Ministry, Independent Department, Region
- (ii) Maintain inward and outward cheques Register
- (i) Prepare data sheets for any adjustment/transfer
- (ii) Scrutinise payment vouchers for Warrant Holders
- (iii) Collect replies from various Divisions, compile and put them in a presentable format and submit to the Resident Auditor.
- (iv) Process payments for terminal benefits for retired government employees.

3.2 **Qualifications and Experience:**

- (i) Holder of Higher Standard Government Accountancy Certificate issued by TPSC, **OR**
- (ii) Diploma in Accounting from recognized learning Institution.
- (iii) Proven practical experience of at least one year in a similar field.
- (iv) Computer Literate.

3.3 **Remuneration:**

According to Government Salary Scale - TGS C.

3.4 DUTY STATIONS FOR ASSISTANT ACCOUNTANT POSTS:

REGIONAL SECRETARIATS:

Arusha, Dodoma, Lindi, Mwanza, Ruvuma, Tanga, Rukwa and Manyara.

COUNCILS/ MUNICIPALS/ TOWN COUNCILS:

Longido, Chamwino, Kilolo, Moshi (Municipal), Lindi, Tarime, Serengeti, Mbeya (City council), Kilosa, Newala, Kwimba, Misungwi, Namtumbo, Kahama (Township Authority), Bariadi, Singida (Municipal), Pangani, Kilindi, Sumbawanga (Municipal) and Babati (Town council),

4.0 JOB TITLE : ACCOUNTS ASSISTANT (139 POSTS)

4.1 Duties and Responsibilities:

- (i) Processing and issuing Warrant of Funds
- (ii) Consolidate monthly expenditure reports
- (iii) Maintain Safari Imprests and standby imprest registers
- (iv) Prepare data sheets, collect payrolls and deductions
- (v) Maintain Register of Audit Queries
- (vi) Facilitate any payment for employees in the Division.

4.2 Qualifications :

- (i) Holder of ATEC level II issued by NBAA. **OR**
- (ii) Holder of foundation level issued by NBAA
- (iii) Computer Literate.

4.3 Remuneration:

According to Government Salary Scale – TGS. B.

4.4 DUTY STATIONS FOR ACCOUNTS ASSISTANT POSTS

REGIONAL SECRETARIAT

Costal Region, Dodoma, Kilimanjaro, Mtwara, Shinyanga, Singida, Tanga and Rukwa.

COUNCILS/ MUNICIPALS/ TOWN COUNCILS/

Mafia, Dodoma (Municipal), Mpwapwa, Siha, Lindi, Kwimba, Misungwi, Bariadi, Sikonge, Handeni, Muleba and Chato.

5.0 JOB TITLE: ASSISTANT INTERNAL AUDITOR (7 POSTS)

5.1 Duties and Responsibilities:

- (i) Identify and investigate initial accounts.
- (ii) To provide an observation report to a supervisor.
- (iii) Any other Duty as assigned by the supervisor

5.2 Qualifications and Experience:

- (i) Holder of Higher Standard Government Accountancy issued by Tanzania Public Service Commission
- (ii) Diploma in Accounting from recognized learning Institution.
- (iii) Computer Literate.

5.3 Remuneration:

According to Government Salary Scale - TGS.C

DUTY STATIONS FOR ASSISTANT INTERNAL AUDITOR POSTS

REGIONAL SECRETARIAT:

Lindi, Mwanza, Mtwara, Shinyanga and Rukwa.

GENERAL CONDITIONS TO ALL POSTS

- Applications must be handwritten, supported by CVs, copies of Certificates and Certified Academic transcripts and two recent passport size photos. The application should reach to the undersigned address **on or before 27th October, 2009**.
- Names and contact addresses of three referees.
- Applicants who have/were retired from the Public Service for whatever reasons should not apply.
- Any application without relevant documents will not be considered. **Statement/ provisional** results will not be accepted.
- Only short listed candidates will be called for an interview on a date to be decided later.
- Applicants must not be above 45 years except for those who are in the Public Service.

- Applicants who are serving in the Public Service must route their applications through their **Respective Employers**.
- All applicants should show clearly their **THREE** areas of preference they wish to work if selected for employment.

**Permanent Secretary
Ministry of Finance and Economic Affairs,
P.O. Box 9111,
DAR ES SALAAM.**