EMPLOYMENT OPPORTUNITY

Administrative Professional

As an international cooperation enterprise for sustainable development with worldwide operations, the federally owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its development-policy objectives.

BACKUP health is mandated for the period April 2020 to August 2023 to support governmental and civil society partners to leverage funding from global (health) financing mechanisms for the strengthening of their health systems. To achieve this goal, the project will collaborate with partners in nine focus countries (Cameroon, the Democratic Republic of the Congo, Kyrgyzstan, Malawi, Mozambique, Nigeria, Tanzania, Uganda, Zimbabwe) primarily on three main areas:

- Strengthening national coordination of global health financing
- Strengthening national health systems
- Improving the management of health services at the decentralized level particularly with regard to the integration of globally financed programmes

Participation by civil society, key and vulnerable populations, human rights and gender equality are critical factors for programme success and serve as cross-cutting topics for the project.

BACKUP Health is looking to fill the position of Administrative Professional.

Duty station: Dar es Salaam
Terms of the Contract: Fixed term contract

Responsibilities

- providing administrative and financial services to the project
- effectively coordinating her/his services with the BACKUP project staff in-country and headquarter
- organizing the project's office management and project-related events
- financial planning, monitoring and accounting
- ensuring that financial and administrative regulations are complied with

Tasks

1. Administration

- is responsible for organising administrative and logistical aspects of project activities (meetings, workshops etc.) in collaboration with other GIZ projects if applicable to look for synergies and economies of scale
- processes all relevant contract formats (e.g. local consulting contracts, subsidies, financial agreements) and supports the partners during the application process (e.g. GIZ terms and conditions)
- ensures that information about administrative procedures is exchanged between BACKUP project staff (in-country and headquarter), other GIZ projects if applicable and partners
- monitors the availability of office supplies and equipment and carries out procurement in accordance with guidelines
- supports the project office manager in maintaining the project inventory system (OnSite Assets)
- is responsible for filing documents in reference files or in DMS in line with GIZ's filing rules

2. Procurement

- procures office supplies, equipment and service locally, issues invitations to tender and processes orders up to 2,500 EUR in accordance with GIZ regulations
- prepares service contracts (hotel, catering, etc.) for conference services, issues invitations to tender and processes orders up to 20,000 EUR in accordance with GIZ regulations
- checks goods and service invoices, receipts and other (delivery) papers and payment instruction

3. Finance and accounting

- helps prepare project budget planning
- checks the project's monthly requests for funds before release
- monitors the monthly accounting and financial plans and informs the BACKUP controller accordingly
- is responsible for financial management, such as cash withdrawals, ensuring correct management of petty cash, bank accounts, preparing and entering vouchers

- supports recipients of BACKUP funds, checks financial reports for completeness and correctness according to GIZ standards and accompanies audits (if necessary)
- checks travel expense statements of BACKUP staff for approval by the supervisor

4. Reporting and communication with other GIZ projects

- Coordinate planning, execution and monitoring of all national, regional and district activities jointly with the other project's administration teams if applicable to ensure a coherent and seamless support in the health sector from GIZ.
- Conduct regular meetings with other programs´ project managers if applicable to update on progress, report on results and seek guidance on key challenges.

Required qualifications, competences and experience

- University degree in economics, finance or similar area and qualification in business administration desirable (equivalent of BA or MBA)
- At least 3 years' professional experience in a comparable position, preferably within GIZ.
- Working experience in the regional programmes/projects is preferable
- good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- Language skills: Excellent spoken and written English
- in-depth understanding of accounting
- broad experience of administration
- willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

Applications:

Interested candidates should send their letter of application together with the CV and copies of academic certificates by email to hr.giz-tanzania@giz.de.

Please use the subject line "**Admin BACKUP**".

Closing date for submission: **25.06.2021**
Only shortlisted candidates will be contacted.

GIZ Tanzania is an equal opportunities employer and encourages applications from all qualified and eligible candidates regardless of their gender, origin, religion/belief, disability or any other minority group.