

MUHIMBILI WELLCOME PROGRAMME

VACANCY

Muhimbili Wellcome Programme (MWP) is within the Department of Haematology and Blood Transfusion in Muhimbili University of Health & Allied Sciences (MUHAS) and Muhimbili National Hospital (MNH), Dar-es-Salaam, Tanzania. The programme conducts research, provides health care to patients and training to students and potential researchers.

ADMINISTRATOR: experienced individual with the following **role and responsibilities** is required for this position. He/she will report to the programme principal investigator responsible for Administration.

ROLES & RESPONSIBILITIES

1. Overall responsible for administrative and financial matters of the programme. The financial procedures include preparing financial reports, payroll, reconciliation and management of funds.
2. Dealing with programme personnel including recruitment, staff contracts, training and development, appraisals, developing policies and procedures and standard operating procedures.
3. Responsible for planning and executing systems for procurement, inventory and management of assets and supplies. This includes repairs and maintenance of properties and renewal of contracts with suppliers.
4. Coordinate all meetings and ensure that proper documentation and reports are generated. Maintain soft and hard copies of all correspondences.
5. Preparations of reports and presentations for national and international audiences.
6. Head and supervise administrative section.
7. Perform any other duties assigned by his/her supervisor.

QUALIFICATION & EXPERIENCE

1. A minimum of Advanced Diploma in Business Administration/Management, B.Com or Business studies or equivalent work experience
2. Previous experience in office management is required.
3. Good working knowledge of computer packages including MS-office and working with spread-sheets.
4. Excellent communication skills in Kiswahili and English
5. Web browsing, using various applications on Google, Skype, and managing calendars etc
6. 3- 5 years' experience in administration and accounting
7. Good working knowledge of Tally, Epicor or any other accounting software

The position requires an individual with self drive, ability to lead and manage people, manage work within the deadlines. The position is initially for one year and renewable subject to satisfactory performance.

Further information regarding MWP and detailed job description is available on: www.muhibili-welcome.org

Applicants should send their CV's, scanned copies of transcripts/certificates and a cover letter outlining their suitability as per the job description to admin@muhibili-welcome.org latest by **09:00 Monday 25th February**. Shortlisted candidates will be contacted for interviews. An attractive remuneration package will be offered to the successful candidate.

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ACCOUNTANT: experienced individual with the following **role and responsibilities** is required for this position. He/she will report to MWP Administrator.

ROLES & RESPONSIBILITIES

1. Overall responsible for financial issues of the project
2. Responsible for requesting and management of programme funds including the petty cash and funds at the university maintained by various projects.
3. Coordinate with accounts office in MUHAS to ensure that all financial transactions are expedited.
4. Prepare financial reports for MWP Management, MUHAS, collaborating institutions and financial sponsors.
5. Prepare monthly payroll and ensure staff are paid on time and statutory requirements (NSSF and PAYE) are filed.
6. Perform reconciliation of all project codes every month.
7. Maintain petty cash for various projects and operate with the procedures set.
8. Verify accounts maintained at other universities and organizations that collaborate with MWP.
9. Prepare payment requests to the university.
10. Prepare invoices for requesting funds for students and other training support.
11. Work closely with procurement department at the university and ensure items and services are delivered and payments are done.
12. Perform any other duties assigned by his/her supervisor.

QUALIFICATION & EXPERIENCE

1. A minimum of Advanced Diploma in Business Administration/Management, B.Com or Business studies with major in Accounts or Finance. Candidate with a CPA/ACCA is preferred
2. Previous experience in an office setting is required
3. Good working knowledge of computer packages including MS-office, working with spread-sheets, etc.
4. Excellent communication skills in Kiswahili and English
5. Web browsing, using various apps on Google, Skype and managing calendars etc
6. 3- 5 years experience in admin/accounting profession
7. Good working knowledge of Tally, Epicor or any other accounting software

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