

VACANCY ANNOUNCEMENT
Number – MCO-002 JMC 2012
Umoja House Joint management Officer
An Equal Opportunity Employer

Background

Umoja House is a purpose built shared diplomatic compound which includes, The British High Commission, The Embassy of the Federal Republic of Germany, The Embassy of the Kingdom of the Netherlands, The Delegation of the European Commission, and The United Kingdom's Department for International Development.

Please read advert in full paying close attention to the “how to apply section”.

Position Title: Management & Controls Officer

Vacancy Announcement Number: MCO-002 JMC2012 (please include announcement number in the subject line when applying)

Vacancy Deadline: 10:00AM, February 7, 2012 (any applications receive after this deadline will not be considered)

Minimum Starting Annual Salary: \$27,000 (Gross)

Attractive benefits includes: 22 days annual leave, plus Tanzanian public holidays, medical insurance. Annual bonus based on performance evaluation rating.

This position expected to be filled immediately.

Location: Umoja House – Dar es Salaam, Tanzania.

All potential applicants are strongly urged to read this entire Vacancy Information to ensure that they meet all of the requirements for this position before applying.

Applicants must be legally authorized to work within the United Republic of Tanzania.

Description of Duties

Management and Control Officer is responsible for the management of the financial activities of the Umoja House joint management committee (JMC).

- Provide a full range of financial services including development of budgets and financial plans, control of obligations and expenditure, preparation and audit of payment vouchers, administration of payroll plans, salary and allowance payments, cashier operations, and disbursement of funds;

- Expected to closely monitor and maintain financial aspects of all contracts associated with Umoja House primarily Security, and Facility Maintenance performances. The chosen candidate should expect close and daily contact with both contracted security personnel and the JMC's Facility Manager. During the Facility Manager's absences will serve as his/her back up.
- Support JMC rotating chairperson in program decision-making and planning by analyzing financial aspects of various programs so that JMC can determine the best use of resources;
- Act as certifying officers for Umoja House, with responsibility for the correctness and propriety of all payments;
- Establish and maintain close relations with local banking officials and fiscal authorities, and conduct negotiations concerning banking services;
- Help develop and maintain the JMC's financial management system, ensuring compatibility with established regulatory requirements, and that it meets user needs for accurate, timely financial data and processing;
- Utilize computers to record, analyze and report financial data and plans;
- Establish and review internal controls, ensuing policy guidelines and generally accepted accounting standards, for the prevention of waste, fraud and mismanagement.

III. Education and Specialized Experience Requirements

All candidates must meet the following requirements:

Education:

Ideally, candidates should possess a Bachelor's degree

Preferred Specialized Experience:

Specialized experience is professional work which demonstrates that the applicant has acquired and is able to apply specific knowledge, skills and abilities appropriate to a financial management position. Examples are:

1. Experience in financial management work which involved the preparation, justification, or management of an organization's budget, or participation in budget hearings on appropriations for a government agency.
2. Experience as a financial management officer with responsibilities for financial planning, organization, methods and procedures.
3. Experience in contract performance management.
4. Experience in government or private sector financial management including interpretation and use of financial data for informed decision-making and the efficient and optimal use of resources.
5. Experience in the development and/or implementation of internal controls and compliance with laws and regulations related to financial management. This

- includes experience in the audit and financial management review of procedures and requirements.
6. Experience in banking, currency purchasing or treasury operations.

All experience listed above must have been of a progressively responsible nature in a medium or large organization. This experience also must include more than one area of financial management, e.g., budget preparation and execution, accounting and reporting, accounts payable, payroll, accounts receivable, cash management, disbursing, and audit and internal controls.

Supervisory experience, work with financial management systems, and evidence of working and/or living successfully in a multicultural environment is desirable. Such experience in foreign diplomatic missions or agencies and organizations having international operations is a plus.

How You Will Be Evaluated:

Candidates will be evaluated on their total background including experience, education, awards, training, and self-development as it relates to the position. Selection for this position will be made only from among candidates possessing the best qualifications.

How to Apply:

Please note that only resumes or CV sent to uhjmcjobs@gmail.com will receive consideration. Please do not attached certificates, diplomas, transcripts, references or anything not mentioned below. If you are selected for interview, we will request some of these items for verifications along with five references.

Applicants will be asked to submit the following required documents:

Required Documents

1. Supplementary Questionnaire:

Purpose: The purpose of the supplementary Questionnaire is to allow an opportunity to describe examples of your experience which relate to the skills listed below and best show your ability to handle various aspects of financial management work.

The information you give will be used to help structure your oral examination/interview should you be invited to one.

Instructions: Individually address each of the 5 numbered items listed below limiting responses to **300 words or less** for each item. Describe how you have used the following abilities and/or knowledge, referencing the source from which the work-related

experience was acquired. Your examples can be drawn from any part of your experience but they must describe things that you, personally, have done. You should compose your replies carefully as one of the skills required of an experienced financial manager is the ability to write clearly and concisely.

1. Ability to develop and present financial information and analyses both orally and in writing to higher level management.
2. Demonstrated knowledge in automated financial information systems.
3. Ability to work under pressure of tight deadlines and rigid timeframes in difficult circumstances.
4. Describe any experience associated with drafting, awarding, and/or performance monitoring of contracts that you may have been involved in.
5. Please describe any procurement experience which you may have been involved in.

2. A 1000 word maximum typed (double-spaced) narrative autobiography which discusses your:

- Personal background
- General comments on work experience
- Personal interests and hobbies
- Motivation for joining us at Umoja House

In case where education is substituted for experiences, copies of college transcripts, diplomas, etc. must be presented at the time of oral assessment. These materials will become the property of the Umoja House Joint Management Committee and will not be returned.

Selected candidates: Please note all travel and other expenses incurred in connection with oral assessment, and interviews are the responsibility of the candidate.

UMOJA HOUSE IS COMMITTED TO EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT FOR ALL WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, SEXUAL ORIENTATION, DISABLING CONDITION, POLITICAL AFFILIATION, MARITAL STATUS, OR PRIOR STATUTORY, CONSTITUTIONALLY PROTECTED ACTIVITY. UMOJA HOUSE PROVIDES REASONABLE ACCOMMODATION TO APPLICANTS WITH DISABILITIES. APPLICANTS REQUIRING REASONABLE ACCOMMODATIONS FOR ANY PART OF THE APPLICATION OR HIRING PROCESS SHOULD SO ADVISE. ALL DECISIONS FOR GRANTING REASONABLE ACCOMMODATIONS ARE MADE ON A CASE-BY-CASE BASIS.