



## **JOB VACANCY**

The Global HOPE-MUHAS Pediatric Haematology and Oncology Program (Global HOPE-MUHAS PHO) is a program that aims at building capacity in Paediatric Haematology and Oncology in Tanzania through training, provision of evidence-based medical care and research. As part of the implementation of its activities, the Global HOPE-MUHAS PHO program is seeking to hire personnel to work with the program. The program is therefore looking for enthusiastic and energetic individuals to apply for the following vacant position:

**Job Title:** Admin and Finance Officer - 1 post

**Reporting to:** Program Manager, GLOBAL HOPE-MUHAS PHO Program

**Work Station:** Dar es salaam, Muhimbili University of Health and Allied Sciences (MUHAS) and its affiliated hospitals.

### **Required Qualifications.**

- Bachelor's Degree in Accounting or Finance.
- Proven experience in a similar role (at least 2 years).
- Knowledge of accounting software (e.g., QuickBooks, Sage, Excel).
- Strong organizational, administrative and time management skills.
- High level of integrity and attention to detail.

## **DUTIES AND RESPONSIBILITIES.**

1. Ensure efficient, effective, and timely financial management of the project.
2. Provide support in financial planning, management and reporting functions of the project.
3. Prepare budget, review and advise management on the status of project funds (overspending/under spending or within budget)
4. Provide support in developing and implementing processes for financial control and expenditure of the project.
5. Provide support in all activities related to internal and external audit issues of the project and initiate action on recommendations when required.
6. Ensure implementation of all financial procedures, including monitoring project budget, preparing financial report, payroll, reconciliation and management of funds.
7. Monitor and follow up on all financial inquiries send to MUHAS for approval and timely deliver.
8. Handle petty cash expenditures (inquiries and retirements) according to project budget lines.
9. Ensure complete and proper documentation and maintenance of financial records related to the project.
10. Maintain good working relationships with the program team, MUHAS, donors and key partners.
11. Support logistics for events, meetings and travel arrangements.
12. Attend project meetings and provide report for finance related issues of the project.
13. Perform any other duty as assigned by supervisor.

### **How to Apply:**

If you have the above qualifications, please submit your Academic Certificates, application letter describing why you are the right candidate for this position, curriculum vitae detailing your experience and current place of employment to the following address;-

[Lulu.Chirande@bcm.edu](mailto:Lulu.Chirande@bcm.edu)

CC: [Alice.Mutagonda@bcm.edu](mailto:Alice.Mutagonda@bcm.edu)

## **Deadline for submission of the Applications**

27<sup>th</sup> May 2025

### **GENERAL CONDITIONS FOR ALL POSTS**

- (i) Applicants shall make sure they take into consideration all information given in this advertisement and attach an up-to-date Curriculum Vitae (CV) including a reliable contact Postal address, email address, and telephone numbers.
- (ii) The title of the position applied for shall be written in the subject of the application letter and marked on the envelope.
- (iii) Applicants must attach their relevant certified copies of Academic certificates and transcripts as follows: - (a) Degree Certificate (b) Form IV and Form VI
- (c) Computer Certificates, where applicable. (d) Professional Certificates from respective councils where applicable. (e) One recent passport-size picture and copy of birth certificate.
- (f) Form IV and Form VI result slips are not accepted. Presentation of forged academic certificates and other information in the CV will lead to legal action (iv) Applicants shall indicate three referees with their reliable contacts.(v) National Accreditation Council for Technical Education (NACTE) – {Diploma Level} or National Examination Council of Tanzania (NECTA) – {Secondary Education},should verify certificates from foreign Countries. (vi) Applicants must consider that their Colleges/Universities are recognized and registered by Government Authorities.