



## TERMS OF REFERENCE

**Vacancy no:** TZ 007

**Position title:** Finance and Administration Associate

**Duty station:** Nyamisati, Tanzania

**Reporting to:** Programme Manager

**Type of Contract:** Fixed Term

**Duration of initial contract:** 1 year initially, including a probation period of 3 months, with a possibility of extension.

## BACKGROUND

Wetlands International is dedicated to safeguarding and restoring wetlands for people and nature. We are driven by the knowledge that safeguarding and restoring wetlands is urgent and vital for water security, biodiversity, climate regulation, sustainable development and human health. A Supervisory Council and a Board of the Association of 35 national government and nongovernmental organization members govern our global not-for-profit network of 20 independent offices. We bring knowledge into policy and practice, connect local actions in 100 countries to make a global difference, we catalyse actions that support those that use or depend on wetlands, and we are passionate about the positive change we make for people and nature. See our website ([www.wetlands.org](http://www.wetlands.org)) for more information on the values, strategies and policies that guide our work.

In Tanzania, Wetlands International is undertaking several projects in the Rufiji Delta, first of which is the Mangrove Capital Africa Programme. The overall goal of the programme is to safeguard and restore mangrove ecosystems in East and West Africa for the benefit of people and nature. This is being achieved through the following building blocks:

- **ACT:** implementing actions on the ground with local communities and practitioners;
- **KNOW:** collating and disseminating information on status and trends of mangrove made available for better decision making;
- **LEARN:** building practitioners' capacity and raising awareness about the values of mangroves; and
- **PLAN:** influencing public and private policies and development plans at local, national and regional levels.

To scale-up and complement the Mangrove Capital Africa Programme, Wetlands International together with WWF Germany and WWF Tanzania Country Office will be implementing a Blue Action Fund supported a project titled 'Strengthening Marine Protected Area Management in Rufiji-Mafia-Kilwa Seascape, Tanzania'. The project aims to improve management effectiveness in the marine protected areas (MPAs) and associated buffer zones within the Rufiji-Mafia-Kilwa seascape to maintain and improve its ecological values and livelihoods.

Wetlands International will lead interventions under 'Work package four', which focuses on the Rufiji Delta Mangrove Forest Reserve. Specific outputs under this Work Package include: Mangrove Management Plan developed; instruments and capacities for implementation of management plans

strengthened, and sustainable livelihoods of mangrove adjacent communities strengthened. government bodies.

### **Job summary**

The Finance and Administration Assistant, working closely with the project staffs at the Country and Nyamisati Offices, is responsible for human resource administration and the management of all financial transactions of the organization, for data entry and encoding and making authorized payments revision and other clerical tasks for the various projects.

The incumbent will collaborate with the project team in the field and head office staffs and provide a comprehensive and effective financial, administrative service to the Nyamisati offices. The Finance and Administration Assistant will assist the Wetland International Tanzania team in ensuring that the Country Office is provided and well supported in all areas of Finance & administration, contributing to the work efficiency of the organization.

### **Responsibilities:**

- Assist reviewing monthly field documents/requisitions, ensuring they are properly supported, approved and filed
- Ensuring that payment requests are in line with the finance procedures and that the procedures are used to guide the financial operations in the office.
- Follow up and ensure that funds for all approved monthly requisitions and other payments are transferred to the field before the 10th of every month.
- Follow up for confirmation of funds transferred to the field stations ensuring such confirmations are filed together with the payment vouchers.
- Assist in monthly petty cash and bank reconciliations
- Assist the Finance team in the preparation of monthly financial reports as may be assigned
- Assist in facilitating funds transfer to field stations based on approved requisitions prepared from the field and approved by the Country Manager.
- Assist with retrieving information and documents to support the internal and external audit processes as per auditors' requests.
- Maintain a log for all Tanzania staff timesheet submitted and follow up on a monthly basis the staff who have not submitted
- Ensure all statutory payments are paid and returns filled.
- Ensure proper filing of financial documents, data and other correspondence for future audits and reviews, ensuring security and confidentiality of the documents in line with organization policy and donor requirements
- Ensure that all payment vouchers are stamped "PAID" before filing to avoid any audit queries.
- Any other task that, in the opinion of the line manager is consistent with the role
- Ensuring proper filing of all the contracts and agreements, monitoring status on a quarterly basis; keep a log of all payments done/due for all the contractual obligations kept in Nairobi;
- Organise logistics of meetings, training and workshops including booking rooms, travel and catering;
- Assist in ensuring that the security, operations, and administrative policies, protocols and procedures within WI are followed.

### **Job Requirements**

#### ***Required Skills & Qualifications:***

- University degree in accounting or financial management with at least 3 years of experience or equivalent experience.
- Knowledge of IT systems, Microsoft Office packages and/ or other accounting systems
- Experience with the Tanzania government and various donors' VAT reporting systems.

- Experience in administrative activities in a busy office environment and compiling monthly information.
- Excellent communication skills in both written and oral English.
- Ability to manage filing systems quickly and systematically.
- Use of excel, word processing, email is a requirement.
- Experience with Non-governmental organizations (NGOs) in Tanzania is an advantage.

#### **Competencies**

- Strong interpersonal skills
- Good understanding of NGO's financial and HR systems
- Ability to work under pressure, meet deadlines and handle multiple tasks simultaneously;
- Ability to produce standard, accurate and well-documented reports;
- Excellent writing and analytical skills;
- Good knowledge of administrative and financial rules and regulations
- Ability to work independently but also as part of a team
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment;
- Knowledge in Excel and other computer applications

#### **How to Apply**

- Candidates should apply by sending:
  - 1) An updated Curriculum Vitae, **(Mandatory)**
  - 2) A motivation letter including a one-page summary of experience **(Mandatory)**
  - 3) Current and Expected Remuneration including Benefits **(Mandatory)**
  - 4) Names and contact details of three professional referees **(Mandatory)**.
- If you believe that your credentials meet the outlined profile, we invite you to apply by emailing your application to [HREastAfrica@wetlands-africa.org](mailto:HREastAfrica@wetlands-africa.org) no later than **12 June 2019**.

**THE TITLE OF THE POSITION YOU ARE APPLYING FOR MUST BE MENTIONED ON THE SUBJECT OF YOUR MOTIVATION LETTER.**

**Women candidates are highly encouraged to apply.**

**Only shortlisted candidates shall be contacted.**