

## **JOB DESCRIPTION**

**Job title:** Administration and Finance Assistant

**Report to:** Country Manager

**Employment Type:** Full-Time /Fixed-Term

**Location:** Masaki, Dar es Salaam

The Royal Norwegian Society for Development (Norges Vel) is a nonprofit organization dedicated to support smallholder farmers to shift from subsistence to commercialized and profitable ways of production and marketing. This is done through collaborative solutions to professionalise value chains specifically within agriculture and aquaculture. Established in 1809, Norges Vel has a long history of successfully collaborating with governments, farmer organizations, national partners, and the private sector to provide quality and sustainable services.

In Tanzania, Norges Vel bring a strong programmatic history dating back to 2007 with focus on agriculture, aquaculture, climate change, enterprise development for cooperatives, women economic empowerment, and renewable energy by creating thriving local communities through rural wealth creation and transformation for smallholder farmers.

### **Job Summary**

Norges Vel Tanzania is looking for a passionate individual who has a proven ability and background in administration and accounting, has a good eye for detail, desires to learn, likes to make sure that everything is structured and likes deadlines. The candidate will report to the Country Manager for Norges Vel.

### **Specific Roles**

- Supporting Head of Finance and Administration on:
  - i. Preparation of all payment Vouchers
  - ii. Organizing payment vouchers in respective files
  - iii. Preparations of travel advances requests
  - iv. Support Technical Team to prepare and compile retirements
  - v. Verification of the assets
  - vi. Annual suppliers Assessment
  - vii. Manage leave register
  - viii. Handling and support external auditors when required
- Purchase supplies for the office in accordance with the office procedures.
- Maintain updated all necessary contact information for NV-TZ suppliers, and customers; keep such information confidential.

- Provide logistic support and coordination of the activities of NV-TZ foreign visitors to Tanzania.
- Support Technical staff on clerical duties per request
- Respond to calls, emails, and direct inquiries
- Check at least once a month NV-TZ's documents sent via postal address
- Control and maintain the inventory of office supplies
- Control of the logbook and maintenance of the vehicles
- Control the catering services provided to NV-TZ
- Control the cleaning services offered to Norges Vel Tanzania
- Coordinate the proper periodic maintenance of IT equipment and other services to ensure the office is running smoothly
- Keep the NV-TZ petty cash and prepare monthly reconciliation
- Keep the documents, petty cash and other valuable in the safe in accordance with specific instructions
- Arrange, coordinate, and schedule meetings and travels
- Manage suppliers' contracts
- Support on preparations of meetings and events
- Other tasks as assigned by the country Manager

#### **Required Qualifications**

- Diploma (or higher) in a relevant field; Accounts and Administration
- A minimum of 3 years of relevant experience
- Good knowledge of MS Office suit
- A valid driver's licence
- Possess strong communication skills
- Fluent in English and Swahili both oral and written
- Experience to work with online tools like google drive, one drive, zoom meetings, Microsoft Teams, etc, will be an added advantage

#### **Personal characteristics**

- Interactive and enjoying working in team
- Self-motivated
- Proactive
- Solution-oriented
- Ability to work under pressure
- Disciplined with higher moral standards

#### **What We Offer:**

At Norges Vel Tanzania, we believe in fostering a rewarding and enriching work environment. As part of our team, you can expect:

1. **Stimulating Work Environment:** Engage in stimulating and challenging tasks that contribute to meaningful social impact. You'll work alongside dedicated colleagues in a supportive atmosphere that encourages innovation and collaboration.

2. Professional Development: Take advantage of opportunities for professional growth and advancement. We support your continuous learning journey, empowering you to expand your skills and expertise in your role
3. Independence: Enjoy a high degree of autonomy and independence in your role. We value initiative and creativity, providing you with the freedom to take ownership the work
4. Comprehensive Benefits: Benefit from health insurance coverage and daily office lunch, ensuring your well-being and comfort in the workplace.
5. Competitive Compensation: Receive a competitive salary package commensurate with your experience and expertise. Your contributions to our organization will be recognized and rewarded accordingly.

### **Application procedure**

Interested applicant should submit the **2 pages CV and a one pager** that highlights relevant experience and motivation to [sesilia.jeremia@norgesvel.no](mailto:sesilia.jeremia@norgesvel.no) ; cc: [Sophia.weinand.stephen@norgesvel.no](mailto:Sophia.weinand.stephen@norgesvel.no)

The subject line should read: **Administration and Finance Assistant**

Deadline for the submission of application is on 10<sup>th</sup> March 2024 by 5pm Tanzania time.

*Applicants who do not follow application instructions will be rejected. ONLY short-listed candidates will be contacted.*

### **Equal Opportunity Employer:**

We encourage individuals of all backgrounds to apply, irrespective of age, gender, functional ability, or national/ethnic origin.