



East, Central and Southern Africa Health Community

Vacancy Advertisement

Post of Finance Assistant

The East, Central, and Southern Africa Health Community (ECSA-HC) invites applications for the Post of Finance Assistant from suitably qualified persons who are nationals and/or residents of the United Republic of Tanzania. The position is tenable at the ECSA Health Community Secretariat in Arusha.

1.0 The Organization

The East, Central and Southern African Health Community (ECSA-HC) is a regional organization set up in 1974 to promote the highest possible standards of health among member states. It is mandated to foster cooperation that will lead to the strengthening of health care programmes among member states in the region. The Secretariat implements its activities through four specific programme clusters, namely:

- Family Health and Infectious Diseases.
- Non-Communicable Diseases, Food Security and Nutrition.
- Health Systems and Capacity Building
- Knowledge Management, Monitoring, and Evaluation.

2.0 Broad Purpose of the Post

The Finance assistant will provide support to the ECSA-HC Finance Department. S/he will be responsible for collecting and recording financial information, and for making sure that account balances are up to date in accordance with the ECAS-HC Financial Rules and Procedures Manual. S/he will provide administrative support to the Finance Director and overall management of the Finance archives.

3.0 Specific Responsibilities

- Develop, prepare and maintain a risk register for the organisation under the supervision of the Finance Director
- Support the Administration Finance Officer to record and retrieve financial entries from the financial system
- Ensure that the information uploaded in the system is accurate and prepare reconciliation of account balances and monitor the clearing accounts on a monthly basis, follow up with account holders to provide the reconciling information every month.
- Prepare invoices and receipts for Member State payment and any other Partners, who may require invoices and receipts from ECSA-HC.
- Inventorize all invoices and commitments that come to the Finance department to ensure adequate follow-up and record all outstanding obligations every month. Prepare a payable ageing analysis
- Maintenance of the Finance archives to ensure that supporting documents are complete, files are labelled and original supporting documents are obtained

- Follow up on staff imprest, check, verify accuracy in respect to supporting documents required, and prepare a receivable ageing analysis
- Prepare reports and manage all sundry donors, ensuring follow up where necessary, prepare the required reports for both external and internal use.
- Prepare and file VAT returns to the Tanzania Revenue Authority
- Provide support during technical meetings
- Support the colleges in liaison with the college teams to prepare bank reconciliations and manage the sundry donors account and reconciliation
- Provide administrative support for the Director of Finance, such as setting up appointments, following up on client issues within the team etc.
- Support both internal and external audit processes by providing the required information and documentation
- Perform any other related functions and duties as may be assigned by the supervisor.

4.0 Qualifications and Work Experience

- A first degree in Accounting and/or Finance
- Affiliation to a professional accounting body such as ACCA, CPA T
- Minimum of five years' work experience in accounting and financial management
- Experience in financial management of donor funded projects
- Experience in transactional accounting specifically the input of financial data into an accounting system
- Experience in financial accounting and the preparation of financial reports.
- Experience in using MS Office and common accounting software packages
- Work experience in international, organizations, civil service, and multicultural environments will be an added advantage.

5.0 Language

Fluency in both spoken and written English.

6.0 Remuneration Package

An attractive remuneration package will be offered to the right candidate.

7.0 Contract Appointment

This is a three-year contract appointment renewable based on performance and by mutual consent on the part of the employer and the employee.

8.0 Method of Application

- Brief Application Letter stating why the candidate feels suitable for the Post;
- Detailed Curriculum Vitae.
- Completed Application form for ECSA-HC posts (available under vacancies/opportunities > jobs on www.ecsahc.org)
- Certified Copies of Educational and Professional Certificates.
- Names of three (3) referees with their addresses including telephone, fax and e-mail.

Applications that have not met ALL of the above set criteria will not be accepted. Only candidates who have met ALL the requirements of the post and have been selected for an interview will be contacted.

9.0 Deadline for Applications:

Applications should reach the address below by 18th March 2025.

The Director General

East, Central and Southern Africa Health Community

Plot 157 Oloirien, Njiro Road

P.O. Box 1009 Arusha, Tanzania

Off: +255-27-250 8362/3; 250 4106

Fax: +255-27-254125/250 8292

E-mail: vacancies@ecsahc.org with copies to regsec@ecsahc.org

Website: www.ecsahc.org

ECSA-HC is an equal opportunity employer. Female candidates are encouraged to apply.

EAST, CENTRAL AND SOUTHERN AFRICA HEALTH COMMUNITY
ECSCA-HC



APPLICATION FORM

Ref. No. (for official use):			Received on:		PLEASE ATTACH A RECENT PHOTOGRAPH
Please fill this form as clearly and as accurately as possible. It is important that you answer all the questions fully. Failure to complete this form may render your application invalid					
1. FAMILY NAME		FIRST NAMES		MAIDEN NAME	
2. DATE OF BIRTH		3. PLACE OF BIRTH COUNTRY		4. PRESENT NATIONALITY	5. SEX MALE FEMALE
Day	Month	Year			
6. PERMANENT ADDRESS			PRESENT ADDRESS (If different from 6)		
7. Telephone Office Telephone Home		Fax Office Fax Home		Telex Office Telex Home	
8. MARITAL STATUS					
Single		Married		Others, specify please	

	Date			
9. DEPENDANTS (Spouse and legitimate natural or legally adopted children)				
NAMES	Date of Birth	Relationship		
10. EDUCATION (Please attach copy of your degree certificates or diplomas. Originals will be required if you are short listed for an interview)				
(A) University or Equivalent				
Name of University – City – Country	Duration		Degree Obtained	Major field of study
	From	To		
(B) Secondary or Technical education				
School – City – Country	Type of Education	Duration		Certificates or diplomas obtained
		From	To	

Personnel Selection Form

EMPLOYMENT HISTORY:

Please list the following information about your current and previous employees. Please start with your current or last employer							
Dates		Name and Address of Employer	Job Title and brief responsibilities and to whom directly responsible	Reasons for leaving	Salary		Other Benefits e.g. free housing
From	To				Start	Finish	

4. **EXPERIENCE:**

- (a) Give details of your experience and achievements in the positions listed on the previous page, which are **relevant** to the job applied for.

- (b) What are your future plans and aims?

- (c) What is your reason for seeking a new appointment?

- (d) What do you see as the main attractions of the post you are applying for?