



Coalition for Women Human Rights Defenders Tanzania (CWHRDs Tz)

Vacancies Announcement

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1.0 Background

Coalition for Women Human Rights Defenders Tanzania (CWHRDs TZ) is “an affiliation of women who decided to come together to defend WHRDs who promote and protect human rights in Tanzania.” CWHRDs- TZ is a Non-Governmental Organization registered under the NGOs Act 2002 in 2019 and is based in Dar es Salaam in Tanzania. To adequately fulfil its mandate and in line with the expansion of organizational activities in the country, the Coalition is inviting applications from suitably qualified and self-motivated Tanzanians of high personal integrity to apply for the vacant positions existing within the organization

2.0 Vacancies

2.1 Volunteer Accountant -One Position

Responsibilities

The Volunteer Accountant will be responsible for assisting in overall CWHRDs Tz’s accountancy, prepare all financial reports of Coalition, making sure that all expenditures are properly authorized and recorded in the financial system, preparing and reporting against budgets, ensure monthly bank reconciliation, ensuring adequate separation of duties transactions are initiated, reviewed and authorized by different people as well as supporting auditing every year.

Key qualifications and Experience

A minimum of bachelor in Finance, Accountancy, Business Administration, or other related qualifications. Must be able to perform accounting procedures, prepare and maintain accurate records, prepare accounting files & documents. Must have knowledge in financial planning, managing donor funded grants, budgeting processing, cost analysis and clear knowledge of general accepted accounting principles. Must be conversant with electronic accounting packages such as QuickBooks, Sage Pastel as well as cloud connected accounting functionalities.

2.2 Volunteer Programme Officer – Two Positions

Responsibilities

The Programme Officer will assist Programme Manager in coordinating project (s) focusing on Resource Mobilization, Training and Capacity Building, Research and Analyses and monitoring and evaluation of the coalition projects. Generally, the Programme Officer will assist in coordinating project schedule, the budget

and the issues and risks of the project in line with organizational and donor/project requirements. In close supervision of Programme Manager, will design and executes project work plans to meet the goals and objective of the project, identifies resources needed and overall monitoring, evaluation and reporting.

Key Qualification and experience

This position requires an experienced person with strong background and high competence in Capacity Building, Research and Analysis. Should also have expertise in budgeting, monitoring, evaluation and reporting, work planning, and project(s) management. Has a minimum of bachelor's degree in Social Sciences or other related qualification with experience working with the non-governmental organizations.

How to apply

Prospective applicants should submit a one-page cover letter expressing motivation to the above positions and CV highlighting relevant experience to cwhrdstz@gmail.com **The deadline of application is July 23, 2024 at 23.59.**

Note: Only short-listed applicants will be contacted.