



EAST AFRICAN COMMUNITY

Applications are invited from suitably qualified citizens of East Africa (Burundi, Kenya, Rwanda, Tanzania and Uganda) for the following short-term project positions tenable at the EAC Secretariat in Arusha, Tanzania.

1. PROJECT ACCOUNTANTS – 3 POSITIONS (PARTNERSHIP FUND, RISP, AU CAPACITY BUILDING)

Grade:	Professional Staff Category (P1 Equivalent)
Directorate:	Finance
Reports to:	Director, Finance
Station:	EAC Secretariat, Arusha - Tanzania

Main Purpose of the Job:

To provide strategic advice and guidance on financial management issues relating to the projects and to ensure optimal utilization of financial resources.

Key Duties and Responsibilities

- 1.1. Set up and review the accounting, financial and related systems in compliance with the requirements of the donor funds.
- 1.2. Assist the Project Coordinator in planning and coordinating the preparation of cost estimates, budget, and financial forecasts, as well as advising user departments on financial requirements of the project.
- 1.3. Administer procedures and practices for donor funds management, expenditure control and financial reporting of budgetary funds, as well as ensuring that there are no budget overruns.
- 1.4. Maintain proper accounting records and monthly as well as quarterly reports, including analysis of accounts to ensure that decision makers receive timely and accurate information.
- 1.5. Preparation of the year end Financial Statements for purposes of Audit
- 1.6. Prepare Financial Management reports for the EAC Secretariat and the Development Partners
- 1.7. Preparation of Monthly bank reconciliation statements

- 1.8. Perform any other duties that will be assigned by the Director, Finance from time to time.

Qualification and Experience:

A minimum of a Bachelors degree in Commerce (Accounting option), Business Administration /Management (Financial Accounting option), with at least six (6) years experience in a busy accounting office. Professional qualification such as CPA or ACCA is a must for these positions, while relevant experience in a donor funded project at a regional/international level will be an added advantage.

Skills and Competencies:

Proficiency in computerized financial management information Systems, good communication and report writing skills, as well as good inter-personal skills.

2. ACCOUNTS ASSISTANTS – 2 POSITIONS (RISP, DFID/TMEA)

Grade: General Staff Category (G5 Equivalent)
Directorate: Finance
Reports to: Project Accountant
Station: EAC Secretariat, Arusha - Tanzania

Duties and Responsibilities:

- 2.1 Preparations of accurate payment vouchers in line with the project accounting procedures.
- 2.2 Preparation of payment cheques in accordance with approved documents and procedures.
- 2.3 Proper maintenance of all project documents relating to financial transactions in line with the EAC accounting and record keeping system.
- 2.4 Act as a Cashier for the Project funds and ensure all monies received in the Projects are duly receipted and banked in accordance with EAC banking procedures.
- 2.5 Preparation of receipt journals for all inflow of money into the Projects, and ensure the Journals are duly approved.
- 2.6 Record all payments, and other journal transactions into the sun system.
- 2.7 Preparation of Monthly bank reconciliations for checking by the Project Accountant.
- 2.8 Maintenance of upto date cheque signatories register, cheque dispatch registers, payment request registers, imprest retirement registers, and other accounting registers deemed necessary for each of the Projects.
- 2.9 Perform any other duties assigned by the Project Accountant.

Qualifications and Experience:

A minimum of an Advanced Diploma in Accounting or intermediate stages of CPA or ACCA with at least four (4) years experience as an Accounts Assistant in a reputable organization. Relevant experience in handling donor funds, and exposure in the use of sun accounting system will be an added advantage.

TERMS AND CONDITIONS OF SERVICE:

All positions will be on short-term contracts tenable for a period of twelve (12) months. The EAC will offer competitive consolidated salaries commensurate with the current EAC Salary Structure and the Project funding arrangements.

HOW TO APPLY:

Applications together with CVs in English language providing details of three referees, email address, and a mobile telephone contact should be submitted by registered mail, courier service or email (with the attachments being in an MS Word format) **not later than 26th September 2011** to:

**The Secretary General
East African Community
P. O. Box 1096
Arusha, Tanzania
Fax No: +007 27 2504255/2504481
Email: eac@eachq.org**

Female candidates are particularly encouraged to apply. The East African Community will only respond to those candidates who meet its requirements.