JOB ADVERTISEMENT

ESAMI seeks a suitably qualified and experienced persons to fill the following vacancies at its Headquarters in Arusha, Tanzania

1. CHIEF ACCOUNTANT - ESAMI/VAC/2025/004/CA

Job Purpose

The job holder is responsible for overseeing all finance and accounting activities, ensuring the accuracy and integrity of financial reporting records, and providing leadership to the finance and accounting team for timely provision of financial information to support decision-making. This role involves developing and implementing financial strategies, managing accounting operations, budgeting, and ensuring compliance with financial regulations and accounting standards.

Duties and Responsibilities

- Participate in the development of finance and accounting policies, strategies and procedures.
- Oversee the preparation and analysis of financial statements, ensuring accuracy and compliance with accounting standards, policies and legal requirements.
- Manage the general ledger and ensure all transactions are recorded accurately and in a timely manner.
- Lead the budgeting process, including the development, implementation, and monitoring of annual budgets.
- Prepare financial forecasts and projections to support strategic planning.
- Provide guidance to directors in business plan development and 3-year budget formulation.
- Create awareness among the staff on provisions of the financial and accounting procedures.
- Prepare and present to the management investment proposals based on robust cost-benefit analysis to inform investment decisions
- Develop and implement internal control policies and procedures to safeguard company assets and ensure compliance with financial regulations.
- Coordinate and manage external audits, ensuring timely completion and resolution of audit findings.
- Oversee financial reporting, including the design of financial reports, analysis,

and lead the finance and accounts section
- Review and analyze financial performance of products and services, providing trends analysis to management
- Manage relationships with key stakeholders, including investors and regulatory bodies.
- Ensure accurate and timely processing of payroll and compliance with related regulations.
- Identify risks and develop strategies to mitigate them.

Qualifications
- Master's degree in accounting, Finance, business or any other relevant field
- Bachelor's degree in accounting, finance or business or in any other relevant field
- Professional accounting qualification (e.g., CPA, ACCA, CIMA).
- Member of a relevant professional body
- Minimum of seven (7) years of relevant experience, with at least three (3) years in a managerial position.

Competencies
- Strong knowledge of accounting principles, standards, and regulations.
- Proficiency in accounting software and ERP systems.
- Excellent analytical and problem-solving skills.
- Strong leadership and team management abilities.
- Effective communication and presentation skills.
- High attention to detail and organizational skills.
- Ability to work under pressure and meet deadlines.
- Integrity and ethical behavior in financial management.

2. HUMAN RESOURCE ASSISTANT - ESAMI/VAC/2025/005/HRA

Job Purpose

The job holder is responsible for supporting the Human Resources function in implementing HR policies, procedures, and programs to ensure effective performance of the institute's human resources

Duties and Responsibilities
- Maintain accurate and up-to-date employee records and HR databases.
- Manage and administer employee benefits programs (medical, travel insurance etc.) and coordinate with benefits providers.
- Maintain the HR registry and ensure efficient filing and indexing of all the records;

- Prepare HR-related reports and documents.
- Coordinate new hire orientation and onboarding activities, including preparing orientation materials.
- Coordinate employee welfare, wellness initiatives and team building activities
- Assist in the preparation of staff training plans based on training and development needs arising from performance assessments.
- Facilitate the coordination of training programs and workshops for employees.
- Develop and implement initiatives that enhance intra and inter departmental collaboration to promote a positive work environment and culture.
- Receive and support shortlisting of applications and interview materials

Qualifications

Bachelor's degree in human resources, or related field with three (3) years relevant experience

Competences

- Demonstrated knowledge of HR functions, principles, and best practices.
- Interpersonal and communication skills
- Knowledge of HR laws, regulations, and compliance requirements
- Ability to handle sensitive and confidential information
- Experience with HRIS (Human Resources Information System).
- Organizational and time management skills.

Mode of Application

Applications with CV, copies of certificates and testimonials, and three (3) referees should be addressed and emailed to:

The Director General
ESAMI
P.O. BOX 3030
Arusha, Tanzania

Email: jobs@esami-africa.org

Only applications sent by email will be considered. Closing Date – Applications should be received by 20 July 2025.