



## Career with BRAC International

BRAC is an award-winning international non-governmental development organisation, with the vision of a world free from all forms of exploitation and discrimination, where everyone has the opportunity to realize their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programmes to assist poor and disadvantaged communities in low-income countries, including in conflict-prone and post-disaster settings. It is an organisation of and for the people of the Global South, pioneering new development and social enterprise approaches to equip communities to achieve prosperity. As well as being the world's biggest NGO by number of staff and people directly reached, BRAC has regularly been ranked the number one NGO in the world by the Geneva-based NGO Advisor, an independent organisation committed to highlighting innovation, impact and governance in the non-profit sector. BRAC retained the top spot in 2020 among the top 500 NGOs for the fifth consecutive year.

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed. It started its first programme outside of Bangladesh in Afghanistan in 2002, and has since reached millions of people in 11 countries in Asia and Africa. BRAC has a holistic approach to development that uses a wide array of programmes and social enterprises, including in microfinance, education, health, agriculture, gender and human rights. BRAC believes that every person has inherent potential, and when an enabling environment is created and that potential is unleashed, even the poorest can become agents of positive change in their own lives, for their families and their communities.

**BRAC Maendeleo Tanzania** is part of a leading development organization that started its operations in 2006 in Tanzania, focusing on thematic areas of Agriculture, Youth and Women Empowerment, Food Security and Livelihood

## About the Programme

The MasterCard Foundation in partnership with BRAC International (BI) is implementing an initiative that will create a positive and measurable impact for 1.2 million adolescent girls and young women and 9.5 million people across seven countries in East and West Africa, including Ghana, Kenya, Liberia, Rwanda, Sierra Leone, Tanzania, and Uganda.

There is mounting urgency to support adolescent girls and young women (AGYW) living in poverty, which has been further amplified by the global pandemic. Through this partnership, scalable economic development approaches will be delivered in communities to foster the agency and voice of AGYW. They will have the opportunity to fulfill their aspirations, achieve sustainable livelihoods, and engage in advocacy issues.

BRAC International is implementing an integrated and holistic model to address the various life cycles of a young woman living in poverty, ensuring she is able to transition safely from adolescence to adulthood. She will be equipped with the appropriate skills, tools, and access to finance to effectively exercise her agency and build a fulfilling and productive livelihood.

BRAC International is seeking applications from competent, dynamic and self-motivated individuals to fill the following position in **BRAC Maendeleo Tanzania**.

## **Position: Finance Officer**

**Job Location: Dar es salaam, Country Office.**

### **Purpose of this job:**

The purpose of this position is to lead in overseeing all financial and admin functions of the Company. Provide required leadership financial reporting, office administration work, procurement, and other logistics.

### **Responsibilities**

- Oversee the financial operations of the organization and ensure timely and accurate financial reports and practices.
- Responsible for entering financial information and maintaining all financial records for projects and for the organization.
- Reviews field transactions done by the AIM area accountant.
- Support budget development and control of budget to ensure spending are as per approved donor balance
- Supporting project audit for both Internal, external and donor desk review
- Doing physical branches supervision and verification of program activities
- Provide financial inputs for proposal development, project management, Human Resource Management policies, logistics, travel and other areas of administration.
- Provide orientation and training to the organization staff on cost-effective management.
- Ensure all accounts policies and procedures of the organization are being followed/put into practice and organization control system have
- Ensure appropriate and sufficient documentation.
- Ensure financial transactions are following the donor and statutory requirements
- Ensuring timely and sufficient accountability of IOU by the employees
- Perform any other tasks assigned by the Supervisor.

### **Safeguarding Job Responsibilities**

- Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitation to achieve the programmer's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

## **Required Experience.**

- Experience in preparation of business plans for businesses and for non-profits
- Ability to conduct market assessment and produce reports
- At least 3 years of experience in procurement, administration, in providing logistical support to businesses and projects.
- Demonstrated knowledge and skills in budget preparation and analysis, donor reporting and presentation.
- Comprehensive experience in producing financial reports
- CPA, ACCA is a requirement
- Holder of Bachelor Degree in Accounts, Finance, Economics or related courses.

## **Skills and Competencies**

- Strategic thinker
- Analytical and critical thinking
- Communication and Interpersonal skills
- Integrity
- Leadership, organization and Management Skills
- Computer literacy.
- Time Management

**Employment Type:** Contractual

**Salary:** Negotiable

---

If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

**Candidate** needs to email their CV with a letter of interest mentioning educational grades, years of experience, current and expected salary at: [bimcf.tanzania@brac.or.tz](mailto:bimcf.tanzania@brac.or.tz)

**Please mention the name of the position in the subject bar.**

**Only complete applications will be accepted and shortlisted candidates will be contacted.**

**Application deadline: 24<sup>th</sup> April, 2025**

*BRAC is committed to safeguarding children, young people and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System. BRAC is an equal opportunities employer*