

## New Light Children Centre Organization – NELICO



# We are Hiring

### **Important Dates!**

Application opens by: 24<sup>th</sup> Sept, 2021

Application Deadline: 4<sup>th</sup> October, 2021

Application Link: <https://form.jotform.com/212652517237555>

## **New Light Children Center.**

**NELICO** is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in Health, Education, Nutrition, Environment, Economic Development, Civil Society, Gender, Youth, Research and Technology – creating a unique mix of capabilities to address today's interrelated development challenges.

NELICO is an equal opportunity and affirmative action employer whereby we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity national or ethnic origin, age, marital status, physical or mental disability, protected Veteran status, or any other characteristic protected under applicable law.

NELICO fosters the strength and health of its workforce through a competitive benefits package, professional development and policies and programs that support a healthy work/life balance. Join our global workforce to make a positive difference for others — and yourself

This job posting summarizes the main duties of the jobs. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

## **ACHIEVE Project**

Adolescents and Children HIV Incidence Reduction, Empowerment, and Virus Elimination (ACHIEVE) is a five-year global effort to reach and sustain HIV epidemic control among pregnant and breastfeeding women, adolescents, infants, and children. The project is funded by the U.S. Agency for International Development (USAID) and implemented by a Pact led consortium of top global HIV/AIDS partners, including [Jhpiego](#), [Palladium](#), [No Means No Worldwide](#), and [WIHER](#). These core partners are supported by a network of global and local strategic resource partners. ACHIEVE focuses on priority [PEPFAR](#) countries across Africa and the Caribbean. The ACHIEVE consortium works with USAID Missions, national governments, and existing response partners to identify gaps in HIV prevention and treatment programming among target populations. Using best practices and expertise along with innovations, the project is addressing critical gaps to meet country-specific epidemic control goals.

ACHIEVE is a USAID's flagship initiative to address the needs of children, young people, and breast-feeding women affected by HIV. This includes supporting local organizations in serving these populations and ultimately building their capability to receive direct U.S. government funding for programs at scale. The project leverages the full strength of its consortia and related private and public sector stakeholders to support countries attain and sustain HIV epidemic control.

In Tanzania, starting in October 2021, ACHIEVE expects to receive funding from USAID to support the Government of Tanzania (Got) to achieve its aim of controlling the HIV epidemic,

with a particular focus on programs targeting orphans and vulnerable children (OVC) and adolescent girls and young women, through the DREAMS (Determined, Resilient, Empowered, AIDS-free, Mentored and Safe) program, in 54 councils across 15 regions in Tanzania. Additionally ACHIEVE Tanzania aim to strengthen local organizations and the national- and community- level social welfare systems, structures, and workforce to support and sustain OVC to access HIV-inclusive services that support their health and well-being.

ACHIEVE Tanzania program has three Strategic Objectives:

1. To strengthen the capacity of the national and community-level social welfare workforce, systems, and structures to ensure quality services for OVC, at-risk AGYW, and people living with HIV (PLHIV).
2. To build capacity of local organizations to manage and implement USAID/PEPFAR awards as prime implementing partners. ACHIEVE Tanzania Project will support the transition of prime funding and implementation to capable local partners to meet the PEPFAR goal of 70% of funding to local partners.
3. To deliver high quality OVC services and DREAMS interventions for AGYW 9-14 years.
  - Percentage of HIV-positive OVC (required) and caregivers (optional) on ART, active or graduated, who are served by an OVC comprehensive program who are virally suppressed (<1000 copies/ml) (OVC\_VLS)
  - Percent of OVC households which sustain or increase their economic well-being, as measured by the Family and Child Asset Assessment
  - Number of female participants in WORTH Yetu groups designed to increase access

**We have Vacancies for the following positions.**

1. Senior Project Manager (1 Position)
2. Senior Finance Manager (1 Position)
3. Senior Monitoring and Evaluation Co-Ordinator (1 Position)
4. Project Manager (1 Position)
5. Project Accountant (2 Positions)
6. Monitoring and Evaluation Officers (3 positions)
7. Case Management Coordinator (10 positions)
8. Case Management Officer (2 position)
9. HIV and Health Officer (2 positions)
10. Health and Community Integration Officer (1 position)
11. Dreams Coordinators (5 Position)
12. Dreams Officers ( 2 Position)
13. Assistant Accountant (1 Position)
14. Economic Strengthening and Livelihoods Officer (2 position)

## **SENIOR PROJECT MANAGER (1 Position)**

**Job Title:** Senior **Project Manager**

**Reporting to:** Chief Executive Director

**Line Manager:** **Project Managers, Senior M&E coordinator**

### **Description:**

NELICO is seeking applicants for the position of **SENIOR PROJECT MANAGER** for an anticipated ACHIEVE project focused on addressing critical gaps in the provision of comprehensive HIV, OVC and DREAMS in the Two Regions (Shinyanga and Geita) of Tanzania. The Senior Project Manager will provide leadership, managerial and technical support throughout the implementation of the Project and will be responsible for the administration, program management, performance monitoring and technical implementation and oversight of all program activities. The Senior Project Manager will serve as the principal institutional liaison to the Tanzanian Government and PEPFAR and is expected to have regular communication with the Agreement Officer's Representative. The Senior Project Manager is responsible for ensuring compliance with NELICO policies and procedures and PEPFAR rules and regulations. The Senior Project Manager is responsible for ensuring sub-awardee compliance and monitoring quality of program implementation. Senior Project Manager will report to the NELICO's Chief Executive Director.

### **Job Summary/Responsibilities:**

- Provide overall management, strategic direction, and technical leadership to the project to achieve expected project results within budget and timeframe.
- Responsible for the overall planning, implementation, and management of the project as well as the achievement of the goals and objectives of the project in a timely and cost-effective manner.
- Serve as principal liaison to PEPFAR, and the Tanzanian Government and ensure high level of coordination and nurture relationships with all key stakeholders including partner organizations/at national and regional level, on administrative, financial and programmatic matters related to the project.
- Liaise with PACT and other PEPFAR partners and other donors and implementing agencies to ensure coordination of and synergy with other PEPFAR prescribed OVC/HIV activities.
- Oversee report preparation and submission to meet PEPFAR reporting requirements to document program performance and monitor overall award compliance.
- Lead preparation of annual work-plans, project activity updates, and other project-related communication and reporting materials.
- Oversee a team of senior technical, program and finance staff and ensure clear roles and responsibilities and **lines of communication** are maintained amongst the team members.
- Supervising all project staff, including ensuring that field staff regularly prepare and update performance data.
- Represent the project at regional, national and international forums, including technical conferences, policy briefings, etc.
- Ensure timely, high-quality, and complete submission of work plans, monthly, quarterly and annual reports, financial reports, and any other reports required by PEPFAR.
- Oversee the identification of technical assistance needs at national and Regional to be supported to improve performance towards achieving the goals and objectives of the National Strategic Plan.

- Oversee management systems for the cost-effective implementation of all project activities.
- Develop suitable scopes of work for the engagement and execution of technical assistance contracts as needed.

### **Required Qualifications:**

- A Master's degree/Post graduate in Health Sciences, Health Administration, Management, Social Work, project Management, Art in Education, Business Administration with a focus on Health Sciences, social sciences, or related field.
- A minimum of five years of experience with progressively increasing responsibility in designing, implementing, managing and leading large development programs involving multiple partners, stakeholders and geographic target areas in a developing country.
- A minimum of three years of experience providing specific technical direction and oversight of the development and management of HIV programs with key populations.
- Management experience with a PEPFAR funding mechanism and familiarity with PEPFAR agreement regulations preferred.
- Demonstrated ability through previous experience leading a technical activity through evidence and data driven decision making.
- Demonstrated ability through previous experience to establish and maintain productive working relationships with a wide network of partners and stakeholders.
- Demonstrated ability through previous experience to liaise with senior government officials, dignitaries, executives of NGOs, FBOs, CBOs, and the for-profit business community, and senior members of the donor community.
- Excellent interpersonal, writing and oral presentation skills in English.
- Relevant computer software skills, including at a minimum MS Office.

### **Senior Monitoring and Evaluation Co-coordinator (1 position)**

#### **Job Description**

**Job Title: Senior Monitoring and Evaluation Coordinator (M&EC)**

**Reporting to: Senior Project Manager**

**Line Manager: Monitoring and Evaluation Officers (M &EOs)**

#### **Overview:**

Serve as an active member of the NELICOs management team for the implementation of ACHIEVE Tanzania project with the primary responsibility of strategic leadership and management of Monitoring and Evaluation functions under the leadership and direction of Senior Project Manager. The position will direct line-manage the project M&E officers in the (who will maintain reporting line to the Project Manager where relevant).

#### **Strategic Guidance:**

- Working in collaboration with the Senior Management team in the implementation and monitoring of the NELICO strategic plan (SP).

- Provide support to ensure programs are measurably more outcome-focused, gender sensitive, cost-efficient, responsive to clients' needs and preferences, and adapted to contexts of intervention.
- Working under the guidance of the senior project Manager through collaboration with Technical Unit staff, to ensure that programs are designed and carried out according to NELICO best practices.

### **Monitoring and Evaluation management:**

- Support the design and manage M&E systems, tools and templates to monitor performance. This includes developing log frames, data collection tools, as well as processes for data analysis and storage.
- Support the development of indicator tracking tools measuring program performance indicators as per donor reporting requirements and Projects Implementation Meetings (PIM).
- Develop monthly indicator tracking sheets for monitoring of program achievement on a monthly basis.
- Conduct data Audits in the field as needed.
- Design and implement appropriate evaluation methodologies for projects and programs including baseline, midterm and end line surveys, data analysis and report writing.
- Manage any external consultants hired to undertake surveys or evaluations including drawing up TORs and data quality assurance.
- Conduct regular field visits to program sites to identify gaps in timeliness and quality of data reporting and work with relevant staff to address the gaps.
- Coordinate the production of timely reports to track performance and progress, according to standard procedures and templates.
- Provide support to the program team in compiling reports, stressing the importance of data quality, indicator-based reporting and analysis of trends and the achievement of program objectives/outcomes.
- Ensure the Country Program's Knowledge Management (capturing, analyzing, updating and sharing lessons from programs implementation)
- Review reports to ensure accuracy and quality before submission to donors.
- Facilitate training of Program staff and partners on monitoring and evaluation.
- Develop and implement SOP for how data for each indicator will be collected, managed, verified and used at each level of health information system.

### **Budget planning and management:**

- Ensure that M&E department is adequately budgeted for in all current and new programs.
- Manage M&E budget component in program budget in line with the approved implementation and spending plans.
- Ensure efficient utilization of M&E financial and program resources (value for money).
- Ensure that financial controls, reports and accountability standards are maintained.

### **Co-ordination and Networking:**

- Establish good working relations or networks with relevant stakeholders on M&E issues.
- Co-ordinate a good working environment between M&E officers and other technical project staffs within ACHIEVE project.
- Preparation and sharing of qualitatively, semiannual, and annual progress reports for MOHCDGEC, partners and donor.

- Develop and facilitate implementation of M&E reporting calendar and coordinate reporting activities during the reporting period.

### **People management:**

- Provide coaching, mentoring and leadership guidance for M&E officers.
- Motivate M&E staff to meet set targets and objectives.
- Ensure that staff understands organizational vision, mission and strategic directions.
- Manage staff performance in collaboration with the senior project Manager.

### **Leadership behaviors:**

- Deploy ability to organize own work and work independently.
- Promote high performance by field staff.
- Promote innovation and learning for field staff.
- Communicate clearly and effectively.
- High ethical standards.

### **Minimum Requirements:**

#### **Education:**

- A Bachelor's degree or master's degree in statistics, biostatistics, demography, or other M&E related fields.
- Academic qualification in monitoring and evaluation will be an added advantage.

#### **Experience:**

- The ideal candidate will have at least 5 years professional experience working in Monitoring, Evaluation, and reporting, preferably working with donor funded programs.
- Adept at data quality assessment, data analysis, visualization, and use
- 2 - 3 years' work experience supporting technical or programmatic activities in orphans and vulnerable children (experience with health facility setting a plus).
- Competence in using information technology including experience with word-processing, spreadsheets and database software and experience with DHIS2.
- Experience implementing qualitative and quantitative research a plus
- Report writing and publication skills
- Excellent written, oral and presentation skills in English and Kiswahili
- Excellent peoples and partnership skills.
- Collaborative team player with leadership skills
- Experience with PEPFAR 3.0 funded projects in Tanzania is a plus
- The candidate should have experience in training / workshop facilitation, mentoring and proven ability to develop and maintain effective work relationships with government and other NGO counterparts.

#### **Skills:**

- Ability to work effectively with multiple teams, partner agencies and community members.
- Knowledge of different database software
- Proficient with MS Excel, SPSS, Stata etc.
- Availability and willingness to travel up to 50% time

## **Senior Finance Manager (1 Position).**

**Job Title:** Senior Finance Manager

**Reporting to:** Chief Executive Director

**Line Manager:** Project Accountants

Working under the overall direction Senior Project Manager and under strict monitoring by the NELICO Executive Director and in coordination and collaboration with project technical staff, the Senior Finance Manager is to plan, design and co-ordinate the implementation of sound accounting and financial management and control systems and procedures for all operational areas and to facilitate the maintenance of accurate and up to date financial and accounting records for effective and smooth running of all ACHIEVE implementation and decision-making under changing environmental circumstances.

### **Specific Responsibilities and Duties:**

#### ***Primary duties and responsibilities (20% of role)***

- Ensure the monthly review of consolidated organizational budget performance against the individual annual project budgets; forecasting expenses and tracking the ongoing commitments against the approved cash position.
- Advise the NELICO Head of finance department and The Senior Manager on issues, trends, and changes in the financial operating performance and operational delivery; proactively communicating issues that are anticipated before they arise.
- Assist in implementing yearly objectives and measurable metrics for finance department performance both for individual team members and the unit overall in service delivery to other units within ACHIEVE PROJECT in Tanzania and stakeholders.
- Support the long-term budgetary planning and costs management in alignment with ACHIEVE PROJECT's strategic and project plans, especially to improve the organizational development, increasing Finance's contributions to effectiveness and efficiency of the organization by leveraging technology and accurate information.
- Assist the Executive Director to ensure the ACHIEVE PROJECT's SMT are working to the approved budgets for programs and delivery through collaborative working practices.
- Work collaboratively across all departments, field offices and headquarters
- Perform any other tasks assigned by the supervisor.

#### ***Management Accounting Activities (20% of role)***

- Assist with the review of guidelines and collation of information for budget and monthly forecast preparation.
- Produce timely and accurate monthly period-end reports and schedules for review with Pact Tanzania as required.
- Maintain financial records for each project or service in QuickBooks in a manner that facilitates timely and accurate management reports at month end.
- Support maintaining compliance with internal financial and accounting policies, administrative procedures and local statutory requirements.



### ***Financial accounting and reporting (20% of role)***

- Oversee Code and post Payment Vouchers and General Journals to the accounting system in advance of month end closure.
- Prepare timely monthly bank reconciliation statements in QuickBooks in all modules.
- Assist with the review and maintenance of the integrity of the computerized accounting system and QuickBooks.
- Assist with the maintenance of accurate financial records that are appropriate and give the required confidence to internal and external users.
- Support the NELICO's Head of Finance Department in ensuring all statutory requirements of the organization are met and tax remittance to the Tanzania Revenue Authority (TRA) is done in a timely manner including filing returns to all statutory bodies and following them to completion.
- Assist the NELICO's Head of Finance Department in the preparation of information for the annual audits.
- Assist with the documentation and maintenance of complete and accurate supporting information for all financial transactions and 100% upload of scanned copies with proper indexing.
- Maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash and ensure monthly reconciliation and follow up is made; communicating regarding any irrecoverable debt in a timely manner and seeking appropriate authorization for write offs.
- Ensure that employees' payroll and financial information is secure and stored in compliance with current legislation and on a monthly basis
- Support the NELICO's Head of Finance Department in providing clear and timely responses to queries from NELICO's Finance department.
- Ensure all compliance practices are implemented based on up-to-date regulations

### ***Budgets, Cash Flow Management and Controls (10% of role)***

- Manage the annual budget process, providing guidance and support to key program personnel and other team members where needed
- Maintain internal control and safeguards for receipt of revenue, costs and program budgets and actual expenses
- Develop documentation of procedures and recommendations for process improvements
- Monitor investment portfolio as appropriate and bank balance positions during the course of the year
- Interface with outside audit firms, banks, TRA, etc.
- Manage organizational cash flow forecasting exercise on monthly basis

### ***Debtor's management (10% of role)***

- Generate monthly advances list from QuickBooks and follow up on outstanding advances with the respective holders.
- Send out payment reminders for remaining cash (emails, letters) to staff and follow up with telephone calls and documented communication as appropriate.

### ***Payroll preparation and administration (10% of role)***

- Ensure that the payroll Journal is posted to QuickBooks in a timely and accurate manner via the payroll function from QuickBooks.
- Lead on the processing and submission of statutory returns on time and P09 and P10 returns are timely.

### ***Legal, security and risk management (5% of role)***

- Assist the NELICO's Head of Finance Department to conduct spot checks, regular and ad-hoc, in the field offices to test the financial controls.
- Coordinate with the auditors to complete required statutory audits.
- Conduct spot checks in the main and field offices to ensure internal controls are working.
- Identify and assess financial risks facing ACHIEVE PROJECT in Tanzania and raise it with SMT as appropriate.

### ***Staff Management (5% of role)***

- Ensure all project accountants have clear job descriptions, work plans and continuous review and support as provided.
- Provide input into the strategic objectives of the finance team and how they can achieve their plans.
- Assist with and complete ad hoc tasks as requested
- Commensurate with the post, as advised by Director of Administration and Finance.

### **Qualifications, Knowledge, and Skills:**

- **Required Education:** Master's degree in Finance or Business Management, Accounting **Or**; Bachelor's degree in accounting or finance with 5 years of relevant experience on the same role.
- **Required Certification:** CPA (T) certification completed (CPA and /or ACCA)
- **Required Work Experience:** Minimum 5 years' progressive experience in accounting and finance.
- **Required Supervisory Experience:** Minimum 5 years' supervision of a team of at least 5 people
- Must be able to adapt to a continually evolving environment; demonstrating both the autonomy and collaboration skills needed to advance ACHIEVE PROJECT's purpose and the leadership to inspire confidence of all internal and external stakeholders
- Excellent knowledge and experience with Quick Books.
- Working knowledge of tax laws and GAAP.
- Strong financial analysis skills.
- Strong communication skills, both written and verbal in English.
- Strong organizational and stress management skills.
- Ability to plan and manage a complex team.

## **PROJECT MANAGER (1 Position)**

**Job Title:** Project Manager

**Reports to:** Senior Project Manager,

**Line Manage:** ESLOs, CMOs, HHOs, MEOs, DREAMS Officer, Project Accountant.

**Job Objective:** To provide overall leadership and management of ACHIEVE Tanzania project implementation at council level and ensures efficient and effective linkages, collaboration, and networking with LGA authorities.

**Locations:** NELICO's office

### **Roles and Responsibilities:**

- Provide overall technical, operational, and administrative support to project staff and promotes an organizational culture where policies and values are observed.
- Oversee project budget including tracking spending, disallowed cost, approve travel request, staffs' liquidation, reviews and approve all project expenses.
- Project Manager is the main point-person with Pact Cluster Office for all ACHIEVE Tanzania project implementation by the NELICO.
- Project Manager is the project leader who is ultimately responsible and accountable for timely, quality project implementation across all councils where the NELICO is implementing.
- Work in collaboration with DSWO, DMO, DACC, and CHACC at district level and Pact technical coordinators at cluster level to ensure high quality project activities delivery.
- Ensure preparation and timely completion and submission both financial and narrative reports (monthly, quarterly, semiannual, and annual).
- Work with Data and M&E Officers to ensure that appropriate data is obtained to produce high quality timely reports.
- In collaboration with organization management, mentors project staff (Case Management officer, Health and HIV Officer, Case Management Coordinator, DREAMS Officer etc.) as appropriate in project management, organizational development, and community development issues.
- Supports performance of project staffs (Case Management officer, Health and HIV Officer, Case Management Coordinator, DREAMS Officer etc.) by proactively addressing

performance issues through regular, constructive, and honest feedback, and coaching and identifying necessary staff development needs for direct reports.

- Ensure staff are supported to deliver quality results in all project implementation activities.
- Provides mentoring and guidance to the team members and models best practices; advises and trains other team members on, organization policies, procedures, tools, and methodologies, as needed.
- Represents ACHIEVE Tanzania Project in public events, stakeholders' meetings and coordinate with other donor funded programs at council level.
- Performs other related tasks as needed

### **Preferred Qualifications and Experience**

- Bachelor's degree in Sociology, Project Management, Health Sciences, or Economic Development, Community Development, Business Administration with a focus on Health Sciences or relevant degree.
- At least 3 years' relevant experience.
- Previous experience managing staff.
- Experience in at least one of the following technical areas: Economic strengthening, Youth and Adolescent work, Case Management, Bi-Directional Reference, ECD, or Child protection.
- Fluency in English and Kiswahili.
- Understanding of OVC issues and child protection.

### **Economic Strengthening and Livelihoods Officer (2 positions)**

#### **Roles & Responsibilities:**

- Directly supervise Empowerment Workers (EWs) and National Peer Educators.
- Recruit and train EWs in the Village Savings and Loan Groups (VSLG) model and oversee EWs establishing and supporting new groups and supporting inherited VSLGs.
- Ensure that EWs provide facilitation support for VSLGs to ensure that destitute household members (lower savings levels and interest) are able to join VSLGs.
- Ensure that VSLGs establish Community Resource Mobilization Committees to map community resources for social protection.
- Conduct overarching mapping of economic strengthening service providers in implementation areas.
- Work with district-level TASAF to ensure USAID ACHIEVE is aware of new expansion areas.
- Ensure TASAF can refer TASAF beneficiaries to USAID ACHIEVE for screening and enrollment.

- Roll out a Household Financial Literacy and Money Management curriculum to EWs and ensure a quality roll out to VSLG members.
- Lead the creation of trade networks and learning and sharing cohorts within industry types.
- Train EWs to roll out a self-assessment tool with mature groups; establish relationships with pro-poor financial institutions.
- Serve as the lead for youth related activities including conducting an organizational youth assessment, implementation action items from the assessment, ensuring establishment and high quality support to in and out of school Teen Clubs, and ensuring delivery of youth focused curriculums.
- Provide continuous supportive supervision to EWs to ensure quality economic strengthening programming and to NPEs to ensure quality youth programming.
- Submit timely economic strengthening and youth updates to the Project Manager for inclusion in the quarterly, semi-annual, and annual reports.
- Document lessons learned and best practices for experience sharing and replication.
- Perform any other relevant duties as assigned by the Project Manager.

### **Require Qualifications.**

- **Education:** Diploma in Business Administration, Economics, marketing. Health Sciences, Sociology, Social Work, Gender Studies, or Community Development
- A Bachelor's degree or higher in the above mentioned fields will be an added advantage.
- **Experience:** Minimum 3 years' experience providing HIV testing and counseling services including at least one year experience supervising other staff, with demonstrated familiarity with MOH systems, tools and procedures for HIV testing and care management.
- Able to monitor and control group's sustainability.
- Ability to influence LGAs and the community for livelihood programs sustainability.
- Good mobilization and facilitation skills for community-based programs with adequate exposure to youth learning approaches.
- Preference given to those who have additional experience with community-based HIV programs targeting KVP.
- Excellent speaking, reading, and writing skills in English and Kiswahili
- Excellent computer skills, at minimum with Microsoft Office package

### **Case Management Officer (CMO), 2 Positions.**

**Title:** Case Management Officer (CMO)

**Reporting to:** Project Manager

**Locations:** NELICO Council Level Office

## **Position Summary:**

The overall purpose of Case Management Officer position is to provide strategic leadership and management of National Integrated Case Management System (NICMS) function at NELICO and council level. The job holder will ensure high quality case management services are offered to OVC caregivers and Children and Adolescents living with HIV.

## **Roles & Responsibilities:**

- Oversee Case Management Coordinators and provide overall leadership for case management activities.
- Share direct supervision responsibilities of Community Case Workers (CCWs), Lead Case Workers (LCWs) and Community Health Workers (CHWs) with Case Management Coordinators.
- Disseminate and ensure adherence to case management, child protection, referral and linkages, parenting, and M&E guidance, standard operating procedures (SOPs) and other job-aids that facilitate holistic case management at the household/community levels.
- Ensure that case management services delivered address the holistic needs of OVC and caregivers including health, nutrition, education, protection, livelihoods, and psycho-social well-being.
- Conduct quality step-down trainings to Case Management Coordinators and CCWs.
- Regularly monitor case management activities and use the information to improve case management quality and implementation.
- Ensure CCWs complete required case management forms and ensure case filing system is developed and maintained.
- Work in partnership with local government authorities as appropriate, including but not limited to District Executive Directors (DEDs), Council Health Management Teams (CHMTs), District Social Welfare Officers (DSWOs), and Ward-level officials.
- Create community linkages for broader community engagement of youth and caregivers in case management, child protection, parenting, etc.
- Map existing community cadres (Community Health Workers, Home-Based Care Workers, Para-Social Workers, etc.) in communities and assist government officials to recruit and select CCWs for the National Integrated Case Management System (NICMS) Training for CCWs.
- Ensure that all CCWs are oriented to the Child Protection Policy and Code of Conduct; take all cases of child abuse seriously and follow national protocols to ensure timely reporting.
- Ensure CCWs are coordinating with local structures including health facilities and NPA-VAWC Committees.
- Lead the development of a service directory for social services (in coordination with the Health and HIV services Officer) in implementation areas; update the directory at least once per quarter.
- Ensure that Case Management Coordinators are providing continuous mentoring and support to CCWs; directly conduct supportive supervision to Case Management Coordinators and CCWs.

- Submit timely updates to the Program Manager for inclusion in the quarterly, semi-annual, and annual reports.
- Document specific case management lessons learned and best practices for experience sharing and replication.
- Perform any other relevant duties as assigned by the Project Manager.

## **Minimum required Qualifications, Experience and Skills**

### **Education:**

- Diploma in Social Work or Health Sciences.
- Degree in Community Development, Community Economic Development (CED), may be considered.
- Bachelor's degree or higher, in the above-mentioned fields will be an added advantage.

### **Skills:**

- Strong M&E skills and experience in strategic information
- Excellent written and oral communication skills in Swahili and English including excellent training skills in working with adult learner learners, particularly at the community level.
- Able and willing to work flexible hours as needed without constantly or close supervision
- Demonstrate leadership and team building skills.
- Degreecy and negotiation skills that demonstrate ability to collaborate coordinate with a range of stakeholders and complex priorities.

### **Experience:**

- At least two (3) years' experiences in a field position with an organization in Health Sciences or OVC programming.
- Experience in Home Based Care (HBC), National Integrated Case Management Systems (NICMS), PEPFAR OVC/MVC differentiated care of services etc. is preferred.
- Experienced with PEPFAR 3.0 funded project in Tanzania.
- Experience implementing program and donor regulations, systems, and procedures.
- Experience in an Appreciative Inquiry (AI) approach in development and social work.

## **Case Management Coordinators (10 Positions)**

**Title:** Case Management Coordinator (CMC)  
**Reporting to:** Case Management Officer (CMO)  
**Line Manage:** CCW's  
**Locations:** NELICO at Ward Level

## **Case Management Coordinator**

### **Roles & Responsibilities:**

- Supervise Community Case Workers (CCWs) and provide continuous mentoring and support to ensure delivery of high-quality case management services.
- Disseminate and ensure adherence to case management, child protection, referral and linkages, parenting, M&E guidance, standard operating procedures (SOPs) and other job-aids that facilitate holistic case management at the household/community levels.
- Ensure case management services delivered address the holistic needs of OVC and caregivers including health, nutrition, education, protection, livelihoods, and psycho-social well-being.
- Conduct quality step-down trainings to CCWs and facilitate monthly meetings in the field to introduce new topics, improve quality, and reinforce guidelines and procedures.
- Ensure CCWs complete required case management forms and case filing system is well maintained
- Work in partnership with local government authorities as appropriate, including but not limited to District Executive Directors, Council Health Management Teams, District Social Welfare Officers, and ward level officials.
- Create community linkages for broader community engagement of youth and caregivers in case management, child protection, parenting, etc.
- Assist in mapping existing community cadres (Community Health Workers, Home-Based Care Workers, Para-Social Workers, etc.) in communities and assist government officials to recruit and select CCWs for the National Integrated Case Management Training for CCWs.
- Ensure that all CCWs are oriented in the Child Protection Policy and Code of Conduct; take all cases of child abuse seriously and follow national protocols to ensure timely reporting.
- Ensure CCWs are coordinating with local structures including health facilities and Child Protection Committees (formerly known as Most Vulnerable Children's Committees).
- Assist in the development of a service directory for social services (in coordination with the Health and HIV services Officer) in implementation areas; update the directory at least once a year.
- Submit timely updates to the Case Management Officer for inclusion in the quarterly, semi-annual, and annual reports.
- Document lessons learned and best practices for experience sharing and replication.
- Perform any other relevant duties as assigned by the Case Management Officer.



## **Minimum required Qualifications, Experience and Skills**

### **Education:**

- Diploma in Social Work or Health Sciences. Degree in Community Development, Community Economic Development (CED), may be considered.
- Degree or higher, in the above-mentioned fields will be an added advantage.

### **Skills:**

- Strong M&E skills and experience in strategic information
- Excellent written and oral communication skills in Swahili and English including excellent training skills in working with adult learner learners, particularly at the community level.
- Able and willing to work flexible hours as needed without constantly or close supervision
- Demonstrate leadership and team building skills.
- Degrees and negotiation skills that demonstrate ability to collaborate coordinate with a range of stakeholders and complex priorities.

### **Experience:**

- At least two (2) years' experiences in a field position with an organization in Health Sciences or OVC programming.
- Experience in Home Based Care (HBC), National Integrated Case Management Systems (NICMS), PEPFAR OVC/MVC differentiated care of services etc. is preferred.
- Experienced with PEPFAR 3.0 funded project in Tanzania.
- Experience implementing program and donor regulations, systems, and procedures.
- Experience in an Appreciative Inquiry (AI) approach in development and social work.

## **Health and HIV Officer (2 HHO)**

**Title:** Health and HIV Officer (HHO)

**Reporting to:** Project Manager

**Line Manage:** None

**Locations:** NELICO Council Level Office

### **Position Summary:**

The overall objective of this position is to contribute towards strategic service delivery to OVCs and their caregivers, address critical barriers to service access, uptake, and adherence to scale up impact service delivery, advance progress towards 95-95-95 goals and improve health and social outcomes among OVC and their families.

The job holder will ensure sound and vibrant bi-directional referral and linkage system, improved case identification, linkages to ART and Viral Load suppression among Children and Adolescents Living with HIV/AIDS.

### **Roles & Responsibilities:**

- Represent the NELICO and coordinate with the Council Health Management Team regarding HIV and health related activities.
- Hold monthly coordination meetings with Care & Treatment Centers (CTC) in implementation area to support shared confidentiality, facilitate case conferencing, improve the bi-directional referral system, and ensure HIV positive beneficiaries receive needed services.
- Support Early Childhood Development (ECD) corners at targeted health facilities, including regular monitoring and supportive supervision.
- Support the facilities to have an updated enrollment register at the facility that demonstrate the cascade of enrollment of CLHIV at the CTC.
- Support Community Case Workers (CCWs) to work with high pediatric volume CTCs to trace HIV positive OVC who miss appointments, enroll them into ACHIEVE project, and link them back to CTCs.
- Support CCWs to conduct HIV risk assessments for OVC during case management; refer and link at risk OVC to HIV Testing and Counseling (HTC).
- Schedule quarterly Sexual Reproductive Health Education outreaches to Adolescent Girls and Young Women (AGYW), DREAMS Girls in school and organize HTC outreaches for adolescents with high-risk behaviors.
- Work with Health Facility Implementing Partners to roll out a supplemental HIV curriculum to CCWs and ensure CCWs provide appropriate support to HIV positive OVC and caregivers.
- Support CCWs to strengthen the capacity of caregivers to support HIV positive OVC and ensure CCWs refer HIV positive OVC and caregivers to PLHIV support groups.
- Support the roll out of evidence-based curriculums relating to HIV (e.g., Steppingstone, Furaha Lifelong Parenting (Sinovuyo), Sexual Reproductive Health Education, Care for Child Development, etc.)
- Support the establishment of a bi-directional referral system to monitor beneficiaries through the HIV continuum of care as well as service completion for other health and social services.
- Monitor implementation, bottlenecks, and performance metrics of the bi-directional referral system; pro-actively offer solutions, conduct quality improvement activities, and implement adjustments to improve referral outcomes.
- Participate in quarterly council level quality improvement meetings with relevant bi-directional referral system stakeholders; ensure actions from the meetings are implemented and the bi-directional referral system is improved.
- Work with the M&E officer to ensure all bi-directional referral data are accurate and produced weekly; use data for decision-making.
- Lead the development of a service directory for health, nutrition, and HIV services in implementation area; update the directory at least once a year.

- Support CCWs to conduct nutrition activities, including nutrition assessments, counseling, and linkage to other nutrition service providers.
- Provide continuous supportive supervision to CCWs to ensure provision of health-related services and referrals and linkages to beneficiaries.
- Submit timely updates to the Program Manager for inclusion in the quarterly, semi-annual, and annual reports.
- Document lessons learned and best practices for experience sharing and replication.
- Perform any other relevant duties as assigned by the Project Manager.

## **Minimum required Qualifications, Experience and Skills**

### **Education:**

- **MUST** be Diploma holder in Clinical Medicine or Nursing.
- Bachelor's degree or higher in medicine or nursing will be an added advantage.

### **Skills:**

- Good understanding of Government of Tanzania health policies.
- Strong M&E skills and experience in strategic information.
- Excellent written and oral communication skills in Swahili and English including excellent training skills in working with adult learner learners, particularly at the community level.
- Able and willing to work flexible hours as needed without constantly or close supervision
- Demonstrate leadership and team building skills.
- Degreecy and negotiation skills that demonstrate ability to collaborate coordinate with a range of stakeholders and complex priorities.

### **Experience:**

- At least two (2) years' experiences in a field position with an organization in Health Sciences or OVC programming. Experience in implementation of community programs in health/HIV, MNCH, TB/Malaria etc., is preferred.
- Experienced with PEPFAR 3.0 funded project in Tanzania.
- Experience implementing program and donor regulations, systems, and procedures.
- Experience in an Appreciative Inquiry (AI) approach in development and social work.

## **Monitoring and Evaluation Officers (3 M&E)**

**Title:** Monitoring and Evaluation Officer (M&EO)

**Reporting to:** Senior M&E Coordinator (M&EC) & Project Manager

Line Manager: None

### **Position Summary:**

Support implementation of Monitoring and Evaluation activities of the project at council-level. S/he will be responsible for ensuring timely data collection and entry into the system, and filing is properly done at NELICOs/council level. S/he will also ensure the quality of data for decision making and reporting.

### **M&E Officer**

#### **Roles and Responsibilities:**

- Coordinate implementation and provide oversight of monitoring and evaluation activities in the supported councils, including data collection, management, and reporting.
- Perform simple data analyses and visualization to promote data use at all levels.
- Generate and contribute to quarterly or other reports, as needed.
- Support Cluster M&E staff to conduct routine internal data quality assessments (DQAs)
- Conduct regular monitoring site visits to caseworkers; review and provide feedback on caseworkers' performance.
- Review critically reports submitted by caseworkers and perform data verification as needed.
- Set up and maintain data entry and management systems including applications.
- Supervise data entry by data clerks.
- Other tasks as assigned.

#### **Minimum Requirements:**

##### **Education:**

- Degree in in Health Sciences, sociology, demography, statistics, or other social science area; Bachelor's Degree preferred
- Academic qualification in monitoring and evaluation will be an added advantage.

##### **Skills and Experience:**

- Must be fluent in English
- The ideal candidate will have at least 2 year experience working in Monitoring, Evaluation and reporting,
- Proficient with MS Excel

- Work experience supporting technical or programmatic activities in orphans and vulnerable children
- Experience with DHIS2 preferred and a working Knowledge of DATIM software a plus
- Experience with mobile data collection e.g Kobo
- Report writing and publication skills
- Excellent written, oral and presentation skills in English and Kiswahili
- Ability to work effectively with multiple teams, partner agencies and community members.
- Availability and willingness to travel up to 50% time.

### **DREAMS Co-Coordinator's (5 positions)**

- Work closely with Local Government Authorities (LGAs), school heads, and PTAs to ensure DREAMS program is well understood and supported
- Make sure that screening and enrollment of beneficiaries exercise is done to all selected schools in collaboration with teacher, caregivers/caretakers and CCWs
- Work with the Pact DREAMS Coordinator to facilitate the HURU training to the teachers
- Share all necessary reporting tools with schools and ensure they are completed within the agreed time period
- Visit schools in the councils for supportive supervision and monitoring the delivery of HURU lessons
- Arrange the date, time, logistics, and participate in distribution of HURU kits to the beneficiaries at the schools
- Work with CCWs to collect all necessary forms and ensure that NELICO M&E staff have supported in the entering the HURU pre-/post-test data into DHS12.
- Visit the families of DREAMS beneficiaries to verify their existence and refer them to other Achieve activities as necessary
- Coordinate enrollment process of adolescents girls out of schools in collaboration with other stakeholders
- Work with NELICO procurement Department team to source vendors to supply the NELICO procured materials for DREAMS
- Collect all the forms required for DREAMS material procurement and distribution from Pact DREAMS Coordinator
- Using the Pact defined process and tools for DREAMS (including packages of materials and forms), procure the NELICO provided materials for DREAMS Educational Subsidy Program by school
- Arrange with the Pact DREAMS Coordinator to receive and verify materials procured by Pact, cross checking with lists of intended beneficiaries for all schools
- Arrange distribution dates with the schools and PTAs
- Distribute all DREAMS materials on specific designated days
- Collect all the signed forms from beneficiaries after they receive the educational subsidies (e.g., resolve all issues related to faults, shortage of materials)

- Through NELICO M&E staff, ensure that data on service delivery is entered using the Pact DREAMS defined processes and tools as provided by the Pact DREAMS Coordinator.
- Collect success stories and reports and give them to the program manager and other DREAMS implementing partners
- Conduct bi-weekly sessions with VETA students
- Conduct ASRH session with VETA student
- Essential knowledge, skills and experiences
- The followings essential skills are expected from the focal person for the smooth achievement of the DREAM project goal.
- Good general knowledge, excellent oral and written expression/ communication, interpersonal skills, patience and courtesy and a very wide range of more specific behavioral skills,
- Attention to the person, interaction, ability to transmit information, plus keen organizational sensitivity are required to understand quickly the beneficiaries' needs,
- Good skill in organizing and facilitating user friendly training sessions, meetings, dialogues and conversations,
- Knowledge on Tanzania School Health Programme including school WASH i. e SWASH (School WASH) and (WHO) Healthy School, Healthy Community model is an added Advantage.

### **Required Qualifications.**

- A Diploma in Education, Development Studies, Health Sciences, Community health, Health Education, Community Nursing, Sociology and other related fields. Minimum two years relevant experience.

### **DREAMS officers (2 positions)**

- Work closely with Local Government Authorities (LGAs), school heads, and PTAs to ensure DREAMS program is well understood and supported.
- Make sure that screening and enrollment of beneficiary's exercise is done to all selected schools in collaboration with teacher, caregivers/caretakers and CCWs.
- Work with the Pact DREAMS Coordinator to facilitate the HURU training to the teachers
- Share all necessary reporting tools with schools and ensure they are completed within the agreed time period.
- Arrange the date, time, logistics, and participate in distribution of HURU kits to the beneficiaries at the schools.
- Work with CCWs to collect all necessary forms and ensure that NELICO M&E staff have supported in the entering the pre-/post-test data into DHS12.
- Visit the families of DREAMS beneficiaries to verify their existence and refer them to other Dreams activities as necessary

- Coordinate enrollment process of adolescent's girls out of schools in collaboration with other stakeholders
- Work with NELICO finance team to source vendors to supply the NELICO procured materials for DREAMS
- Record and keep all the documentation from vendors in a safe place and forward the copies of vendor/procurement documents/forms (e.g., quotations, vendor selection, proforma & tax invoices, delivery notes, receipts) to the Pact DREAMS Coordinator
- Collect all the forms required for DREAMS material procurement and distribution from Pact DREAMS Coordinator
- Using the Pact defined process and tools for DREAMS (including packages of materials and forms), procure the NELICO provided materials for DREAMS Educational Subsidy Program by school
- Arrange with the Pact DREAMS Coordinator to receive and verify materials procured by Pact, cross checking with lists of intended beneficiaries for all schools.
- Arrange distribution dates with the schools and PTAs.
- Distribute all DREAMS materials on specific designated days.
- Collect all the signed forms from beneficiaries after they receive the educational subsidies (e.g., resolve all issues related to faults, shortage of materials)
- Through NELICO M&E staff, ensure that data on service delivery is entered using the Pact DREAMS defined processes and tools as provided by the Pact DREAMS Coordinator.
- Collect success stories and reports and give them to the program manager and other DREAMS implementing partners
- Conduct bi-weekly sessions with VETA students
- Conduct ASRH session with VETA student
- Essential knowledge, skills and experiences
- The followings essential skills are expected from the focal person for the smooth achievement of the DREAM project goal.
- Good general knowledge, excellent oral and written expression/ communication, interpersonal skills, patience and courtesy and a very wide range of more specific behavioral skills,
- Attention to the person, interaction, ability to transmit information, plus keen organizational sensitivity are required to understand quickly the beneficiaries' needs,
- Good skill in organizing and facilitating user friendly training sessions, meetings, dialogues and conversations,
- Knowledge on Tanzania School Health Programme including school WASH i. e SWASH (School WASH) and (WHO) Healthy School, Healthy Community model is an added Advantage.

### **Required Qualifications.**

- A Degree in Education, Development Studies, Health Sciences, Community health, Health Education, Community Nursing, Sociology and other related fields. Minimum two years relevant experience.

## **Health Community and Integrated officer (1 HCIO)**

**Title:** Health and HIV Officer (HHO)

**Reporting to:** Project Manager

**Line Manager:** None

**Locations:** NELICO Council Level Office

### **Position Summary:**

The overall objective of this position is to contribute towards strategic service delivery to OVCs and their caregivers, address critical barriers to service access, uptake, and adherence to scale up impact service delivery, advance progress towards 95-95-95 goals and improve health and social outcomes among OVC and their families.

The job holder will ensure sound and vibrant bi-directional referral and linkage system, improved case identification, linkages to ART and Viral Load suppression among Children and Adolescents Living with HIV/AIDS.

### **Roles & Responsibilities:**

- Represent the NELICO and coordinate with the Council Health Management Team regarding HIV and health related activities.
- Hold monthly coordination meetings with Care & Treatment Centers (CTC) in implementation area to support shared confidentiality, facilitate case conferencing, improve the bi-directional referral system, and ensure HIV positive beneficiaries receive needed services.
- Support Early Childhood Development (ECD) corners at targeted health facilities, including regular monitoring and supportive supervision.
- Support the facilities to have an updated enrollment register at the facility that demonstrate the cascade of enrollment of CLHIV at the CTC.
- Support Community Case Workers (CCWs) to work with high pediatric volume CTCs to trace HIV positive OVC who miss appointments, enroll them into ACHIEVE, and link them back to CTCs.
- Support CCWs to conduct HIV risk assessments for OVC during case management; refer and link at risk OVC to HIV Testing and Counseling (HTC).
- Schedule quarterly Sexual Reproductive Health Education outreaches to Adolescent Girls and Young Women (AGYW), DREAMS Girls in school and organize HTC outreaches for adolescents with high-risk behaviors.
- Work with Health Facility Implementing Partners to roll out a supplemental HIV curriculum to CCWs and ensure CCWs provide appropriate support to HIV positive OVC and caregivers.



- Support CCWs to strengthen the capacity of caregivers to support HIV positive OVC and ensure CCWs refer HIV positive OVC and caregivers to PLHIV support groups.
- Support the roll out of evidence-based curriculums relating to HIV (e.g., Steppingstone, Furaha Lifelong Parenting (Sinovuyo), Sexual Reproductive Health Education, Care for Child Development, etc.)
- Support the establishment of a bi-directional referral system to monitor beneficiaries through the HIV continuum of care as well as service completion for other health and social services.
- Monitor implementation, bottlenecks, and performance metrics of the bi-directional referral system; pro-actively offer solutions, conduct quality improvement activities, and implement adjustments to improve referral outcomes.
- Participate in quarterly council level quality improvement meetings with relevant bi-directional referral system stakeholders; ensure actions from the meetings are implemented and the bi-directional referral system is improved.
- Work with the M&E officer to ensure all bi-directional referral data are accurate and produced weekly; use data for decision-making.
- Lead the development of a service directory for health, nutrition, and HIV services in implementation area; update the directory at least once a year.
- Support CCWs to conduct nutrition activities, including nutrition assessments, counseling, and linkage to other nutrition service providers.
- Provide continuous supportive supervision to CCWs to ensure provision of health-related services and referrals and linkages to beneficiaries.
- Submit timely updates to the Program Manager for inclusion in the quarterly, semi-annual, and annual reports.
- Document lessons learned and best practices for experience sharing and replication.
- Perform any other relevant duties as assigned by the Project Manager.

## **Minimum required Qualifications, Experience and Skills**

### **Education:**

- **MUST** be Diploma holder in Clinical Medicine or Nursing/ Health Sciences
- Bachelor's degree or higher in medicine or nursing will be an added advantage.

### **Skills:**

- Good understanding of Government of Tanzania health policies.
- Strong M&E skills and experience in strategic information.
- Excellent written and oral communication skills in Swahili and English including excellent training skills in working with adult learner learners, particularly at the community level.
- Able and willing to work flexible hours as needed without constantly or close supervision
- Demonstrate leadership and team building skills.
- Degreeecy and negotiation skills that demonstrate ability to collaborate coordinate with a range of stakeholders and complex priorities.

**Experience:**

- At least two (2) years' experiences in a field position with an organization in Health Sciences or OVC programming. Experience in implementation of community programs in health/HIV, MNCH, TB/Malaria etc., is preferred.
- Experienced with PEPFAR 3.0 funded project in Tanzania.
- Experience implementing program and donor regulations, systems, and procedures.
- Experience in an Appreciative Inquiry (AI) approach in development and social work.

**Project Accountant (1 Position)****Title: Assistant Accountant****Reporting to:** Project Manager

Line Manager: Assistant Accountant

**Locations:** NELICO Council Level Office**Position Summary:**

We're looking for project accountants to manage all financial transactions, from fixed payments and variable expenses to bank deposits and budgets. Accountant responsibilities include auditing financial documents and procedures, reconciling bank statements. To be successful in this role, you should have previous experience with bookkeeping and a flair for spotting numerical mistakes.

Ultimately, you will provide us with accurate quantitative information on financial position, liquidity and cash flows of our programs, while ensuring we're compliant with all tax regulations.

**Responsibilities**

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Manage balance sheets and profit/loss statements
- Report on the Organizational financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations.

- Supervising Assistant accountant in ensuring all financial issues follow compliances.

## **Requirements**

- 3 years' working experience as an Accountant in a donor funded project
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Hands-on experience with accounting software like Tally, Myob and QuickBooks
- Advanced MS Excel skills including Vlookups and pivot tables
- Experience with general ledger functions
- Strong attention to detail and good analytical skills
- BSc in Accounting, Finance or relevant degree
- Experience in working with PEPFAR funded programs,

## **Assistant Accountant (I Position)**

### **Title: Assistant Accountant (I Position)**

**Reporting to:** Project Accountant

**Line Manage:** None

**Locations:** NELICO Council Level Office

### **Position Summary:**

We have an immediate requirement for motivated, and professional Assistant Accountant. Reporting to the Project Accountant, you will assist the project Finance team with regards to financial reporting and you will be responsible for all accounting data capturing and filling. Accountant responsibilities include auditing financial documents and procedures, reconciling bank statements.

Ultimately, you will provide us with accurate quantitative information on financial position, liquidity and cash flows of our programs, while ensuring we're compliant with all tax regulations.

### **Responsibilities**

- Process and settle invoices on the system, including reconciliation of Accounts Payable and review of reconciliations prepared by Assistant Accountant.
- Update cash book daily, post transactions on the system, payments and receipts, and reconcile weekly.

- Prepare and review the petty cash analysis for posting and ensure expenses are correctly allocated.
- Report daily bank balance to Management.
- Prepare payments and send for approval, and ensure that the correct amounts are being paid to the vendors.
- Prepare and process journal entries on the system.
- Ensure files are kept up to date.
- Assist auditors for queries.
- Assist the project accountant and Finance Team with ad-hoc tasks,

## **Requirements**

- A minimum of 2 years of professional experience in the field of Accounting/ Finance or Auditing.
- Working experience in the mining or manufacturing industry preferable.
- Self-organization skills and good time management skills.
- Effective communication skills, both English and Swahili would be an advantage.
- Ability to work autonomously, use initiative and be proactive.
- Ability to adhere to deadlines and a pragmatic approach to work.
- Excel knowledge (intermediate level) 2 years' working experience as an Accountant in a donor funded project.
- Experience with general ledger functions.
- Experience in working with PEPFAR funded programs.

## **Remarks**

NELICO is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

NELICO has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the NELICO, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. NELICO also adheres to strict child safeguarding Policy. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

**Only shortlisted candidates will be contacted and advance to the next stage of the selection process.**

## **How to Apply:**

**Kindly copy this link on a chrome browser to assess the online application form.**

**(Ctrl+Click to open the link) the link to apply:**

**<https://form.jotform.com/212652517237555>**