



1. JOB TITLE: Driver- Expedited SVN

Dar-es-Salaam, United Republic of Tanzania (the)

JOB INFO

- **Job Identification:** 20625
- **Posting Date:** 04/05/2026, 16:47
- **Apply Before:** 09/05/2026, 00:00
- **Contract Type:** Special Short Term Graded (Up to 9 months)
- **Initial Contract Duration:** 6 Months
- **Org Type:** Country Office
- **Vacancy Type:** Special Vacancy Notice
- **Recruiting Type:** General Service
- **Grade:** G-2
- **Is this S/VN based in an L3 office or in support to an L3 emergency response?:** No

Under the general supervision of the Chief of Mission, and the direct supervision of Resource Management Officer, the Driver, is responsible for the following duties and responsibilities;

RESPONSIBILITIES

1. Drive assigned IOM office vehicle(s).
2. Manage the day-to-day maintenance of the assigned vehicle(s) to ensure roadworthiness of the vehicles. This includes daily check of tires, brakes, engine oil, fan belt, etc.
3. Arrange for minor repairs and ensures that the vehicles are kept clean.
4. Ensure that the vehicles undertake regular service intervals.

5. Keep records of spare parts for vehicle(s) and conduct monthly inventory of the spare parts.
6. Find the most direct and safe route over the best available roads to the destination.
7. Ensure that the IOM vehicle(s) is used only for official/authorized business, as advised by the supervisor.
8. Make sure that the daily log sheet is prepared, and a monthly report is prepared summarizing statistics linked to mileage, fuel consumption, etc. for the vehicle.
9. Keep a high degree of confidentiality and discreteness in discussions, which involves IOM and its officials. Take proper actions to reduce potential security threats to IOM officials and/or property within the immediate vicinity of the vehicle and along transport routes.
10. Meet official personnel at the airport(s) and facilitate immigration and customs formalities as required.
11. Collect and deliver mail, documents, pouches, and other communications/items from and to the country office; go to the post office, airport, government agencies, other UN agencies, institutions, project sites, etc., to take and deliver items and communications; keep records as required.
12. When needed, assist the country office staff in performing simple clerical duties such as making and answering telephone calls, making photocopies, keeping records, etc.
13. Perform such other duties as may be assigned.

QUALIFICATIONS

Required Qualifications and Experience

Education

- High school degree/certificate with minimum 2 years of relevant working experience or Bachelor's Degree from an accredited institution.
- Valid national driver's license.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Experience

- Knowledge of driving rules and regulations.
- Experience in driving a variety of makes and models of vehicles
- Skills in minor vehicle repairs.
- Knowledge of radio, email, telephone and other applications.

Skills

- Strong interpersonal and communication skills.

For this position, fluency in English and Swahili is required (oral and written).

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2. JOB TITLE: Finance Assistant- Expedited SVN

Dar-es-Salaam, United Republic of Tanzania (the)

JOB INFO

- **Job Identification:** 20624
- **Posting Date:** 04/05/2026, 16:50
- **Apply Before:** 09/05/2026, 00:00
- **Contract Type:** Special Short Term Graded (Up to 9 months)
- **Initial Contract Duration:** 6 Months
- **Org Type:** Country Office
- **Vacancy Type:** Special Vacancy Notice
- **Recruiting Type:** General Service
- **Grade:** G-4
- **Is this S/VN based in an L3 office or in support to an L3 emergency response?** No

Under the general supervision of the Resource Management Officer, and the direct supervision of the Senior Finance Associate, the Finance Assistant, is responsible for the following duties and responsibilities.

RESPONSIBILITIES

1. Extract and input data from various sources in financial or accounting systems;
2. Respond to accounting, budget or financial queries regarding data from staff in the unit and elsewhere;
3. Assist in the preparation of the payroll by executing validity checks on monthly payroll results;
4. Review all types of payments starting from purchase to payment requests verifying that they are duly authorized, and all the supporting documents are attached therewith;
5. Verify vendor requests for accuracy and conformance with IOM finance policies and instructions;
6. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;
7. Prepare necessary receipt and journal vouchers;
8. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required;
9. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc;
10. Ensure proper and systematic filling of all posted payments and other accounting documents according to the established standards;
11. Assist in the preparation and submission of VAT refund claims to Tanzania Revenue Authority (TRA), in line with applicable procedures and guidelines;
12. Support follow-up on VAT refund applications, including liaising with relevant counterparts under guidance of the supervisor;
13. Assist in reviewing supporting financial documents and compiling data for VAT refund claims, with attention to completeness and accuracy;
14. Maintained accurate records of claims, approvals, and reimbursements for audit and reporting purposes;
15. Responsible for the Petty Cash of the office; and,
16. Perform other related duties as required.

QUALIFICATIONS

Required Qualifications and Experience

Education

- High school diploma with four years of relevant experience; or,
- Bachelor's degree in Business Administration, Accounting, Finances, or related fields from an accredited academic institution with two years of relevant professional experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Experience

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP/WAVE is a distinct advantage;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Good working knowledge of Word, Excel and Internet
- Strong interpersonal and communication skills

For this position, fluency in English and Swahili is required (oral and written).

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3. **JOB TITLE: Human Resource Assistant- Expedited SVN**

Dar-es-Salaam, United Republic of Tanzania (the)

JOB INFO

- **Job Identification:** 20623
- **Posting Date:** 04/05/2026, 16:53
- **Apply Before:** 09/05/2026, 00:00
- **Contract Type:** Special Short Term Graded (Up to 9 months)
- **Initial Contract Duration:** 6 Months
- **Org Type:** Country Office
- **Vacancy Type:** Special Vacancy Notice
- **Recruiting Type:** General Service
- **Grade:** G-4
- **Is this S/VN based in an L3 office or in support to an L3 emergency response?**No

JOB DESCRIPTION

Under the general supervision of the Resource Management Officer, and the direct supervision of Senior Human Resource Associate, the Human Resource Assistant, is responsible for the following duties and responsibilities.

RESPONSIBILITIES

1. Support recruitment processes in the office by coordinating the publication of Vacancy Notice/Special Vacancy Notice, receiving and sorting applications, arranging interviews and tests, preparing all the required documentation and materials, sending communications to candidates, contacting previous employers for reference checks and any other related activity as assigned.
2. Carry-out pre-employment activities such as preparation of Entry on Duty (EOD) documentation and collection of supporting documentation, coordination of EOD medical exams, follow-up with Medical Services on medical clearances, coordination of orientation sessions, arrangement for security briefing and medical examinations, inclusion in insurance plans as appropriate, creation of personal file, etc.
3. Perform assigned role(s) in the organizational HR system, paying special attention to data consistency and accuracy; input and maintain data based on approvals and supporting documentation; monitor and follow up on contractual situation and entitlements and generate reports and other HR-related documentation.
4. Perform the role of Timekeeper; maintain, update and reconcile leave quotas based on supporting documentation; generate and edit leave-related reports; respond to general questions concerning leave administration; guide staff on request and approval procedure in the system.
5. Support separation, classification, reclassification and promotion processes by collecting necessary documentation, drafting forms, making basic calculations, obtaining approvals and coordinating with relevant units in the Regional Office and Administrative Centers.
6. Update and maintain electronic and physical archiving systems in the unit including personnel files with all supporting documentation, recruitment files, Human Resources policies, regulations, guidelines and manuals, internal controls, etc.
7. Draft certificates of employment, notices, letters, reports, presentations, graphs, etc.; update the organizational chart and support timely submission of documents.
8. Support the organization of meetings, training activities and other Human Resources events by carrying out logistical activities such as arranging meeting facilities, equipment, materials, preparation of correspondence and drafting and assembling of documents.
9. Respond to general inquiries regarding Human Resources policies, instructions and procedures.
10. Perform other related duties as assigned.

QUALIFICATIONS

Required Qualifications and Experience

Education

- High School diploma with four years of relevant experience; or,

- Bachelor's degree in Human Resources, Business Administration, Psychology or related field with two years of relevant professional experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Experience

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Strong interpersonal skills.
- Strong communication skills.

For this position, fluency in English and Swahili is required (oral and written).

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4. **JOB TITLE: Senior Finance Associate- Expedited SVN**

Dar-es-Salaam, United Republic of Tanzania (the)

JOB INFO

- **Job Identification:** 20622
- **Posting Date:** 04/05/2026, 16:55
- **Apply Before:** 09/05/2026, 00:00
- **Contract Type:** Special Short Term Graded (Up to 9 months)
- **Initial Contract Duration:** 6 Months
- **Org Type:** Country Office
- **Vacancy Type:** Special Vacancy Notice
- **Recruiting Type:** General Service
- **Grade:** G-6
- **Is this S/VN based in an L3 office or in support to an L3 emergency response?** No

JOB DESCRIPTION

Under the general supervision of the Chief of Mission, and the direct supervision of Resource Management Officer, the Senior Finance Associate, is responsible for the following duties and responsibilities.

RESPONSIBILITIES

1. Provide procedural guidance to managers and staff; supervise, guide and train other finance support staff;
2. Manage financial resources through monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations;
3. Provide specialized advice and support to Project Managers and/or Chief of Missions/Head of Office/Head of Sub-office on financial and administrative matters;
4. Provide specialized support preparing annual budget submission and revisions including estimating the cost of staff as well as rental and utilities, office equipment and supplies, printing, and other contracts, services or running expenses;
5. Assist in monitoring compliance with financial policies, procedures, rules and regulations;
6. Consolidate data into financial statements and assist in monitoring expenditures to ensure they remain within authorized levels;
7. Provide regular and ad hoc financial information to support informed financial decision making;
8. Assist monitoring that bank reconciliations for IOM accounts are regularly performed and reviewed by designated stakeholders;
9. Manage and prepare the payroll by executing validity checks on monthly payroll results;
10. Ensure that disbursements are made based on proper authorizations and supported by legitimate and sufficient documentation;
11. **Provide assistance** responding to audit queries and follow up on audit recommendations;
12. Review the status and monitor the proper maintenance of Vendor Accounts in accounting system;
13. Verify vendor claims for accuracy and conformance with IOM finance policies and instructions;
14. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required; and,
15. Perform other related duties as required.

QUALIFICATIONS

Required Qualifications and Experience

Education

- High School diploma with six years of relevant experience; or,
- Bachelor's degree in Business Administration, Accounting, Finances, or related field with four years of relevant professional experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Experience

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Strong interpersonal and communication skills.

For this position, fluency in English and Swahili is required (oral and written).

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5. **JOB TITLE: Senior Human Resource Associate-Expedited SVN**

Dar-es-Salaam, United Republic of Tanzania (the)

JOB INFO

- **Job Identification:** 20620
- **Posting Date:** 04/05/2026, 16:57
- **Apply Before:** 09/05/2026, 00:00
- **Contract Type:** Special Short Term Graded (Up to 9 months)
- **Initial Contract Duration:** 6 Months
- **Org Type:** Country Office
- **Vacancy Type:** Special Vacancy Notice
- **Recruiting Type:** General Service
- **Grade:** G-6
- **Is this S/VN based in an L3 office or in support to an L3 emergency response?** No

JOB DESCRIPTION

Under the general supervision of the Chief Of Mission, and the direct supervision of Resource Management Officer, the Senior Human Resource Associate, is responsible for the following duties and responsibilities.

RESPONSIBILITIES

1. Participate in evaluation of staffing needs in the office and assist in coordination of recruitment processes, including but not limited to, providing guidance to hiring managers on preparation of Terms of Reference, drafting and posting Vacancy Notice/Special Vacancy Notice, screening and shortlisting applications, drafting interview protocols, preparing and administering written tests, taking part in interview panels as assigned, drafting candidates assessment forms, conducting reference checks, preparing job offers, administering recruitment mailbox, etc.
2. Carry-out and coordinate pre-employment activities such as preparation of Entry on Duty (EOD) documentation and collection of supporting documentation, coordination of EOD medical exams and follow-up with Medical Services on medical clearance, coordinate enrollment in insurance plans as appropriate, coordination and delivery of induction sessions, arrangement for security briefing, etc.

3. Perform assigned role(s) in the organizational HR system, paying special attention to data consistency and accuracy; input, maintain and verify data based on approvals and supporting documentation; verify eligibility for allowances and other benefits, monitor and follow up on contractual situation and entitlements, and initiate and coordinate prompt actions; generate, edit and review reports, contract extensions, personnel actions and other related documentation.
4. Monitor attendance and leave administration; generate, edit and analyze leave-related reports; respond to questions concerning leave administration; guide staff on request and approval procedure in the system.
5. Carry-out and monitor a wide range of Human Resource actions including but not limited to preparation of documentation for separation, classification, reclassification, promotion, disciplinary cases and coordinate with the Regional Office, Administrative Centers and Human Resource Management in Geneva as appropriate.
6. Prepare, coordinate and monitor all reports on personnel matters and submit timely to concerned parties; draft and review routine correspondence, letters, certifications, etc.; create and maintain a systematic way to archive Human Resources documents (electronic and hard copies). Update and maintain electronic and physical archiving systems in the unit including personnel files with all supporting documentation, recruitment files, Human Resources policies, regulations, guidelines and manuals, internal controls, etc.
7. Monitor compliance with the performance evaluation process and follow-up with staff and supervisors as needed; facilitate compliance by providing technical guidance on the use of the system.
8. Plan and coordinate the organization of Human Resources events including staff development and training activities in coordination with the Staff Development and Learning Unit and maintain updated records. Participate in assessments of staff training and development needs.
9. Provide information to staff on their entitlements and responsibilities in line with IOM regulations, instructions and procedures. Respond to standard and more complex inquiries and refer to the most sensitive ones as appropriate.
10. Identify areas for improvement and highlight them to the supervisor; provide inputs for new procedures to complement or to adapt existing ones taking into consideration the specific needs of the office. Assist in analyzing and resolving sensitive cases by collecting background information, preparing summaries and sharing best practices. Provides comments on interpretation.
11. Participate in inter-agency Human Resources related working groups as assigned.
12. Provide guidance and training to and coordinate and monitor work of new/junior staff in the unit.
13. Perform other related duties as assigned.

QUALIFICATIONS

Required Qualifications and Experience

Education

- High School diploma with six years of relevant experience; or,
- Bachelor's degree in Human Resources, Business Administration, Psychology or related field with four years of relevant professional experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Experience & Skills

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,

- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Strong interpersonal skills.
- Strong communication skills.

For this position, , fluency in English and Swahili is required (oral and written).

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