



CAREER OPPORTUNITY

MSI Tanzania is one of the largest providers of Sexual Reproductive Health and Rights (SRHR) services in the country, serving communities nationwide since 1989. We are part of MSI Reproductive Choices, a global organization operating in 36 countries worldwide. Working in close collaboration with the Government of Tanzania, MSI Tanzania delivers high-quality, client-centered reproductive health services and information through multiple service delivery channels, with a presence across all regions in the country.

Our organization is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.

MSI Tanzania is gladly recruiting for the following new exciting positions:

FINANCE OFFICER (1 Position)

Expected Duty Stations: Dar es salaam

Job Summary:

Reporting to the Senior Accountant, Finance Officer is a member of the finance department supporting the overall financial management of MSI Tanzania. This will include ensuring the production of financial statements for MSI Tanzania in accordance with IPSEA's and Tanzanian regulations, ensuring preparation of timely and reliable monthly management accounts and maintenance of the organisation's general ledger. The Finance Officer will also assist MST's Management Team in ensuring the integrity of the organisations management information systems and providing technical support on these systems.

Among the Key Responsibilities:

Key Responsibility 1: Maintenance of MSI Tanzania general ledger

- Maintain SUN accounting system for provision of accurate and timely information.
- Preparing and submitting accurate financial reports on a timely basis in the specified format
- Processes and monitors trade receivable transactions including posting invoices, reconciling accounts receivable ledger, resolving uncollected amounts, and/or monitoring aging reports
- Processes supplier invoices including verifying and/or obtaining payment approval, matching purchase orders, and receiving reports, and addressing exceptions
- Processes and monitors account payable disbursements: recalculating invoices, reviewing account codes for accuracy, and verifying supporting documents and data
- Process employee retirements of imprests and expense claims, including the checking of supporting documentation, reconciling receipt information, reviewing for policy compliance, posting data, and issuing statements to staff of staff debtor balances every month.

Key Responsibility 2: Preparation of timely and reliable management reports

- Cash flow management and reporting including preparation of weekly cash flow forecasts; and
- Extracting monthly performance reports for each cost centre e.g. per centre/clinic; support office; outreach teams etc.

Key Responsibility 3: Treasury

- Manage daily bank transactions. Ensure that payments are processed, proper endorsement, and distributes cheques

‘We serve our clients with a smile☺, always’



- Ensure that all statutory requirements are met on time i.e., PAYE, Pension and Worker's Compensation etc:
- Ensure all financial transactions are in line with MST policies and procedures, sound accounting principles and MSI partnership standards.

Key Responsibility 4: Asset Management

- Maintain accurate records of organization and ensure proper safeguarding of all physical (including inventory) and financial assets in accordance with organizational policies.

Key Responsibility 5: Audit and Compliance

- Assisting in ensuring timely and smooth external audits including responding to auditors' queries and implementation of recommendations.
- Ensure adherence to internal financial policies, statutory regulations, and applicable tax laws by monitoring transactions, preparing timely reports, and coordinating with relevant authorities to maintain full compliance.

MINIMUM REQUIREMENTS

Qualifications:

- A professional qualified (or in final stages of study) accountant (ACA, ACCA, CIMA or CPA).
- A Bachelor of Accountancy degree or equivalent

Experience:

- At least 2 years' progressive experience with similar responsibilities, with ideally both NGO and private sector exposure.
- Experience of financial management requirements of ONE of the following: USAID, DFID and European Commission will be an added advantage
- Experience of working in a busy, high pressure finance department with multiple, competing deadlines

Skills/ Knowledge:

- Excellent knowledge of accounting and financial management systems and reporting
- Ability to perform under pressure, handle heavy workloads; and meet stringent reporting deadlines
- Strategic thinker, excellent analytical skills
- Computer literate and hands-on experience with Excel and computerised Accounting Systems; knowledge of SUN Systems is desirable
- Able to communicate effectively at all levels. Excellent verbal, written and presentation skills
- Cross-functional team player
- Relationship building and negotiation skills

PAEDIATRICIAN (1 Position)

Expected Duty Stations: Dar es salaam

Job Summary:

The Paediatrician will provide comprehensive, high-quality medical care to newborns, infants, children, and adolescents attending Marie Stopes Mwenge Maternity Hospital. The Paediatrician will support safe maternal and child health services through diagnosis, treatment, emergency management, health education, and collaboration with multidisciplinary teams to ensure quality client-centred care.



Among the Key Responsibilities:

Key Responsibility 1: Clinical Responsibilities

- Conduct paediatric consultations, diagnosis, treatment, and follow-up care for neonates, infants, children, and adolescents.
- Provide newborn assessment and management immediately after delivery and during admission.
- Manage paediatric emergencies and stabilize critically ill children when required.
- Participate in ward rounds, review admitted paediatric patients, and document care plans appropriately.
- Support neonatal resuscitation and emergency obstetric and newborn care services.
- Request and interpret laboratory and radiological investigations appropriately.
- Prescribe medications and treatments according to national guidelines and hospital protocols.
- Ensure infection prevention and control measures are always maintained.
- Provide counselling and health education to parents and caregivers regarding child health, nutrition, immunization, growth monitoring, and disease prevention.
- Participate in vaccination and child wellness programs.
- Refer complicated cases appropriately when advanced care is needed.

Key Responsibility 2: Clinical Quality and Client Safety

- Maintain accurate and timely medical records and reports.
- Participate in clinical audits, mortality reviews, MPDCR meetings, and quality improvement initiatives.
- Ensure adherence to Tanzania Ministry of Health guidelines and MSI Tanzania policies.
- Promote patient confidentiality, safeguarding, and ethical medical practice.
- Support continuous improvement of paediatric and neonatal care services.
- Ensure the delivery of high-quality patient care by monitoring clinical practices, protocols, and standards.
- Review patient cases, medical records, and treatment plans to ensure accuracy, appropriateness, and compliance with best practices.

Key Responsibility 3: Teamwork and Collaboration

- Work closely with gynaecologists, medical officers, nurses, midwives, anaesthetists, and laboratory teams.
- Support mentorship and clinical guidance to junior staff and interns where applicable.
- Participate in departmental meetings, trainings, CMEs, and emergency drills.
- Maintain good working relationships with internal and external stakeholders.

Key Responsibility 4: Administrative Responsibilities

- Prepare clinical reports and participate in service utilization reviews.
- Assist in development and implementation of paediatric protocols and SOPs.
- Support stock monitoring and rational use of medicines and medical supplies.
- Participate in duty rosters and on-call schedules as assigned.
- Collaborate with clinician and other healthcare providers to develop and implement evidence-based clinical pathways and treatment protocols.

MINIMUM REQUIREMENTS

Qualifications:

- Master of Medicine in Paediatrics and Child Health or equivalent specialization (MMed).
- Minimum of a University Degree or related Doctor of Medicine (MD) degree from a recognized institution.
- Registered with the Medical Council of Tanganyika (MCT).
- Valid practicing license.
- Fluent English both oral and written.

**Experience:**

- Minimum of 2–3 years of clinical experience in paediatric and neonatal care.
- Experience working in maternity, neonatal, or emergency care settings is an added advantage.
- Experience in private or NGO health facilities is desirable.
- Strong troubleshooting and problem-solving skills.
- Excellent communication and training abilities.

Skills/ Knowledge:

- Strong clinical knowledge and decision-making skills.
- Competence in neonatal resuscitation and paediatric emergency management.
- Excellent communication and interpersonal skills.
- Ability to work under pressure and manage emergencies effectively.
- Compassionate and client-centred approach to care.
- Strong teamwork and leadership abilities.
- Good documentation and reporting skills.
- High level of professionalism, integrity, and confidentiality.
- Computer literacy and familiarity with electronic medical records is an added advantage.

If you feel that you are able to meet the requirements and you are motivated enough to be part of the team, please send your applications including your curriculum vitae (CV) and a cover letter detailing your suitability and why you are interested in the post to the address below:

Director of People and Culture
MSI Tanzania
11 Majuva Street – Mwenge
P. O. Box 7072, Dar Es Salaam.

Telephone: +255 22 2774991/4

VOIP +255 768 987 780

E-mail: jobs@mst.or.tz

Closing date: All applications should reach the addressee by **19 June 2026**. Please note that only shortlisted candidates will be contacted.