



Delegation of the European Union to the United Republic of Tanzania and the East African Community

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🕒 24.08.2026 ✅ New opportunity

The Delegation of the European Union to the United Republic of Tanzania and the East African Community (EAC) is looking for: Accounts Clerk

We are

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an **important** role in international affairs through diplomacy, trade, development aid and working with global organizations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to the United Republic of Tanzania and to the East African Community, Dar es Salaam works in close coordination with the Embassies and Consulates of the 27 EU Member States. We are a fully-fledged diplomatic mission and represent the European Union in dealings with the Tanzania government in areas that are part of the EU's remit.

We offer

The post of Local Agent Job Profile of Accounts Clerk, Group III in the Delegation's Administration Section, under a fixed-term employment contract of 2 years (9 months' probation period), with a possibility of renewal under reserve of budgetary availability and operational considerations. The team consists of 13 people and there are occasional atypical working hours.

Under this post, the recruited person will be attributed to functions depending on the needs of the Delegation, and on the changes of these needs. The successful candidate **will serve under the supervision and responsibility** of the Head of Administration Section, providing support in the control and maintenance of accounts and in the processing of financial transactions, in accordance with existing rules and regulations, typically provides support in the maintenance of specific accounts, monitoring expenditure, calculation and compilation of financial data and in the preparation of routine reports and annual budget estimates.

Following main tasks and duties are currently required:

ACCOUNTS MANAGEMENT

- Act as initiating agent in the Delegation's financial management system: reception and verification of incoming invoices and internal requests for payment, check against related documentation (contracts, purchase orders, order forms, internal documents, etc.)
- Register commercial invoices, internal documents or credit notes in the financial system SUMMA and ensure payment within the deadline, in accordance with the EU Financial Regulation
- Execute payments in local bank accounts and follow up outstanding and non-executed bank transactions
- Maintain the database and ensure the approval of contractors in the financial system (Legal Entities, Bank Account, Financial Identification of contractors

and members of staff)

- Encode the requests, commitments and de-commitments in the budget forecast software, in the accounting system and in the mission management software
- Manage "petty" cash accounts

BUDGET MONITORING AND REPORTING

- Follow up, adjust and verify the execution of the authorised budget, in compliance with the financial regulations
- Assisting in the preparation and follow up of annual and interim administrative budget
- Prepare the closure / reconciliation / monthly reporting
- Prepare files for "ex-post control" requests

ADMINISTRATIVE SUPPORT

- Calculate mission costs estimates, assist in verification of mission claims and representation expenses, and liquidate the relating expenses
- Assist with procurement procedures and contracts management: prepare purchase orders and order forms, upload contracts in the dedicated platform, follow up with the contracts' consumption
- Assist in the preparation of the monthly payroll for local agents (including the calculation of overtime, salary arrears, etc.) and in the management of rights and obligations of expatriate staff (e.g., temporary accommodation, additional costs etc.)
- Other administrative duties as assigned by HoA and or HoD

The base salary will depend on relevant and verified employment experience, typically starting from 3,573,768 TZS. There is a competitive benefits package, subject to certain conditions, including personal leave days and public holidays, health insurances and a retirement savings plan.

The expected start date will be 16 October 2026.

Working Conditions

- 37.5 working hours per week
- Occasional overtime outside of typical working hours (evening, weekend)
- Occasional travel for work missions
- Work is performed in an office setting and involves no specific or unusual physical requirements

Working Relationships

Interacts with staff at different levels within the Delegation to provide information and clarifications and to follow-up on anomalies and verify input. Maintains contacts within the Delegation and with other internal and external stakeholders, as requested by the management.

Minimum requirements / eligibility criteria (necessary for the application to be considered)

Skills

- Good command (min. CEFR B1 level) of English
- Basic knowledge of the EU Financial Regulation and the relevant financial rules and accounting policies
- Knowledge of corporate financial systems used for processing financial, budgeting and accounting records
- Ability to identify data discrepancies and operational problems

- Ability to use and interpret quantitative information
- Attention to detail and focused on accuracy of information
- Communicate effectively and clearly, both orally and in writing
- Proficient use of standard office information technology tools and systems and ability to learn new corporate applications

Behavioral Attributes

- Ability to work in a multicultural team, showing good interpersonal skills and respect for diversity
- Ability to adapt quickly and flexibly to new requests and evolving priorities
- Capacity to focus on priorities, to show initiative and to organize own workload in order to respect deadlines, within agreed objectives and instructions and informing the management when issues arise
- Service-oriented mindset
- Eager to learn and develop new knowledge and competences
- High degree of integrity, confidentiality and sense of responsibility, with a strong sense of discretion, neutrality and loyalty to the EU

Eligibility criteria (minimum requirements)

- Post-secondary degree in accounting, audit, finance or equivalent
- 3 years of relevant professional experience after the degree (accounting, audit, finance, etc.)
- Good command of English (min. CEFR B1 level)
- Right to residence and work in the country

- Medical fitness to carry out the required duties

Selection criteria (assets)

- Experience working in a diplomatic mission, a development agency or in an international organization
- Experience working with the European Union tools, policies and procedures
- Master's degree in accounting, finance, business administration or similar
- Knowledge of other EU languages (French, Spanish, German or Italian)

The process

After the deadline for applications, the **eligible** applications will be admitted to the Selection by the Committee set up for this purpose.

Depending on the number of applications received, successive phases of Selection may include shortlisting of candidates based assessment of the information provided in the cover letter, CV, practical testing and interviews. At least 2 best candidates will be invited to the final.

Only candidates admitted to each successive selection phase will be contacted individually. The Delegation will not supply additional information or discuss the selection procedure. During the selection process, please do not contact the members of the Selection Committee, but address your questions and comments to the Delegation's Administration.

The successful candidate will be subject to a medical check, and background check.

Candidates who wish to lodge a complaint regarding the recruitment process may submit a written communication to the following functional mailbox: delegation-tanzania-hr-recruitment@eeas.europa.eu. ***(Applications should***

not be sent to this mailbox; please use the address provided in the 'How to Apply' section above). Upon receipt, the Delegation will review the matter and, where appropriate, consult Headquarters before providing a response.

EQUAL OPPORTUNITIES:

The European Union is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EU is committed to promoting gender equality, preventing discrimination on any grounds and ensuring a zero tolerance approach to any form of harassment. It actively welcomes applications from all qualified candidates from diverse backgrounds. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

If pre-selected, candidates with disabilities are invited to contact the Delegation at the following mailbox: delegation-tanzania-hr-recruitment@eeas.europa.eu. in order to accommodate any special needs and provide assistance to ensure equality of opportunities with other candidates.

If a candidate with a disability is selected and recruited, the EEAS is committed to appropriate measures in order to accommodate his or her special needs to the working place or working conditions in accordance with Art 4 of the Decision ADMIN(2025)13 of the Director-General for Resource Management of the European External Action Service on providing reasonable accommodation for local staff with disabilities working in Union Delegations.

DATA PROTECTION NOTICE:

https://www.eeas.europa.eu/eeas/eeas-privacy-statement-data-protection-notice-purpose-processing-personal-data-related-recruitment_en

PRACTICAL INFORMATION OVERVIEW

 Dar es Salaam

 Local Agent

 07.09.2026

HOW TO APPLY?

The applicant must apply by sending

- a signed **cover letter**
- a *Curriculum Vitae* (to include, at the minimum, exact job titles, employers names and detailed tasks descriptions) using one of the **Europass templates** available at: <https://europass.europa.eu/en>  . Only CVs submitted in the **Europass** format will be considered; any other CV format will be disregarded.

Submit a signed **cover letter** and **Curriculum Vitae (CV)** only to the following email address:

**eeasjobs-
202@eeas.europa.eu**

and mention in the email'
subject: "**157003 – Accounts Clerk**" **no later than 07/09/2026 at 9:00 A.M. (EAT)**. Applications submitted to any other email address will not be considered.

Caution: The applicant must verify that he/she fulfils all the conditions. The absence of one of these conditions or documents is a reason for the rejection of the application.

✉ eeasjobs-202@eeas.europa.eu

MORE OPPORTUNITIES

SEE MORE →