



SHORT TERM CAREER OPPORTUNITIES

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 short-term positions (LOCUMS):

ROLE: FINANCE OFFICER (2 Positions)

Expected Duty Stations: Dar es Salaam

Job Summary:

The Finance Officers will support the maintenance of MSI Tanzania general ledger in compliance with MSI Tanzania and MSI's Global financial policies and procedures; and Ensuring preparation of timely and reliable management reports.

Key Responsibilities

- Maintain accurate and up-to-date SUN accounting system and general ledger.
- Process supplier payments, receivables, staff imprests and expense claims.
- Complete monthly bank, supplier, debtor and staff account reconciliations.
- Prepare monthly financial reports, cost-centre reports and weekly cash flow forecasts.
- Manage daily banking and ensure timely settlement of statutory obligations.
- Maintain accurate fixed asset and inventory records and participate in stock counts.
- Support donor reporting, internal/external audits and compliance requirements.
- Maintain complete and properly organized financial documentation.

Expected Deliverables

- Accurate and timely monthly financial and management reports.
- Weekly cash flow forecasts and effective liquidity management.
- All key accounts reconciled monthly with outstanding issues followed up.
- Supplier payments, staff claims and statutory obligations processed accurately and on time.
- Updated fixed asset register and reconciled stock records.
- Donor and audit requirements completed within agreed deadlines.
- Full compliance with MSI Tanzania financial policies, statutory and tax requirements

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

**Duration**

The assignment will be for a period of three (3) months from the commencement date and may be extended depending on the business needs.

Qualifications and Experience

- Bachelor's degree in Accounting, Finance, Taxation, Business Administration, or a related field.
- Experience in financial record management, data entry, and reconciliation.
- Knowledge of withholding tax requirements and compliance procedures.
- Proficiency in Microsoft Excel and other relevant financial systems.
- Strong attention to detail and ability to maintain confidentiality.

ROLE: SALES REPRESENTATIVES (2 Position)

Expected Duty Stations: Dar es Salaam (1) & Arusha (1)

Job Summary:

The main responsibility of the Sales Representatives will be to connect with Distributors and Consumers and generate sales for MSI Tanzania. Their duties will include developing sales pitches to sell MSI Tanzania's products for Secondary Sales to Wholesalers and Retail Traders, making cold calls to sales leads or taking calls from prospective customers and maintaining documentation of their sales like invoices or client contracts and debt collection and credit management.

Key Responsibilities

- Actively sale & promote MSI Tanzania products to potential customers, highlighting their benefits and features.
- Achieving monthly set sales and collection targets in their respective assigned territories.
- Making MSI Tanzania's products/brands available in targeted number of retail outlets in the assigned territory.
- Address customer inquiries, concerns, and complaints promptly and professionally to ensure a positive customer experience.
- Merchandising and putting up point of sale materials at retail outlets.
- Plan and attend sales meetings, conference calls, training sessions and symposium circuits associating with promoting Organization products and services.
- Work with sales team to develop strategies and implement brand strategies to ensure a consistent marketing message.
- Keep accurate records and documentation for reporting and feedback.
- Provide customer after Sales service/Support.

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Other Deliverables

- Work closely with Sales team to meet or exceed all activity standards for prospecting calls, appointments, presentations, proposals, and closes.
- Set examples for sales team in areas of personal character, commitment, organizational and selling skills, and work habits.
- Maintain contact list and follow up with customers in the market area to ensure high levels of client satisfaction and to continue relationships.

Duration

The assignment will be for three (3) months from the commencement date and may be extended depending on the business needs.

Qualifications and Experience

- Secondary School Education (minimum requirement).
- Diploma or bachelor's degree in marketing, Business Administration, Pharmacy, or a related field is an added advantage.
- 3–4 years of experience in FMCG or pharmaceutical sales, including at least 1 year of experience working within the advertised sales territory (Dar es Salaam or Arusha). Candidates must be residents of the territory for which they are applying.
- Extensive experience in all aspect's trade and marketing.
- Experience within the reproductive health sector is highly preferable.
- Experience working with CMS/SFA tool for collecting trade related data.
- **MUST:** Ability to ride a motorcycle and possession of a valid motorcycle riding license are mandatory. The role requires regular mobility using a motorcycle fitted with a rear cargo box for carrying goods.

If you feel that 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@msi.or.tz

Closing date: All applications should reach the addressee by **October 14, 2026**. Please note that only shortlisted candidates will be contacted.