VACANCY ADVERTISEMENT

Hand in Hand Eastern Africa-Tanzania (HIHEA TZ) is a Non-Governmental Organization (NGO) registered in Tanzania since 2018 with a mandate to operate in the country, and part of the Hand in Hand Global Network. Our vision is to empower the society, especially women, through the creation of sustainable enterprises and jobs. HIHEA (TZ) currently leads field operations through seven branches, in Moshi,Arusha,Manyara,Dodoma,Singida,Meatu and Iringa.

The organization works with marginalized communities in the areas of economic and social empowerment using a participatory approach aimed at helping people fight poverty and vulnerability. The Hand in Hand enterprise and job creation approach is based on a philosophy of self-help, providing training, skills and support to enable people living in poverty, particularly women, to build and sustain independent, market-based, economic activities. This provides for a higher level of income for them and their families, which in turn contributes to greater food security, better education for children, and increased access to healthcare, improved housing, and overall improved livelihoods.

BUSINESS RELATIONSHIP TRAINEE INTERN
JOB DESCRIPTION AND SPECIFICATIONS.IRINGA,DODOMA,MANYARA,SIMANJIRO,ARUSHA,MOSHI AND SINGIDA

The position is responsible for implementation of program activities within the assigned target areas and communities in compliance with established policies and procedures.

- **Duties and Responsibilities.**

- Create general awareness of HIHEA (TZ) operations activities in assigned areas of operation through promotion and outreach.
- Select, identify and recruit potential groups/members in accordance with the established operations policy.
- Mobilize, form and attend group meetings and ensure groups are cohesive and sustainable in line with HIHEA (TZ) requirements.
- Facilitate group/member selection, group formation and general group and member management.
- Prepare and submit daily, monthly, semi-annual and annual reports in a timely manner
- In consultation with the Branch Manager, collaborate with government agencies and local NGOs for the benefit of both the clients and the Programme.
- Represent HIHEA (TZ) in the designated area, including representation in local development committees; and participate in relevant forums whenever nominated such as government, community and other stakeholder forums.
- Participate and assist in monitoring and evaluation including supporting field activities, provision of data and information, adoption of findings and recommendations, documentation of case studies, experiences and lessons and adoption best practices.

- Create and nurture effective working relationships with stakeholders, beneficiaries, local community, partners, service providers, collaborators, relevant government agencies etc.
- Maintain quality standards and ensure compliance with policy and procedures in implementation of activities in the assigned area.
- Ensure proper documentation and maintain adequate records for all activities through maintenance of proper and effective filling system.
- Perform any other duties as may be assigned by the supervisor from time to time.

➢ **Job Specifications & qualifications.**

- Degree in any of the following areas: Community Development, Social Sciences, Agri-business Cooperate Management, Micro Finance, Marketing, Business Management, Business administration, Commerce or related field.
- Strong conceptual and practical understanding of peri-rural development and financing.
- Passion and ability to work with marginalized rural and peri-urban communities.
- Positive attitude and high level of integrity and good team player.
- Demonstrated initiative, good and consistent performance.
- Good interpersonal, public relations and community mobilization skills with demonstrated ability to develop and maintain constructive relationships and profitable networks, and work with people of diverse backgrounds at the local community level.
- Computer literate – good knowledge in MS Office applications an added advantage.
- Self-driven, and able to work with minimal supervision.
- Good team orientation coupled with exceptional planning and organizational skills and demonstrated ability to multitask and follow instructions.
- Good communication skills and language skills in both English and Kiswahili.
- Flexible to work in any region in Tanzania as per the organization needs and expansion.

➢ **Application process.**

Qualified and interested candidates are invited to submit a detailed cover letter and CV in a single PDF document, clearly stating the position and region you are applying for.

Please send your application to talent@handinhandea.or.tz.
The deadline for receiving applications is 16th November 2026. Only shortlisted candidates will be contacted. If you do not receive any feedback within 14 days after the application deadline, please consider your application unsuccessful. Thank you for your interest in joining our organization.
Website: http://www.handinhandea.or.tz

PO Box 7152 Arusha. **Tel. +255 27 254 7559**

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Giving Hope, Dignity and Choice

Disclaimer:
Hand in Hand Eastern Africa (TZ) is an equal opportunity employer and does not charge or accept any amount or security deposit from job seekers during the selection process or while inviting candidates for an interview.

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SUMMARY: ACCOUNTANT INTERN: JOB DESCRIPTION AND SPECIFICATIONS

REF.NO: HTZ BTA 01/2026: LOCATION: IRINGA

The position is responsible for effective financial management at Branch level. The responsibilities include processing of accounting transactions, preparation of branch financial reports, and support on donor compliance and reporting issues in line with professional standards, and the organization's policies, procedures, structures and systems.

Duties and responsibilities

- Work with the Branch Manager to prepare accurate and annual budgets.
- Monitor and analyses branch budget vs actual, identify variances and take corrective action for variances.
- Ensure that petty cash disbursements, accounting, re-imbursement and update of all relevant expenses are made on time.
- Raise internal requisitions for all suppliers at the Branch in accordance with the HIH EA TZ procurement policy.
- Manage stationery stocks in the branches with monthly stock takes and variance analysis and action thereof.
- Analyze all the expenses in line with the approved budgets and liaise with the Branch Manager and Project Accountant, where applicable, on areas of expense requisition or misappropriation of funds.
- Undertake timely reconciliation and processing of payment of branch liabilities.
- Carry out timely posting in the accounting system and reconciliation of all branch operations (e.g., clientele, savings, loans, fees, loan payments, revenues, commissions etc.).
- Monitor Branch performance, making sure that reports are accurate and share system reports with Branch Manager and staff as appropriate.
- Designated bank agent for the purpose of accessing HIHEA TZ bank statements.
- Ensure timely preparation of bank reconciliations, stationery reconciliations, and expense posting schedules and send reports to the Project Accountant. • Reconcile fuel receipts to be in line with work tickets balances.
- Execute the role of approver in MIS and the contact person on issues relating to MIS system accuracy, efficiency and availability.
- Undertake asset coding, quarterly verification and submit to HQ a signed copy of list of assets for the Branch.
- Participate in carrying out due diligence and evaluation of customer's credit applications as a member of the credit committee at the Branch level.
- Undertake due diligence and vetting quotations received from suppliers and ensurethat

expenses incurred are in line contractual terms of the project at the Branch.

- Maintain safe use and custody of passwords for computerized accounting systems.
- In charge of safe custody of auditable documents filed at the Branch and must maintain safe and proper record keeping by filling source documents, vouchers and any other supporting accounting documents for future references.
- Carry out trial balance analysis to guarantee correctness of the balances, coding and transaction management and verify and approve journal vouchers raised to correct errors.
- Deduct and remit statutory deductions, where applicable.
- Support internal audit processes by giving all the necessary information and auditable documents and acting on the feedback given thereafter.
- Ensure that the organization's assets and other resources are safeguard from financial loss through theft, fraud or errors by adherence to professional standards and policies, procedures, structures and systems of the organization.
- Supervise, coach, mentor, and appraise the Accounts Assistant at the Branch.
- Train and capacity build Branch staff on accounting and financial management.
- Undertake any other assignment as may be directed by the Supervisor from time to time.

✞ **Job Specifications.**

- Holder of bachelor's degree in accounting, Finance, Commerce or related filed.
- Working knowledge of computerized accounting and other computer application packages.
- High level of integrity to be able to handle assets, cash and cash related transactions.
- Good interpersonal skills to be able to relate to people of diverse backgrounds.
- Attention to detail to be able to scrutinize payment supporting documents before effecting payment.
- Good analytical skills and report writing skills.
- Basic auditing skills.
- Effective communication both oral and written in English and Kiswahili.
- Good organizing skills.

✞ **Application process**

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