TEDI | Tanzania Enlightenment Development Innovations

Learn Today Lead Tomorrow

VACANCY ANNOUNCEMENT
Executive Associate – Intern

Administration & Coordination | Internship

Duty station	**Dar es Salaam, Tanzania**
Department	Office of the Executive Director
Reports to	Executive Director or delegated supervisor
Contract	Fixed-term internship; duration to be confirmed
Work arrangement	Full-time; occasional local travel or event support as needed

1. About TEDI

Tanzania Enlightenment Development Innovations (TEDI) is a youth-led, women-founded non-governmental organization working with governments, schools, communities and partners to transform education and expand practical skills and opportunities for young people. Our programs span digital learning, foundational skills, youth development and inclusive education across Tanzania.

2. Position purpose

TEDI seeks an organized, resourceful and discreet Executive Associate – Intern to provide day-to-day administrative and coordination support to the Office of the Executive Director. The intern will help keep schedules, correspondence, records, meetings and follow-up actions organized, allowing leadership to focus on strategic priorities. This is an entry-level learning role, not an executive decision-making or managerial position.

3. Key responsibilities

A. Executive and administrative support

- Coordinate calendars, meeting requests, appointments and reminders; flag scheduling conflicts and urgent items.
- Prepare meeting agendas, briefing folders, attendance lists, minutes and clearly assigned action trackers.
- Organize electronic and physical files, correspondence, contact lists, templates and office records.
- Draft routine letters, emails, notes and internal communications for review and approval.
- Assist with printing, scanning, document formatting, data entry and orderly office administration.

B. Coordination and follow-up

- Track decisions, deadlines, commitments and action points from leadership meetings and partner engagements.
- Follow up courteously with internal teams on assigned updates, documents and outstanding actions.
- Help assemble weekly priorities, status summaries and short briefing notes for the Executive Director.
- Coordinate information requests between the Executive Director's Office and programs, finance, operations and field teams.

C. Meetings, events and logistics

- Assist with scheduling internal and external meetings, communicating logistics and confirming attendance.
- Support travel planning and logistics, including itineraries, bookings, meeting schedules and documentation, subject to approval.
- Assist with workshops, stakeholder visits and organizational events, including invitations, registrations and materials.
- Maintain accurate records of receipts and supporting documents for approved administrative expenses; submit these to finance following policy.

D. Communication and stakeholder support

- Maintain professional, prompt and respectful communication with staff, partners, visitors and external contacts.
- Help maintain stakeholder contact databases and records of introductions, meetings and follow-ups.
- Prepare first drafts of acknowledgements, invitations and follow-up correspondence for supervisor approval.
- Support preparation of simple presentations, meeting briefs and background research using verified information.

E. Information management and confidentiality

- Handle sensitive leadership, personnel, donor and organizational information with strict confidentiality.
- Maintain organized digital folders, file naming conventions, version control and secure access practices.
- Escalate missing information, errors or time-sensitive issues promptly rather than making unauthorized decisions.
- Perform other reasonable administrative learning assignments consistent with the internship role.

4. Required qualifications

- Recently completed a diploma or bachelor's degree in Business Administration, Public Administration, Management, Communications, Secretarial Studies or a related field.
- Strong written and spoken English and Swahili.
- Good working knowledge of Microsoft Word, Excel, PowerPoint, email, shared calendars and cloud document tools.
- Ability to write clear emails, take accurate meeting notes and follow multiple deadlines.
- Prior internship, volunteer or administrative experience is an advantage, but not required.

5. Core competencies and attributes

- Excellent organization, prioritization and attention to detail.
- Integrity, reliability, discretion and respect for confidentiality.
- Professional communication and interpersonal skills.
- Initiative and willingness to learn, with sound judgment about when to seek guidance.
- Ability to work across teams, adapt to changing priorities and remain calm under pressure.
- Strong follow-through: communicates progress, documents decisions and completes assigned tasks.

6. Learning and performance expectations

With supervision, the intern is expected to maintain an accurate calendar and action tracker; produce timely meeting notes; organize executive support documents; respond promptly to assigned coordination tasks; and demonstrate discretion, professionalism and continuous improvement. A supervisor will agree practical goals and provide periodic feedback.

7. Scope and safeguards

The intern will not independently approve payments, sign agreements, commit TEDI to partnerships, access confidential information without authorization, or speak on behalf of the Executive Director without explicit delegation. All external correspondence and commitments requiring organizational authority must be reviewed and approved by an authorized staff member.

8. Working relationships

The role works closely with the Executive Director, Head of Programs and Operations, administrative personnel, program teams and other colleagues, and may support communication with external stakeholders under supervision.

9. Application procedure

Interested candidates should submit a CV and a one-page cover letter describing their interest in the role, relevant skills and availability. Shortlisted applicants may be asked to complete a short writing, scheduling or meeting-notes exercise.

Application email: careers@tedi.or.tz

Email subject: Application – Executive Associate – Intern – TEDI

Deadline: 21st November 2026

10. Equal opportunity

TEDI is committed to fair and inclusive recruitment. Qualified candidates are encouraged to apply regardless of gender, disability or background. Selection is based on relevant capability, potential, integrity and suitability for the role.

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JOB DESCRIPTION - FINANCE MANAGER

Position	Finance Manager
Department	Finance
Duty Station	Dar es Salaam, Tanzania
Employment Type	Full-time
Level	Mid-Level Management
Reports To	Executive Director
Travel	Occasional travel to project implementation locations

1. About TEDI

Tanzania Enlightenment Development Innovations (TEDI) is a non-governmental organization dedicated to transforming education and expanding economic opportunities for young people in Tanzania.

TEDI works in partnership with government institutions, schools, communities, development partners, and the private sector to build locally owned, scalable learning systems that equip young people with practical skills for education, employment, entrepreneurship, and sustainable livelihoods.

Through its growing portfolio of education and youth development initiatives, TEDI implements projects across multiple regions of Tanzania, focusing on digital education, foundational learning, skills development, and inclusive access to educational opportunities.

As TEDI continues to expand its operations, partnerships, and funding portfolio, it seeks a competent, highly ethical, and results-oriented Finance Manager to strengthen financial management systems, institutional accountability, and operational efficiency.

2. Position Summary

The Finance Manager will oversee TEDI's day-to-day financial management, financial reporting, budgeting, internal controls, audit coordination, and financial compliance. The role ensures the integrity, accuracy, transparency, and timeliness of financial information across the organization and its donor-funded projects.

The successful candidate will combine sound technical accounting knowledge with practical financial management experience, analytical skills, and the judgment to advise management on financial planning, risks, resource allocation, and sustainability.

The role will strengthen financial systems, including effective use of the ERP Next platform, financial reporting processes, and compliance with organizational policies, donor requirements, and applicable Tanzanian laws and regulations. This is a hands-on mid-level management role requiring ownership, sound judgment, and uncompromising integrity.

3. Key Responsibilities

A. Financial Management and Oversight

- Oversee daily financial operations across projects, departments, and operational locations.
- Maintain accurate, complete, and current financial records in accordance with applicable accounting standards and policies.
- Supervise payments, receipts, journal entries, reconciliations, and expenditure documentation.
- Ensure appropriate recording and allocation of expenses across restricted grants, unrestricted funds, and cost centres.
- Review expenditures for authorization, adequate support, accuracy, and compliance.
- Monitor cash flow, liquidity, commitments, and available funds to support program implementation.
- Provide timely financial advice to the Executive Director and management on expenditure decisions, risks, and resource use.
- Improve financial procedures, operational efficiency, and accountability.

B. Budgeting, Financial Planning, and Analysis

- Lead preparation and consolidation of annual organizational budgets with management and program teams.
- Support project budgets, donor proposals, budget revisions, and financial forecasts.
- Monitor actual expenditures against budgets and explain material variances.
- Prepare routine budget-versus-actual reports with practical corrective recommendations.
- Help project managers understand expenditure limits and funding restrictions.
- Develop cash flow forecasts and track commitments, expected funding, and expenditure trends.
- Provide financial analysis to inform decisions and organizational sustainability.

C. Donor Financial Management and Grant Compliance

- Oversee grant financial management in accordance with donor agreements and approved budgets.
- Ensure costs meet donor eligibility, documentation, procurement, and reporting requirements.
- Prepare complete, accurate, and timely donor financial reports.
- Maintain traceable, audit-ready records for each project and funding source.
- Monitor grant burn rates, budget utilization, reporting deadlines, and funding restrictions.
- Work with program teams on budget variances and project planning.
- Support donor financial assessments, expenditure verifications, and compliance reviews.
- Identify and mitigate compliance risks; contribute to grant proposals and donor negotiations.

D. Financial Audits and Institutional Compliance

- Coordinate annual external audits, project-specific audits, and donor reviews.
- Prepare schedules, reconciliations, supporting documents, and audit responses.
- Act as primary finance focal point for auditors in coordination with organizational leadership.
- Track audit findings, develop action plans, and monitor corrective actions to closure.
- Maintain continuous audit readiness and compliance with applicable Tanzanian financial, taxation, statutory, and regulatory obligations.
- Coordinate timely preparation and submission of statutory returns and required reports.
- Support periodic internal financial compliance checks.

E. ERP Systems, Accounting Software, and Data Integrity

- Oversee effective use of TEDI's ERP and accounting systems, including ERPNext or equivalent platforms.
- Ensure complete and timely entry of transactions and correct project, grant, and account coding.
- Strengthen ERP approval workflows, budget controls, expense tracking, and financial reporting.
- Verify consistency and integrity of financial data across projects, accounts, and reporting periods.
- Ensure timely bank, cash, supplier, and general ledger reconciliations.
- Identify configuration gaps and opportunities for automation and improved controls.
- Coordinate with ERP vendors or technical support to resolve system issues.
- Support reliable reconciliation or integration of banking, accounting, and project processes where applicable.
- Train relevant staff and produce useful management reports from the system.

F. Internal Controls, Financial Risk, and Accountability

- Maintain effective controls that safeguard organizational funds and assets.
- Enforce financial policies, delegated authorities, segregation of duties, and approval processes.
- Identify and address risks of fraud, error, unauthorized spending, and non-compliance.
- Review transactions for proper justification and supporting documentation.
- Monitor staff advances, liquidations, supplier payments, and outstanding obligations.
- Support procurement compliance, value for money, and financial controls.
- Maintain confidentiality and promptly escalate suspected irregularities through approved channels.

G. Financial Reporting and Management Information

- Prepare monthly, quarterly, and annual management financial reports.
- Consolidate financial reporting for organizational operations, restricted grants, and unrestricted funds.
- Present income, expenditure, cash flow, budget performance, and outstanding commitments clearly.
- Produce dashboards or concise management summaries where practical.
- Provide timely visibility into project balances, anticipated liabilities, and funding gaps.
- Support financial reporting to the Board and governance structures.
- Explain financial findings to colleagues without finance backgrounds.

H. Team Supervision and Cross-Departmental Coordination

- Supervise and coach finance and accounting staff; establish clear responsibilities and deadlines.
- Review team outputs for accuracy, completeness, and compliance.
- Build staff capacity in financial procedures, budgeting, and supporting documentation.
- Collaborate with programs, operations, procurement, and administration teams.
- Support field-based financial reporting and accountability.
- Promote constructive cross-department coordination and a high-performance culture.

4. Minimum Qualifications and Experience

Education and Professional Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration (Accounting/Finance), or a related field.
- CPA(T), ACCA, or an equivalent recognized accounting qualification is strongly preferred; candidates actively pursuing certification may be considered.
- Training in donor compliance, auditing, financial management, or ERP systems is an advantage.

Professional Experience

- 4–6 years of progressively responsible experience in accounting, finance operations, or financial management.
- At least 2 years involving financial oversight, budgeting, reporting, audit coordination, or finance-process supervision.
- Experience with donor-funded projects, preferably in an NGO, development organization, or grant-funded institution.
- Practical experience preparing financial statements, management accounts, budget reports, and reconciliations.
- Experience supporting external audits and following up audit recommendations.
- Hands-on use of an ERP or computerized accounting platform such as ERPNext, SAP, Odoo, QuickBooks, Sage, or equivalent.
- Experience managing multiple projects, grants, or cost centres is desirable.
- Working knowledge of Tanzanian taxation, statutory obligations, and financial compliance requirements.

5. Required Technical Competencies

Financial Accounting and Reporting: Financial statements, accounting principles, management accounts, reconciliations, and accurate record keeping.

Budgeting and Financial Analysis: Budget development and monitoring, budget-versus-actual analysis, cash flow forecasts, and variance reporting.

Audit and Compliance: External audit preparation, internal controls, supporting schedules, and closure of audit findings.

ERP and Digital Financial Systems: ERP workflows, transaction coding, report generation, data checks, and advanced Microsoft Excel (formulas, PivotTables, reconciliations).

Donor Financial Management: Grant budgeting, expenditure eligibility, restricted fund accounting, and donor financial reporting.

6. Personal Attributes and Behavioral Competencies

- **Uncompromising integrity:** Honest, ethical, transparent, and responsible stewardship of organizational resources.
- **Accountability and ownership:** Responsibility for accuracy, deadlines, and the reliability of financial information.

- **Attention to detail:** Ability to identify discrepancies early and maintain high standards.
- **Professional judgment:** Evidence-based, balanced recommendations and appropriate escalation of risks.
- **Analytical thinking:** Capacity to interpret financial data, detect risks, and propose workable solutions.
- **Proactivity:** Anticipates and addresses challenges with limited supervision.
- **Confidentiality:** Discretion in handling financial and organizational information.
- **Independence and professional courage:** Willingness to question unsupported transactions and enforce controls regardless of seniority.
- **Collaboration:** Constructive relationships with management, program teams, auditors, and partners.
- **Adaptability and learning:** Ability to work within evolving systems and continuously improve processes.

7. Key Performance Expectations

- Accurate and timely management, annual, and donor financial reports.
- Reliable application of financial controls and complete supporting documentation.
- Audit-ready records and timely closure of audit recommendations.
- Effective budget monitoring, expenditure tracking, and variance reporting.
- Accurate ERP transactions, reconciliations, and system-based reporting.
- Timely statutory and donor compliance.
- Proactive cash flow forecasting and risk communication.
- Effective supervision and coordination with program teams.
- Consistent financial integrity and escalation of irregularities.

Specific measurable targets will be agreed during onboarding and performance planning.

8. Expected Priorities During the First Six Months

- Assess existing financial policies, controls, procedures, and management reporting.
- Review the accuracy and completeness of ERP and accounting records.
- Strengthen monthly reconciliations and grant-level financial tracking.
- Establish a monthly management reporting package including budget-versus-actual analysis and cash flow forecasts.
- Review outstanding audit findings, statutory obligations, and donor reporting commitments.
- Identify control weaknesses and present a realistic financial systems improvement plan.
- Improve coordination among finance, programs, procurement, and management.

9. Working Relationships

Executive Director; Head of Programs and Operations;Project Coordinators and Program Managers; Procurement, Logistics and Administrative Teams; External Auditors and Financial Service Providers; Donors, Implementing Partners and relevant regulatory authorities.

10. Equal Opportunity Statement

TEDI is an equal opportunity employer committed to an inclusive, respectful, and professional workplace. Qualified candidates are encouraged to apply regardless of gender, disability, ethnicity, religion, or background. Selection will be based on merit, competence, integrity, and suitability for the role.

11. Application Procedure

Interested and qualified candidates should submit an updated CV, a cover letter explaining their suitability and contact details for three professional referees (including at least one recent direct supervisor).

Application Email: careers@tedi.or.tz

Email Subject: Application – Finance Manager

Application Deadline: 21st November 2026.

Only shortlisted candidates will be contacted. TEDI reserves the right to undertake reference checks and relevant employment verification as part of the recruitment process.