



Vacancy announcement
Operations Officer
Tanzania

Deadline for applications: 12 January 2025

VVOB – education for development is an international non-profit organisation with over 40 years' experience in strengthening the quality of education systems in Africa, Asia and South America in close partnership with ministries of education and their institutions. Our head office is based in Brussels, Belgium.

When you join VVOB, you become a key player in VVOB's mission to ensure quality education as a key enabler for achieving the sustainable development goals. We implement our programmes and projects with one shared passion: to ensure the improvement of quality education.

Do you share our ambition to ensure that learners around the world can enjoy their fundamental human right to quality education, without exception? Are you convinced as well that quality education guarantees equal opportunities for everyone and is the key to a better world?

We are looking for two **Operations Officers** who will operate from our **new office in Tanzania**. Do you want to take on this challenge? Then continue reading!

Result areas of the Operations Officer

The ambition of VVOB is to ensure learners around the world enjoy their fundamental human right to quality education, without exception. In striving for that ambition, we place our values 'commitment', 'integrity', 'respect', 'quality' and 'innovation' central. As our Operations Officer you contribute to this ambition and these values by taking the initiative whenever necessary to provide quality administrative and logistical support to the VVOB projects and team.

The Operations Officer reports to the Operations Manager. You are part of and work closely together with members of the operations team in your country. Furthermore, you work closely together with the other departments in your country.



You will:

- **Provide administrative and logistical support** to the projects and staff, including travel arrangements, arranging meeting venues, and other related tasks, and indicating areas for improvement where relevant.
- **Ensure good office management**, including managing office supplies, database management, and other related tasks, and indicating areas for improvement where relevant.
- **Provide support to Supply Chain Management**, including procurement implementation, receiving and storage of supplies, ensuring proper maintenance of records, and maintaining positive client and supplier relationships.
- **Oversee daily administrative processes and procedures**, ensuring efficient business functionality and compliance with best business practices related to operations.

If you're our Operation Officer, your workweek at the office will include the following highlights:



You have a meeting with your manager to review the procurement plan and agree on your next tasks and timeline.



You collect and maintain the list of office and programme supplies needs, ensuring the purchase is in line with the VVOB procurement procedures and in collaboration with your colleagues.



Lunch! A perfect time to have an informal exchange with other VVOB colleagues in the office.



You visit the conference venue for a coming workshop organized by the programme's team and the partners and ensure the venue is fully compliant with the requirements of the team and the program. You will support logistically and administratively the workshop.

You update the assets' list following the procurement of some items and liaise with the insurance company on the same.

Does this look like your dream job?

Then read on and check whether your profile matches the job requirements!

Who are you?

Your expertise and experience

- Bachelor's degree in Office Administration, Business Administration, or a related field, or equivalent experience;
- Professional qualification and certification in Office Management or Procurement and Supply Chain from a recognised institution is an added advantage;
- Experience in a similar position, preferably in the non-profit sector;
- Excellent computer skills in MS Office;
- Adept problem-solver and decision-maker with strong communication skills;
- Strong business acumen, diligent and proactive;
- Fluent in English and Kiswahili;
- Work permit for Tanzania;
- You hold Tanzanian nationality.

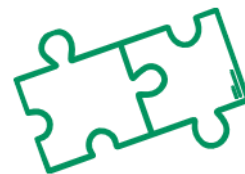
Matching competences

VVOB core competences:

- result oriented
- continuous improvement
- cooperation

Function specific competencies:

- reliability
- accuracy
- planning and organisation
- problem analysis and judgement
- communication skills



Location

The exact locations are to be confirmed, but they may include Dar Es Salaam, Dodoma, Bagamoyo, Mwanza and Mbeya.

What we're offering:

- A full-time contract until 31/12/2030 (subject to approved funding);
- A dynamic working environment in an international context;
- An exciting role in a growing organisation with varied responsibilities and opportunities for professional development;
- An opportunity to contribute to exciting, evidence-based projects aimed at strengthening the education sector in Tanzania by bringing in innovative solutions for the professional development of school leaders and teachers;
- A comprehensive remuneration package, including a base salary and benefits.

Join us:

As of March 2025



What's next?

Your motivation letter detailing your match with the profile as well as your motivation behind applying for the vacancy and a detailed CV are expected no later than 12 January 2025. Please use the webform to apply for this [vacancy](#).

Shortlisted candidates will take a written test, go through an interview process before a potential final offer.

VVOB firmly believes that quality education can only be achieved if equity is ensured. Qualities of people prevail, regardless of age, gender, ethnicity or disability. If you require reasonable accommodation including disability accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to recruitment@vjob.org.

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VVOB



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VVOB vzw



Vacancy announcement

Finance Officer

Tanzania

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We are looking for two **Finance Officers** who will operate from our **new office in Tanzania**. Do you want to take on this challenge? Then continue reading!

Result areas of the Finance Officer

As our Finance officer you contribute to VVOB’s ambition of quality education by taking initiative whenever necessary to ensure the implementation of a high-quality management of financial resources at VVOB Tanzania.

The Finance officer reports to the Operations Manager and works closely together with members of other teams.



You will:

- You facilitate **continuous improvement, knowledge building** and knowledge sharing on financial operations;
- You **support, coach and train** our country teams in the financial processes, monitoring and operations, applying the framework of the financial handbook;
- You provide **accounting and administrative support**, including reporting, bookkeeping,

If you're our Finance Officer, your workweek at the office will include the following highlights:



You make sure that all transactions (invoices, salaries, bank statements) are registered correctly and on timely basis. This involves coordination with the Accountant and Operations Officer to ensure all documents are attached before making payments.

A new colleague joins the program team. You have been nominated by the Operations Manager to give an induction to that new colleague, getting her/him acquainted with the financial guidelines and procedures.

Monday morning meetings are a great way to catch up with what is happening in the programmes world and how best to plug in and support.

Towards the end of the day, you have a meeting with the Operations Manager on the status of outstanding invoices. You want to take this opportunity to talk about the new system that has been challenging to use.

Does this look like your dream job?

Then read on and check whether your profile matches the job requirements!

Who are you?

Your expertise and experience

- Bachelor's degree in accounting, finance/business management or other relevant field or equivalent experience;
- Excellent computer skills in MS office and ERP or other financial systems;
- Fluent in English and Kiswahili;
- Work permit for Tanzania;
- You hold Tanzanian nationality.

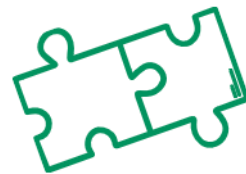
Matching competences

VVOB core competences:

- result oriented
- continuous improvement
- cooperation

Function specific competencies:

- reliability
- accuracy
- 360° empathy
- problem analysis & judgement
- communication skills



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Vacancy announcement

Accountant

Tanzania

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We are looking for an **Accountant** who will operate from our **new office in Tanzania**. Do you want to take on this challenge? Then continue reading!

Result areas of an Accountant

The ambition of VVOB is to ensure that learners around the world enjoy their fundamental human right to quality education, without exception. In striving for this ambition, we place our values—commitment, integrity, respect, quality, and innovation—at the core of everything we do.

As our accountant, you contribute to this ambition and these values by ensuring the implementation, management, and continuous improvement of a high-quality accounting system and related processes at the VVOB country office. You will play a pivotal role in maintaining the integrity and efficiency of financial systems, thereby supporting our broader mission of delivering quality education worldwide.

In this role, you report directly to the Operations Manager. You will also collaborate closely with other team members, both within the country office and across VVOB's global network, to ensure seamless financial operations and alignment with organisational policies and standards.



You will:

As our accountant, you will be responsible for a variety of tasks, organised into the following key areas.

Payments

- Process payments (cash, mobile and bank transfers) to teams for their activities in a timely manner;
- Record and process project transactions daily to ensure real time accurate internal and external reporting;
- Monthly Payroll processing and ensuring compliance to statutory deductions.

Treasury Management

- Process cash pay-outs to staff and third parties;
- Monitor bank balances and payment forecasting;
- Maintain communication with banks and update the mandates when necessary;
- Maintain and update the bank correspondence file.

Internal Controls

- Reconcile supplier statements to ensure the creditor balances are up to date and resolve any reconciling issues;
- Analysis and reconciliation of ledgers monthly and passing of journals;
- Reconciliation of the bank accounts monthly;
- Reconciliation of mobile money accounts to the cash book;
- Reconcile the credit cards accounts to the cash book;
- Preparation of audit schedules during interim and final audits;
- Custodian of all payment vouchers and support documentation;
- Maintain a fixed assets database and ensure that insurance cover is always in force.

Taxes

- Deduct withholding taxes while making contractual and consultancy payments as appropriate;
- Compute VAT on invoices for exemption and handle the exemption process;
- Compile final salary information to be paid for the month, organize necessary filing and submit required information to the payroll service provider;
- Compile withholding tax for the month, organize necessary filing and submit required information to the payroll service provider;
- File monthly and annual tax returns for the organisation before the prescribed deadlines;
- Ensure that applicable taxes have been remitted on a monthly basis.

If you're our Accountant, your workweek at the office will include the following highlights:



You have to make sure that all transactions (invoices, salaries, bank statements,...) are registered correctly and timely. This involves a lot of coordination with the finance officer and operations officer to ensure all documents are attached before making payments.



A new colleague joins the programme team. You have been nominated by the Operations Manager to give an induction for that new colleague, to get acquainted with the financial guidelines and standard operating procedures.



Weekly team meetings are a great way to catch up with what is happening in the programme team and how best to plug in and support.



Lunch! A perfect time to have an informal exchange with other WVOB colleagues in the office.

The Operations Manager informs you that a new donor contract has been signed and the budget has to be uploaded into our budget software. You are required to bring other colleagues to speed with the new budget codes of the project.

Towards the end of the day you have a meeting with the Country Programmes Manager on the status of the budget spending. You want to take this opportunity to talk about a few budget redistributions you would like to propose, because there were some unforeseen expenses last month.

Does this look like your dream job?

Then read on and check whether your profile matches the job requirements!

Who are you?

Your expertise and experience

- A Bachelor of Commerce degree, Accounting, Business Administration, or its equivalent from a recognised university;
- Satisfactorily served as an accountant or in a comparable position with similar responsibilities in similar organisations;
- CPA Part II or its equivalent;
- Affinity with accounting and analysis software;
- Work permit for Tanzania;
- High level of IT proficiency in the use of MS Word, Excel, Access, PowerPoint, and email;
- Analytical thinking and the ability to execute tasks in a structured manner with accuracy and attention to detail;
- High level of integrity and ethical practices – always maintaining the reputation and public perception of the organisation;
- Fluent in English, with strong verbal and written communication skills;
- Excellent team player;
- You hold Tanzanian nationality.

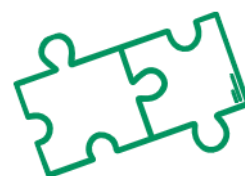
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- development oriented
- 360° empathy
- communication skills
- problem analysis & judgement



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- An opportunity to support exciting, evidence-based projects aimed at ensuring the education sector in Tanzania is strengthened, by bringing in innovative solutions for professional development of school leaders and teachers;
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