



THE ANGLICAN CHURCH OF TANZANIA
DIOCESE OF CENTRAL TANGANYIKA

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14TH NOVEMBER 2023

The Mvumi Institute of Health Sciences MIHS, Diocese of Central Tanganyika (DCT) is seeking to employ a competent and qualified person to fill the position of Deputy Rector Finance and Administration (1 POST)

The Deputy Rector Finance and Administration (DRFA) will be responsible for the Finance Management which include accounting control systems and Administration of the Institute. He will be answerable to the Rector and the DCT Director of Finance under The Bishop of The Diocese of Central Tanganyika.

The DRFA will also oversee procurement aspects of the anticipated Institute projects. He or She will ensure that the financial reports of the Institutes are compatible with standard accounting practices.

PLACE OF WORK: MVUMI INSTITUTE OF HEALTH SCIENCES

PRIMARY RESPONSIBILITIES:

- Oversee and assure functions of the Institute Accountants and Cashiers in terms of quality and standard of accounting duties and procedures
- Prepare annual financial reports
- Maintain professional standards of checks and balances and segregation of duties
- Oversee compliance to Institutional Tax issues
- Compile Institute Finance statement to be submitted to the annual DCT Finance Board meeting
- Oversee the preparation of the budget for the next academic year and submit to the Board of the Institute not later than a month before the commencement of the new Academic year.
- Conduct regular staff training to update Institution Accountants and cashiers in new financial procedures i.e. new technologies of financial accounts

- Shall have the responsibility for managing efficiently and economically the funds of the Institute.
- Responsible for overseeing the Institute's operations this includes budget management, and strategic planning. Providing direction and support to tutors and staff, ensuring the educational objectives are achieved.
- Serve as a liaison between tutors, students, parents, and the community. Communicating school policies, initiatives, and events through various channels, such as newsletters, meetings, and social media platforms.
- Create a safe and inclusive environment for students, staff, and parents. Addressing conflicts, implement discipline policies, and promote positive behavior management strategies.
- Overseeing the allocation and utilization of resources, including finances, facilities, and training materials. Collaborating with stakeholders to ensure optimum resource management.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

- Masters degree or higher in Business Administration, Finance, Accounting, Auditing or related field.
- Minimum of 3 years of successful experience as a Finance and Administration Manager or Similar position
- Experience in teaching and financial management of funded programs is added advantage
- CPA / ACCA finalist or equivalent
- In depth knowledge financial software applications, databases and spreadsheets, including QuickBooks enterprise and Microsoft office
- Excellent interpersonal skills and demonstrated ability to hold staff accountable for doing their jobs.
- Excellent verbal, written, interpersonal and presentation skills in English And Swahili.

Contract duration is two (2) years renewable

SUBMISSION OF APPLICATIONS: Please send the application to the following address: **GENERAL SECRETARY, DIOCESE OF CENTRAL TANGANYIKA, P. O. BOX 15 DODOMA** by postal or **email: bishopdct@gmail.com** and copy to rosedonald22@yahoo.com or to the office of Human Resource Management located at MACKAY HOUSE Room no. 23

The Complete application includes:

- An application letter with detailed curriculum vitae in English clearly elaborating education, professional experience and references.
- Copies of all Academic transcripts
- Copy of birth certificate
- At least three (3) names and contacts of referees
- Letters of recommendations
- One (1) Passport size.

SUBMISSION DATE:

Complete applications must be submitted by 15th December 2023 at 15:30 pm

Note: Only Shortlisted candidates shall be informed for Interview.


Rev. Canon John Mussa Ntandu
Diocesan General Secretary

Diocese of Central Tanganyika
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