UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

INTERNAL/EXTERNAL VACANCY NOTICE

UNHCR Representation Office Dar es Salaam, invites applications from qualified internal and external candidates for the following vacant post.

Vacancy Notice No:	DSM/VN/08/020
Post Title:	Admin/Finance Assistant
Duty Station:	Mpanda Field Office
Remuneration:	Attractive salary (GL6 Level) and entitlements according to UN Staff Rules and Regulations
Duration:	Six months contract with possibility of extension
Effective date:	As soon as possible

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Assoc Admin/Finance Officer, and the overall supervision of the Head of Field Office, the incumbent will perform the following duties:

- Performs personnel administration tasks including interpretation and processing entitlements, issuance of contracts and maintenance of various personnel records and files;
- Assists in conducting preliminary interviews of candidates, administering typing exams and recruitment of GL staff;
- Conducts surveys of local cost of living, local salaries for office, DSA rate and servicing staff, housing rental and collect information on the above-mentioned. Prepares travel authorization, requests for visas, ID cards and other personnel related documents for staff;
- Prepares, updates, maintains inventory records of non-expendable equipment for submission to HQ. Orders and controls stationary supplies;
- Attends meetings and participates in discussions of new or revised procedures and practices on admin. matters; interprets and assesses the impact of changes and makes recommendations for follow-up action;
- Performs other duties as required.

Qualification and Experience

- National of the United Republic of Tanzania.
- Secondary Education plus University courses or its equivalent, in any subject related to Finance, Accounting or Project Control.
- Courses/training in Business Administration, Economics, and Management are desirable.
- Not less than a total of six years of previous job experience including at least one year in the same functional area.
- Strong command of written and spoken English and Swahili is indispensable.
- Must be ready to work in refugee camps in the region.
- Have good inter-personal skills.
- Must be computer literate.
- Knowledge of UNHCR Administration, Financial rules and regulations would be an added advantage.

Applications:

- Must include a recent curriculum vitae and/or United Nations Personal History (P.11) Form, contact address with phone/fax numbers; must quote the vacancy notice number;
- Must be addressed to:

Human Resources Officer
UNHCR Representation Office
P.O Box 2666
Fax: 2152816/17
E-Mail: tanda@unhcr.org

Closing date for receipt of applications: **25th January 2008**

Applications from qualified female candidates are strongly encouraged.