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/08/029
Post Title:	Programme Clerk
Duty Station:	Representation Office Dar es Salaam
Remuneration:	Attractive salary (GL 4 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 Snr Programme Officer, the incumbent will perform the following duties:

- Collect data and other information on development and/or subject-matter activities of the country or area;
- Maintain, logs, files and update records in prescribed format for subsequent use;
- Process and examine the information and data in accordance with instructions received, making necessary abstracts and computation;
- Maintain and keep current registers and control plans on the status of projects at the formulation, implementation and operational stages;
- Prepares background material, working papers and tables for briefing and review sessions;
- Summarizes information reflecting current obligations and future programme and/or budgetary implications;
- May be required to carry out specific operational/control tasks for programme/project implementation;
- Perform other duties as required.

Qualification and Work Experience

- National of the United Republic of Tanzania.
- Secondary education with accounting background highly desirable;
- Minimum of five years of work experience in a related profession;
- Good knowledge of English and Kiswahili both spoken and written.
- Applicants should have strong interpersonal skills, be self motivated and demonstrate a dynamic ability to work with people of different cultural and national backgrounds;
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- Computer literacy is essential.

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.