

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

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P.O. Box 131,

Mbeya,

Tanzania.

11th March, 2021

EMPLOYMENT OPPORTUNITIES ON CONTRACT BASIS

Mbeya University of Science and Technology invites applications from suitably and competent persons to fill vacancies that exist in the Directorate of Finance on Contract basis.

1. SENIOR ACCOUNTANT II (1 POST)

1.1. QUALIFICATIONS

Holder of Bachelor Degree or Advanced Diploma in Accountancy, Finance, Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions plus CPA (T), ACCA, ACA, CIA or equivalent professional qualification recognized by the NBAA with working experience of at least seven (7) years in related field. Experience in project with related field will be an added advantage.

1.2. KEY RESPONSIBILITIES

- i. Identify University potential issues affecting expenses, balances, or cash flow;
- ii. Co-ordinate general accounting functions, including checking of the general ledger and journal entries;
- iii. Prepare periodic financial reports and oversee the preparation of projects financial reports;
- iv. Manage Fixed Asset Register;
- v. Assist to responding to audit queries;
- vi. Prepare and maintain payroll and data sheet;
- vii. Issue expenditure reports;
- viii. Supervise documentation and monitor internal controls;
- ix. Coordinate and assist in processing Tax exceptions;
- x. Prepare debtors and creditors schedule when required;
- xi. Prepare departmental annual budget;
- xii. Assist in liaising with external auditors;
- xiii. Assist in carrying out statutory payments and ensure all deductions are remitted to respective authorities and properly accounted; and

- xiv. Perform any other duties as assigned by a supervisor

1.3. SALARY SCALE

PGSS 9

1.4. TENURE

Contract

Successful candidates shall hold the office for **One (01) Year** and may be renewed upon satisfactory service.

NB: GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania;
- ii. Applicants must attach an up – to – date /current Curriculum Vitae (CV) having reliable contact postal address, e-mail address and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their detailed relevant certified copies of Academic certificates:
 - Degree/Advanced Diploma Certificates.
 - Degree/Advanced Diploma Transcripts.
 - Form IV and Form VI National Examination Certificates.
 - Professional Certificates from respective boards.
 - One recent passport size picture and birth certificate.
- v. Form IV and Form VI results slips are strictly not accepted;
- vi. Testimonials, Partial transcripts and results slips will not be accepted;
- vii. Presentation of forged academic certificates and other information in the CV will necessitate legal action;
- viii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- ix. Applicants should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign Universities should be verified by Tanzania Commission for Universities (TCU);
- xi. Women are highly encouraged to apply;
- xii. Only short-listed candidates will be informed on the date of interview;
- xiii. Application letters should be written in English;
- xiv. Dead line for application is **26/03/2021** at 3:30p.m.
- xv. **APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS;**
THE VICE CHANCELLOR,
MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY,
P.O.BOX 131,
MBEYA