



TANZANIA POSTS CORPORATION

VACANCY

“BE PART OF TRANSFORMATION”

Tanzania Posts Corporation (TPC) is a national designated public postal operator established by Act of Parliament No. 19 of 1993 and became operational on 1st January, 1994. The Corporation is wholly owned by the Government of Tanzania and is dedicated in improving people's lives.

Currently the Corporation is looking to recruit team players to join the Corporation's major transformation initiatives. The following are the vacancies available:

1.0 Position Title: Manager Revenue (1 Post)

1.1 Qualifications and Responsibilities

Holder of a Bachelor Degree in Finance/Accounting or Advanced Diploma in Accountancy from Institutes of higher learning and a CPA (T) qualification or its equivalent with work experience in similar position of at least 3 years.

She/he must be registered with NBAA or similar body. She/he must have a strong background of International Financial Reporting Standards (IFRS). She/he must have a knowledge and competency in Information and Communication Technology (ICT) application, and familiarity with any one of the accounting software.

1.2 Duties and Responsibilities

- i) To ensure revenue from all sources are booked and collected.
- ii) To guide and follow up regional accountants on timely and correctly revenue booking and collection.
- iii) Responsible for timely and correctly preparation and submission of tax invoices to customers.
- iv) Responsible for timely and correctly update of receivables.
- v) To oversee receivables reconciliation in various departments, units, agencies and Regions.
- vi) Oversee debts collection with the Department.
- vii) To ensure routine generation of revenue performance reports.
- viii) To ensure compliance with IFRS in revenue recognition.
- xi) To ensure tax compliance in billing and collection.

- xii) Performing any other duties as may be assigned by the Head of Directorate of Finance and Administration.

2 . 0 Position Title: Manager Expenditure - (1 Post)

2.1 Qualifications and Responsibilities

Holder of a Bachelor Degree in Finance/Accounting or Advanced Diploma in Accountancy from Institutes of higher learning and a CPA (T) qualification or its equivalent with work experience at similar position of at least 3 years.

She/he must be registered with NBAA or similar body. She/he must have a strong background of International Financial Reporting Standards (IFRS). She/he must have a knowledge and competency in Information and Communication Technology (ICT) application, and familiarity with any one of the accounting software.

2.2 Duties and Responsibilities

- i. To ensure bills and tax invoices are supported, genuine and comply with Corporation Policies.
- ii. To ensure all approved taxes invoices from suppliers are timely and correctly booked in accounting software
- iii. Ensure proper internal controls are in place and recommend for improvements.
- iv. To ensure all bills and tax invoices complies with tax law.
- v. To ensure tax deductions and remittances are timely effected.
- vi. Responsible for expenses monitoring in line with revenue generation.
- vii. Responsible for monitoring expenses/payments in line with Corporation budget.
- viii. To monitor payables and payments reconciliation for all types of claims or bills.
- xi. To train and guide staff dealing with payables and payments.
- x. To ensure timely payments of genuine claims or tax invoices.
- xii. To ensure routine generation of expenses and payments reports.
- xiii. To ensure compliance with IFRS in expenses recognition.
- xiv. To ensure compliance with regulatory authorities.

- xv. Performing any other duties as may be assigned by the Head of Directorate of Finance and Administration.

3.0 Position Title: Manager Treasury and Investment - (1Post)

3.1 Qualifications and Responsibilities

Holder of a Bachelor Degree in Finance/Accounting or Advanced Diploma in Accountancy from Institutes of higher learning and a CPA (T) qualification or its equivalent with work experience at similar position of at least 3 years. MBA or MSc. Finance or Economics will be an added advantage.

She/he must be registered with NBAA or similar body. She/He must have a strong background of International Financial Reporting Standards (IFRS). She/he must have a knowledge and competency in Information and Communication Technology (ICT) application, and familiarity with any one of the accounting software.

3.2 Duties and Responsibilities

- i. Responsible for funds mobilization.
- ii. Responsible for cash management.
- iii. Supervise the preparation of all payments to ensure complete documentation is provided and properly filed.
- iv. Monitor bank deposits, payments and balances.
- v. Monitor and reconcile fund transfers with finance agencies and Regions.
- vii. Supervise daily bank reconciliation for all accounts including branch bank accounts.
- viii. Ensure proper internal controls are in place and recommend for improvements.
- ix. To train and guide staff dealing with cash, bank and payments.
- x. To ensure daily and routine generation of cash/bank collections and payments reports.
- xi. Ensure cash collection is banked intact on the following working day.
- xii. Performing any other duties as may be assigned by the Head of Directorate of Finance and Administration.

4.0 Position Title: Manager Accounts and Tax- (1 Post)

4.1 Qualifications and Responsibilities

Holder of Bachelor Degree in Finance/Accounting or Advanced Diploma in Accountancy from Institutes of higher learning and a CPA (T) qualification or its equivalent with work experience at similar position of at least 3 years.

She/he must be registered with NBAA or similar body. She/He must have a strong background of International Financial Reporting Standards (IFRS). She/he must have a knowledge and competency in Information and Communication Technology (ICT) application, and familiarity with any one of the accounting software.

4.2 Duties and Responsibilities

- i. To oversee budget preparation and compliance.
- ii . Responsible for monitoring and supervision of data processing in operations and accounting software.
- iii.To ensure timely and correctly postings of all financial transactions in operations and accounting software.
- iv. Monitor and follow up data processing done by Regional Accountants,Supervise update of fixed assets register.
- v. Responsible for stores accounts.
- vi. To guide, supervise and train Regional Accountants on all issues related to data entry in operations and accounting software.
- vii. Responsible for generation of daily and routine performance reports for all Postal Offices.
- viii. Responsible for preparation of Monthly and Annually Financial Statements.
- ix. Responsible for Tax compliance and statutory deductions and remittance. Handle tax matters which include generation of reports for withholding taxes, VAT inputs and outs, royalties, etc.
- x. Ensure proper internal controls are in place and recommend for improvements.
- xii. Guide on compliance with IFRS in processing of financial transactions and related reports.

Performing any other duties as may be assigned by the Head of Direct.

5.0 RECORDS MANAGEMENT OFFICER - (4 POSTS)

Holder of Diploma in records Management from recognized learning institution with computer knowledge.

Working experience of at least 1-2 years in a reputable Organization.

Reporting Relationship:

Report to Manager Human Resources.

5.1 Duties and Responsibilities:

- i. To retrieve and deliver records to users
- ii. To manage the incoming and outgoing Mails.
- iii. Sorting ,listing and arrangement of records based on classifications for office use.
- iv. To arrange records on file racks or cabinets in the record's office.
- v. To prepare file Index and search guides for easy retrieval of records.
- vi. Identifying, listing and boxing the semi- current records and transfer them to new centre.
- vii. To conduct file census.
- viii. To advise the user on the best records management practices.
- ix. Perform any other related duties as may be assigned by the supervisor.

6.0 SENIOR LITIGATION/CONTRACT MANAGEMENT LEGAL OFFICERS (3 POSTS)

6.1 QUALIFICATIONS & RESPONSIBILITIES

Holder of LLB Degree from a recognized higher learning Institution.

Graduate Diploma in Practical Training from the Law School of Tanzania will be an added advantage.

6.2 Duties and Responsibilities

- i. Prosecute in cases committed under the TPC Act and other laws of the time being in force in Tanzania.
- ii. Draft up and scrutinizing leases and transfer of property agreements.
- iii. Appraise Bureau if investigation reports with a view to rendering legal advice on nature of action to be taken.
- iv. Provide legal briefs and represent the Corporation in important matters and arbitration.
- v. Assist in the Board and Management meeting and in all other functional duties if the Secretariat.

- vi. Draft Legal Contracts and other documents to which the Corporation is a part.
- vii. Perform any other duties as may be assigned by the immediate supervisor.

Responsible to: Principal Legal Officer I

7.0 DUTY STATION

Successful candidate will be stationed at Tanzania Posts Corporation Head Quarter

8.0 MODE OF APPLICATION

Interested and qualified candidates are invited to submit their applications in writing enclosing detailed curriculum vitae and certified copies of relevant education, professional certificates and testimonials together with names of three referees and their (referees) contact addresses, telephone number(s) and e-mail addresses. **All application should be sent by registered mail or EMS courier** so as to reach the addressee mentioned below.

Deadline for receiving application is 11st June , 2017. Only short listed candidates will be contacted.

**THE POSTMASTER GENERAL,
TANZANIA POSTS CORPORATION,
POSTA HOUSE,
P.O. BOX 9551,
DAR ES SALAAM.**