UNIVERSITY OF DAR ES SALAAM COMPUTING CENTRE

Our Ref: CC-511-AA/Jj   **Date**: Thursday, 24th February, 2023

VACANCY ANNOUNCEMENT

The University of Dar es Salaam Computing Centre (UCC) is an Information and Communication Technology (ICT) Company owned by the University of Dar es Salaam (UDSM). Its core business includes provision of ICT products and services to the University of Dar es Salaam, Government & Private Institutions and to the General Public.

UCC invites dynamic and suitable qualified Tanzanians to fill two vacants mentioned below;

1.   **AUDIT OFFICER/ INTERNAL AUDITOR (1 POST)**

   a) DUTIES AND RESPONSIBILITIES

   i.   Prepares work plan and audit programmes
   ii. Obtains required information directly through examination of records or interview with staff.
   iii. Ensuring the business adheres to policies, procedures, legislations and regulations.
        Audit the efficiency of business processes.
   iv. Review and evaluate the system of management controls and assess their adequacy and effectiveness and where appropriate draft potential recommendations for improvement
   v.   Checks that stores maintain inventory of furniture, equipment and other movable assets in accordance with the company policy.
   vi. Assesses the reliability and effective use of internal controls and assist in reviewing internal controls and procedures.
   vii. Draft segments of reports and communications on the results of the work performed.
   viii. Analyzes and evaluates the accounting system and procedures.
   ix. Reviews the accuracy of accounts receivables and payables as at the period of Audit.
   x.   Reviews the management of budget, balance sheet and other related financial statements.
   xi. Identifies and evaluates procedures and policies in tax reporting processes.
   xii. Performs any other duties as may be assigned by one's reporting officer.

   b) QUALIFICATION AND EXPERIENCE

Possession of Bachelor degree / Advanced Diploma in Accounting or its equivalent with a minimum of three (3) years working experience as an Auditor. The applicant must possess CPA (T) or its equivalent.

   c) REMUNERATION :   UCCSS 7-8

2. **ASSISTANT ACCOUNTANTS (2 POSTS)**

   a) DUTIES AND RESPONSIBILITIES

   i. Assists the Chief Accountant in preparing quarterly, semi-annual, and annual budget.
   ii. Assists the Chief Accountant in preparation of financial statements.
   iii. Provides high quality financial information including projected outturns and early warning systems for budget variances.
   iv. Reconcile accounts payable and receivable
   v. Manages Bank reconciliation and make sure that are done timely.
   vi. Prepares and submits all VAT and appropriate tax returns in a timely manner.
   vii. Provides a range of financial information and reports as required, ensuring accurate monitoring of budgetary expenditure throughout the year.
   viii. Maintains the computerized financial systems in line with agreed policies
   ix. Manages and report on all income and expenditure from branch and productive units.
   x. Invoicing clients and maintain invoice register.
   xi. To collect debt from clients and maintain receivable account.
   xii. Maintains monthly petty cash.
   xiii. Manages Imprest accounts
   xiv. Performs any other duties as may be assigned by your superior.

   b) QUALIFICATION AND EXPERIENCE

Bachelor Degree in Accounting from a recognized and reputable institution, Possession of Intermediate stage from NBAA. Experience of not less than 2 years in the field.

   REMUNERATION   :   **UCCSS 6-8**

MODE OF APPLICATION

All applications must be sent through Recruitment Portal by using the following address; http://portal.ajira.go.tz/ and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal'.

GENERAL CONDITIONS
   i. All applicants must be Citizen of Tanzania with an age not above 45years of age.
   ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
   iii. Applicants should apply on the strength of the information given in this advertisement
   iv. Applicants must attach their certified copies of the following certificates:-
      • Degree/Advanced Diploma/Diploma/Certificates;
      • Degree/advanced Diploma/Diploma transcripts;
      • Form IV and Form VI National Examination Certificates;
      • **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
      • Birth Certificate;
   v. Attaching copies of the following certificates is strictly not accepted:-
      • Form IV and form VI results slips;
      • Testimonials and all Partial transcripts;

Excellence, Innovation and Technological foresight

vi.   An applicant must upload recent Passport Size Photo in the Recruitment Portal;
vii. An applicant should indicate three reputable referees with their reliable contacts;
viii. Certificates from foreign examination bodies for Ordinary of Advanced level education should be verified by The National Examination Council of Tanzania (NECTA)
xi.   An applicant with special needs/case (disability) is supposed/advised to indicate;
x.   A signed application letter should be written and addressed to **The Managing Director, University of Dar es Salaam Computing Centre, P.O. Box 35062 DAR ES SALAAM.**
xi.   Only shortlisted candidates will be informed on the date of interview and;
xii. Presentation of forged certificates and other information will necessitate to legal action;
xiii. Deadline for application is **09th March, 2023.**

RELEASED BY
MANAGING DIRECTOR
UNIVERSITY OF DAR ES SALAAM COMPUTING CENTRE