



## Room to Read®

World Change Starts with Educated Children.®

### **Organization Profile**

Founded in 2000 on the belief that World Change Starts with Educated Children.® Room to Read is creating a world free from illiteracy and gender inequality. We are achieving this goal by providing support during the two most critical time in a child's education: primary school for literacy acquisition and secondary school for girl's education. Our literacy Program trains and coaches teachers, creates quality books and curricular materials and establishes libraries filled with diverse children's books in local languages that can be enjoyed at school or home. Our Girls Education Program helps girls build skills to succeed in secondary school and make key life decisions by providing life skills curriculum, opportunities for mentorship and peer support, and family and community engagement. Room to Read collaborates with local communities, partner organizations, and governments to test and implement innovative models that can be integrated into the education system to deliver positive outcomes for children at scale. To date, Room to Read has reached 18 million children in 37,000 communities across Bangladesh, Cambodia, Grenada, Honduras, India, Jordan, Laos, Myanmar, Nepal, Rwanda, South Africa, Sri Lanka, Tanzania, Vietnam and Zambia, and plans to benefit 40 million children by 2025. Learn more at [www.roomtoread.org](http://www.roomtoread.org).

**Position: Senior Officer, Accounting & Finance (1)**

**Location: Dar es Salaam**

#### **Position Overview**

The Senior Officer accounting and Finance will assist and report to the Accounting and Finance Manager. Primary responsibilities include assisting in maintaining all aspects of the organization's finances and accounting, reporting and compliances with policies and guidelines. The position will have regular interactions with all staff.

#### **Duties and Responsibilities:**

- Responsible for maintaining field office records accurately and properly.
- You are responsible for accurate payment and retirement of field staff travel advances. All payment will be approved after a copy from Intacct is attached together with compliances checklist. This copy will form basis of approval.
- Maintaining books of accounts and accurately and regularly for country and field offices.
- Keep and update record of all accounts and transactions.
- OFAC Compliance check; You are responsible for timely OFAC check as per Room to Read guidance's
- Submitting all statutory compliances updates and e-filing.
- Monthly Cash Forecast
- Cash Forecast and management: You will be compiling cash forecast as and when submitted by program Managers for AFM review.
- Statutory and internal audit;
- In Collaboration with both AFA and AFM, you will work together in accomplishing the Statutory Audit
- Budget Preparation in Adaptive;
- You will be another key actor in budget preparation process
- Tracking Staff advances:
- You will be responsible tracking and approving staff Salary and travel advance
- Support and indirectly manage the Finance Associate.

#### **Qualifications and Experience:**

- ACCA or CPA qualified is a must.
- Accounting and/Finance degree from recognized University /college
- Familiar in accounting packages
- 3 to 4 years' experience in accounting and finance preferably in an international NGO environment
- Proficient in MS Excel, MS word and power point
- Working knowledge of accounting, reporting and administration
- Detail oriented and extremely organized
- Results oriented; commitment to quality and efficiency
- Adept at using accounting software, Excel and other Microsoft Office applications
- Good command of written and spoken English
- Willing and able to work in a fast-paced, growth-oriented environment
- Flexible attitude towards changing priorities and ability to multi task.
- Takes initiative and a team player
- Excellent interpersonal skills

**Position: Officer, Girls Education Program (1)**

**Location: Kibaha**

#### **Position Overview:**

The Girl Education Program Officer will be responsible for overseeing all aspects of Room to Read's Girls Education Program (GEP), including planning, implementing and monitoring and quality assurance of the program both at the Country Office and at the field level. The incumbent will be constantly engaged in working to improve the Girls Education Program in all working district ensuring that Girls Education Program is effectively and timely implemented. This position requires skills in Project Management, Training and facilitation, alternative education program, Life Skills, Networking, Budgeting, and Supervising. The Program Officer will directly report to the Field Operations Manager and will supervise Social Mobilizers. This position is based in the field office.

### **Duties and Responsibilities:**

- Organize and oversee the complete process of setting up Room to Read Girls Education Program (Girls Education Program). Collaborate with other Room to Read Tanzania Girls Education Program staff to update the Operational Plan on an annual basis along with the budgeting for the coming year.
- Lead the Annual Planning and Budgeting (AP&B) process for the Girls' Education Program operations.
- Identify, engage and assess schools interested in Girls Education Program and formulate strategies for implementation Schedule and conduct regular one on one meetings, mid-year performance review and annual performance review to monitor the girls' progress and address issues as they arise.
- Train and supervise Girls Education Program field based committees and social mobilizers to ensure that they are able to support the girls and complete their roles effectively.
- Visit project schools as needed to supervise program activities at the sites and organize discussions with school management teams and local authorities.
- Gather feedback and ensure that schools and communities deliver on their portion of the challenge grant and on all terms of agreement with Room to Read.
- Complete detailed and accurate written reports in a timely manner to Regional and Global Offices as required. Participate in any other activities, which may be required to be undertaken to fulfill the objectives of the organization.
- Establish and manage relationships with other NGOs, government officials and local educational facilities/authorities; schedule and attend meetings with them to coordinate planning and implementation of projects.
- Develop and facilitate capacity building training for Social Mobilizers (SMs), NGOs, Partners representatives, team members, girls, parents and the community at large. Represent Room to Read at relevant meetings.
- Provide regular updates on program activities and plans at regular meetings with Tanzania Country Office management staff
- Document best practices and lessons learned during field work and share with other project sites, relevant local staff, the Country Director and appropriate Regional and United States based Global Program Officers
- Collect data and conduct data entry into the Global Solution Database system
- Participate in developing Quarter and Annual report on timely basis
- Develop and submit Monthly/Quarterly Cash forecast on timely basis
- On monthly basis, develop Field staff fund request and submit expense reports on their behalf
- Support Girls Education Program Manager on development/ review of new content modules - contextualization

### **Qualifications and Experience:**

- Bachelor Degree in Sociology, Gender, psychology, humanity or any other Social Sciences degree
- Certification in Life skills training is an added advantage
- 3-5 years' experience in girls education field
- Strong coaching, mentoring and training and presentation skills
- Experience working with NGOs
- Effective English communication skills (oral and written) and capability to relate and interact with multicultural teams and represent the organization in professional forums
- Willingness to work with strict deadlines
- Ability to conduct training as a trainer
- Ability to travel frequently, occasionally on short notice, and, when required, for extended periods of time
- Supervisory experience.
- Prior success working closely and building relationships with diverse groups of people
- Effectiveness in working or volunteering in a non-profit organization that is focused on maintaining high quality work and low overhead
- Prior experience in a fast-paced, growth-oriented global or regional organization
- Proven track record of achieving results
- Ability to juggle multiple priorities simultaneously and take initiatives.
- Report writing experience

### **To be successful as a member of the Room to Read team, you will also:**

- Have a passion for our mission and a strong desire to impact a dynamic non-profit organization
- Be an innovative and creative thinker - you are not afraid to try something new and inspire others to do so
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic and require minimal direction
- Work well independently as well as part of a team
- Thrive in a fast-paced and fun environment

### **Application Procedure:**

Please visit our website at [www.roomtoread.org](http://www.roomtoread.org) and click on the "careers" link under about us tab. This will take you to Room to Read's Career Portal. Click on the See Current Vacancies with full Job descriptions; to find this vacancy, select the vacancy you are interested and click apply to begin the online application process. If you do not hear from Room to Read within one month of the closing date, please accept that your application was unsuccessful. Please note that late applications will not be considered and correspondence will be limited to short-listed candidates only.

Room to Read is proud to be an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Women are encouraged to apply.

**Room to Read is a child safe organization. CLOSING DATE: 22<sup>nd</sup> December, 2020.**