



# JOB VACANCY

26<sup>th</sup> June 2022

## Introduction

The National Council for Non-Governmental Organizations (NaCoNGO) is a statutory body established under section 25 of the NGO ACT No. 24 of 2002 (and its amendment of 2005 and 2019 respectively) with the mandate of co-ordination and networking of all Non-Governmental Organizations operating in Mainland Tanzania. NaCoNGO envisage a prosperous society where NGOs play an active role in the socio-economic development of the country. The Mission of NaCoNGO is to provide a coordinated workable mechanism for NGOs contribution to national development through capacity development, information sharing, networking, lobbying and advocacy, representation and promote self-regulation of the NGO sector.

NaCoNGO is looking for competency and interest candidates who will further the mission of NaCoNGO across Tanzania. Individuals who are experienced, skilled, capable and motivated to working with NGOs sector. Following are available vacancy within NaCoNGO Management as per NaCoNGO Operations Regulations of 2016.

## Vacancy

**NaCoNGO Coordinator/Chief Executive to NaCoNGO Secretariat - 1 post. Working station - NaCoNGO Office - Dodoma.**

## Key Responsibilities

1. Allocating work to specific members of staff and ensured it's carried out.
2. Liaises with NaCoNGO Secretary General in recruiting/appointing the people to do the work or allocating tasks to them and checking that they have done the work.
3. Develop and ensure a double NaCoNGO staff retention plan.
4. Overseer budgeting, fundraising and keeping NaCoNGO financial records.
5. Conduct Research on NGO sector
6. Develop and maintain good public relations.
7. Coordinate NGOs activities.
8. Undertake capacity development of NGOs.
9. Facilitate information sharing and networking.
10. Facilitate the implementation of NGOs Codes of Ethics.
11. Be among the signatories of NaCoNGO Bank accounts.
12. Accountable and reporting to NaCoNGO Secretary General.

## Qualification and experiences

Adv. Diploma/Bachelor Degree/Masters in Social Work/Community Development/Development studies/Laws or related studies. Experience and competency in NGO sector. Excellent written and oral communication skills. Computer literacy. Proficiency in English is essential. Proven ability to work in a team and to be self-managing. Effectiveness working with culturally and professional diversity.

Able to travel extensively during field works in both rural and urban areas. High demonstration of trust and honesty. Applicants should be below 35 years (proof of birth certificate from RITA is required). Applicant with disability/s are highly encouraged to apply.



## **Vacancy**

**NaCoNGO Finance and Administration Manager - 1 posts.**  
**Working station - NaCoNGO Office - Dodoma.**

## **Key Responsibilities**

1. NaCoNGO Finance and Administration Manager shall manage and account for all NaCoNGO finance.
2. Shall be responsible for keeping all NaCoNGO financial records, ensuring that the approved budget adhered to and taken seriously.
3. NaCoNGO Finance and Administration Manager shall work to ensure compliance with financial procedures in line with NaCoNGO policies, national laws, donor rules and guidelines.
4. NaCoNGO Finance and Administration Manager shall report and be accountable to NaCoNGO National Coordinator.

## **Qualification and experiences**

Certified Public Accountant (CPA-T), from National Board of Accountants and Auditors (NBAA), Bachelor of Accountancy from Tanzania Institute of Accountancy. Different trainings on accounting principles by National Board of Accountant and Auditors (NBAA) or related Authority.

## **Recruitment procedure**

Will be highly competitive which includes a number of steps not limited to: Phone/Skype/Zoom meetings, oral, written, field assessment, forensic check and reference scanning. Interested candidates are encouraged to send their full applications with supporting documents to the addressee below. Applications are accepted by both email and postal or hand-driven. Deadline for application acceptance is 15<sup>th</sup> July 2022 at 4:00Pm/Tz time CoB. Only shortlisted candidates will be notified.

## **Remuneration**

NaCoNGO offers a very competitive remuneration package for all its position depending on availability of resources. Your applications **MUST INCLUDE ALL OF THE FOLLOWING:** -

1. Application letter demonstrating why you are most eligible for the position.
2. You're CV with contact detail, copies of certificates.
3. Salary history and proof of your last salary.
4. Letter of endorsement from at least two different formal affiliations.

Arrange all of your application documents in a single PDF/Word document (application letter, CV, copies of certificates, Salary history and proof of your last salary, Letter of endorsement from at least two different formal affiliations). Try as much as possible to avoid multiple attachments, a single merged document as attachment will be appreciated.

**All application should be submitted to:**

**The Attention of**  
Secretary General  
NaCoNGO

NaCoNGO Office  
P.O. Box 2838  
Dodoma, Tanzania  
**Email:** [sg@nacongo.or.tz](mailto:sg@nacongo.or.tz)