



JOB ADVERTISEMENT - ESAMI/VAC/2025/001/DFHRA

The Eastern and Southern African Management Institute (ESAMI) is an intergovernmental regional management development centre. The institute was established with the primary objective of providing the region with trained personnel in a number of critical areas including policy management, transportation management, financial management, information technology management, health management, human resources management, project management, energy and environment management and gender management among others.

The Opportunity

In its pursuit of excellence in leadership and management capacity building across Africa, ESAMI seeks a suitably qualified and experienced person to fill the vacancy of the **Director Finance, Human Resource and Administration** at its Headquarters in Arusha, Tanzania.

The job holder is responsible for the Institute's long-term financial health and growth. This includes planning, organizing, coordinating, leading, directing, and managing the functions and operations of the Finance, Human Resource and Administration directorate. The Director provides strategic leadership and oversight in the effective management of financial resources, human capital, and administrative operations of the institute. This role is instrumental in ensuring the organization's financial sustainability, optimal human resource performance, and efficient administrative processes to support the achievement of the institute's overall objectives. The position reports to the Director General and supervises the Chief Accountant, Manager Human Resources, Manager ICT and Digital and Procurement Officer.

Duties and Responsibilities

1. Responsibilities of all accounting and financial matters of the Institute and ensuring that accurate accounting and Finance records are maintained and kept up to date.
2. Developing and operating sound accounting, financial control and budgeting systems and evaluate their effectiveness.
3. Developing cash flow requirements of the Institute for short and long-term providing advance information on the cost effectiveness of the various Institute activities,
4. Providing financial planning and analysis of services involving long term forecast of revenue, expenditure and investments and recommending remedial measures for any adverse trends on the financial position of the Institute,
5. Ensuring prompt production of accurate reports (weekly, quarterly, semiannually, and annually) for auditing and publication in accordance with the requirement of the Agreement Establishing the Institute's Accounting Manual,
6. Oversee the administration of grants, subventions and loans and advising on the financing of major projects,
7. Oversee the building of a workforce for the Institute through attracting, developing, and retaining high caliber employees and developing a high-performance culture to improve the competitiveness of the Institute.
8. Oversee the provision of appropriate and adequate facilities and property to cater for staff, the number of Programmes on offer and students' enrollment.

9. Oversee the procurement of goods and services to support the Institute 's delivery of services to both its external and internal customers.
10. Establish and direct the implementation of the Digital and Technology Division's strategic plan in alignment with the Institute 's Strategic Plan.
11. Provision of financial planning and analysis services, including long-term revenue and expenditure forecasts, with recommendations for mitigating adverse financial trends.
12. Timely production of accurate reports, ranging from weekly to annual, compliant with the Institute's Accounting Manual.
13. Oversight of grants, subventions, loans administration, and advising on major project financing.
14. Ensuring the development and operation of effective budgeting, financial control methods, and accounting procedures.

Entry Qualifications

Master's degree in finance, accounting or business administration or in any other relevant field with relevant professional qualification and member of a relevant professional body such as CPA, ACCA, CIA, etc. At least ten (10) years' experience of which eight (8) years must be in senior managerial position in a similar organization.

In Service Structure

Master's degree in finance, accounting or business administration or in any other relevant field. Relevant professional qualification and member of a relevant professional body such as CPA, ACCA, CIA, etc. with five (5) years' experience.

Competences

- Strategic thinker
- Interpersonal skills
- Team player and collaborator
- Conflict resolution and Negotiation skills
- Adaptability
- Strong ethics and morals
- Problem solving and decision-making.
- Analytical skills

Mode of Application

Applications with CV, copies of certificates and testimonials, and three (3) referees should be addressed and emailed to:

The Director General
ESAMI
P.O. BOX 3030
Arusha, Tanzania

Email: jobs@esami-africa.org

Only applications sent by email will be considered. Closing Date – Two (2) weeks from the date of advert.