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**Vacancy: Enterprise Development Manager**

**Traidcraft Exchange,** a development charity organization specializing in making trade work for the poor, in partnership with (Tanzania Federation of Disabled Peoples Organizations (SHIYAWATA) is implementing an agri-business development programme titled *’Promoting the Inclusion of People with Disabilities in Cocoa, Coffee and Palm Oil Value Chains ’*in Five districts of Mbeya, Songwe, Morogoro and Dar es salaam regions of Tanzania. Traidcraft Exchange has a vacancy for Enterprise finance and Administration officer who will be based in Dar es salaam, Tanzania

The finance and administration officer will have the responsibility ofproviding administrative and finance support to Traidcraft Staff and maintenance of an organised office environment. He /she will report to SHIVYAWATA Treasurer and Traidcraft Finance and Administration Manager- Traidcraft

**Education qualification**

Prospective candidates will ;

* Have a bachelor’s degree in accountancy preferably have attained his or her education from the institute of finance management or institute of accounting
* Have some experience in using any computerized accounting package

Knowledge of disability issues and practical experience of working with people with disability will be an added advantage.

Application closing date is **22nd November 2018**. To apply please visit SHIVYAWATA website via the link below: [www.shivyawata.or.tz](http://www.shivyawata.or.tz)

All applications should be addressed to;

The Secretary General,

Tanzania Federation of Disabled peoples organizations (SHIVYAWATA)

POBOX 42984 Dar-es-salaam

Please note that only applications form and refences written in English will be accepted. A range of pre-employment checks will be undertaken in conformity with Traidcraft Exchange /SHIVYAWATA Safeguarding policy.

Only shortlisted applicants will be contacted.

*Traidcraft Exchange is an Equal opportunity employer*

**These positions are supported by BIG Lottery Charities Fund:**

