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**Vacancy: Finance and Administration Officer**

Tanzania Federation of Disabled People’s Organizations (SHIVYAWATA)”, is a non-governmental federation established in 1992 and brings together ten national Disabled People’s Organizations (DPOs). The Federation is a mouthpiece for matters pertaining to Persons with Disabilities (PWDs). SHIVYAWATA in partnership with **Traidcraft Exchange,** a development charity organization specializing in making trade work for the poor, are 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. SHIVYAWATA has vacancy for Finance and Administration Officer who will be seconded to Traidcraft Exchange and based in Dar es salaam, Tanzania.

The Finance and Administration Officer will have the responsibility of providing administrative and finance support to Traidcraft and SHIVYAWATA staff and maintenance of an organised office environment.

Prospective candidates should have the following qualifications and experience

* Have a bachelor’s degree in accountancy preferably have attained his or her education from the

institute of finance management or institute of accounting

* Experience in performing finance and administration tasks (a minimum of 2 years’ experience)
* Experience in organizing and managing an office.
* Have some experience in using any computerized accounting package and or microsoft office applications.
* Knowledge of disability issues and practical experience of working with people with disability will be an added advantage.

Application closing date is **16th December 2018**.

To apply please visit SHIVYAWATA website via the link below: [www.shivyawata.or.tz](http://www.shivyawata.or.tz)

All applications should be e-mailed and addressed to;

The Secretary General,

Tanzania Federation of Disable People's Organisations (SHIVYAWATA)

Physical Address: Sinza B Plot no 580 Near Lion Hotel

Postal Address: P.O. Box 42984 Dar Es Salaam

Website: [www.shivyawata.or.tz](http://www.shivyawata.or.tz)

Email: info@shivyawata.or.tz

Phone: +255 22 2762233
Mobile: +255 754 698820

Please note that only applications letter and curriculum vitae written in English will be accepted. At least 3 referee details should be given.

A range of pre-employment checks will be undertaken in conformity with Traidcraft Exchange safeguarding policy.

Only shortlisted applicants will be contacted and the expected interview date is 15th January 2019

*SHIVYAWATA is an Equal opportunity employer*

**This position is supported by BIG Lottery Charities Fund:**

