

Position Announcement: Accounting Assistant

Reference: IITA-TZ-2025-DSM-009-NRS-DAR ES SALAAM

Organization: The International Institute of Tropical Agriculture (IITA)

Location: IITA Mikocheni Office, Dar es Salaam, Tanzania

The International Institute of Tropical Agriculture (IITA) is a not-for-profit institution that generates agricultural innovations to meet Africa's most pressing challenges of hunger, malnutrition, poverty, and natural resource degradation. Working with various partners across sub-Saharan Africa, we improve livelihoods, enhance food and nutrition security, increase employment, and preserve natural resource integrity. IITA is a member of CGIAR, a global agriculture research partnership for a food secure future.

IITA is looking for a suitably qualified person to fill the position of Accounting Assistant to support the Accounts Department.

Qualifications

- Diploma in Accounting with at least 2 years' proven accounting experience
- Competency in MS Office, databases and accounting software
- Familiarity with bookkeeping and basic accounting procedures
- Accuracy and attention to detail
- Ability to perform filing and record keeping tasks
- Previous experience in an NGO will be an added advantage
- Ability to manage multiple tasks at the same time in a demanding work environment
- Experience working in a multicultural environment with good interpersonal skills
- Written and oral proficiency in English is required including mastery of English grammar and spelling, punctuation, paragraph and sentence structure.

Responsibilities

- Assist in entering accounting data
- Custodian of accounting documents – i.e. files for payment and journal vouchers, travel and cash advances
- Attend to various accounting queries as may be required by the supervisor
- File and maintain financial support documents in hard copies
- Assist in the preparation of weekly/monthly cash reconciliation
- Issue receipts for monies collected
- Prepare cheques for collection of the Station Imprest from the bank
- Initiate and process all approved cash payments in accordance with financial policies and procedures
- Retrieve files as required from the archives
- Liaise with the pension security fund offices on the reconciliation of monthly Pension remittances
- Any other duties as assigned by supervisor

General Information

The duration of the contract is two years renewable subject to performance and availability of funds. This is a nationally recruited position and IITA offers a competitive remuneration package.

How to Apply

The application pack should include an application letter, copies of certificates, and a curriculum vitae which contains a telephone number, email address, and contact details of two referees. Applications should be sent by email to IITA-Tanzania@cgiar.org and addressed to:

The Country Representative, IITA-Tanzania Plot No. 25, Mwenge-Coca-Cola Road, Mikocheni Industrial Area, Dar es Salaam, Tanzania

Applicants are requested to include the reference number for the position (as indicated on the heading of the announcement) in the subject of their application letter, as well as in the subject of their email. Please note that any applications without the reference number indicated will be automatically disqualified.

Closing date for applications: Monday 1st December 2025. Please note that only shortlisted candidates will be contacted.