



## EMPLOYMENT OPPORTUNITIES AT SIX RIVERS AFRICA

### About Six Rivers Africa (SRA)

Six Rivers Africa (SRA) is a non-profit organisation dedicated to protecting, restoring, and connecting wilderness areas for the benefit of people, wildlife, and future generations. Through innovative conservation programs, community engagement, and research, SRA strives to safeguard ecosystems and promote sustainable livelihoods for local communities.

<b>Title:</b>	Accounts and Administrative Assistant (2 Positions)
<b>Duty Station:</b>	Ikoga Base, Mbarali and Ifakara Office, Morogoro
<b>Administrative Reporting:</b>	Protection Manager (Ikoga Base) and Impact Manager (Ifakara)
<b>Technical Reporting:</b>	Senior Accountant

### Position Overview

Six Rivers Africa is seeking an experienced Accounts and Administrative Assistant (AAA) to provide financial, administrative, and logistical support to ensure the smooth and accountable operation of the organization's field offices.

The position will have a dotted-line administrative reporting relationship to the Protection Manager for AAA of Ikoga Base and the Impact Manager for AAA of Ifakara, and will report technically to the Senior Accountant, who will provide oversight on financial management, compliance, and reporting requirements.

### Duties and Responsibilities

#### Financial and Inventory Management

- Manage and track petty cash, ensuring accurate record-keeping and timely replenishment.
- Process and record payments to part-time workers and casual laborers, maintaining supporting documentation.
- Maintain and regularly update expense and inventory reports.
- Ensure all purchases are supported by valid documentation, including EFD receipts where applicable.
- Monitor fuel consumption and maintain accurate fuel usage logs for all operational activities.
- Manage storekeeping operations including receiving, issuing, and tracking stock movements.
- Ensure physical and digital financial records are accurately maintained and securely filed.
- Support internal and external audits by providing requested financial records and supporting documents.
- Conduct routine stock and asset audits to verify availability and usage in the field.

#### Administrative and Operational Support

- Coordinate daily administrative tasks to support the efficient operation of the field office.
- Ensure timely repair, servicing, and maintenance of key infrastructure and

- equipment [e.g., solar systems, water systems, generators).
- Organize the repair or replacement of damaged or malfunctioning office tools and equipment.
  - Liaise with IT service providers to ensure consistent communication and functionality of internet and digital systems.
  - Manage and file incoming/outgoing correspondence, ensuring timely delivery to the relevant personnel.
  - Supervise and support junior staff including janitors and cleaners to maintain cleanliness and functionality of the premises.
  - Maintain an organized digital and physical archive of documents and photographs from field activities.
  - Ensure the field office is kept clean, organized, and fully functional with operational facilities (lighting, sockets, restrooms, etc.).
  - Maintain familiarity with SRA policies and procedures and represent the organization professionally in all interactions.
  - Promote and uphold SRA's values, including integrity, accountability, and transparency in all aspects of the role.
  - Carry out any other duties as assigned by supervisors to support the overall mission of the Organisation.

#### **Required Qualifications and Skills**

- Diploma or Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- At least 2 years' relevant experience in accounts and administrative support, preferably with an NGO or field-based project.
- Proven experience in petty cash management, payments processing, storekeeping, inventory control, and basic financial reporting.
- Proficiency in MS Office, particularly Excel.
- Strong organizational and record-keeping skills, with high attention to detail.
- Ability to manage fuel logs, and asset records in compliance with organizational procedures.
- Demonstrated integrity, accountability, and transparency in handling financial and organizational resources.
- Ability to work independently in remote field locations and adapt to a dynamic operational environment.
- Good communication skills in English and Kiswahili.
- Willingness to perform additional duties as assigned in support of organizational objectives.

#### **How to Apply**

Interested candidates should send their application letter, CV, and reference letters (if available) to [hr@sixriversafrica.com](mailto:hr@sixriversafrica.com). Applications must be submitted by **5:00 PM on February 16, 2026**.