



Embassy of Sweden Dar es Salaam

EMPLOYMENT OPPORTUNITY

The Embassy is responsible for representing and promoting Swedish interests in Tanzania and has approximately 40 employees. The overall tasks of the Embassy include supporting business and trade, development cooperation as well as consular and visa services.

The strategy for Swedish development cooperation with Tanzania 2020 – 2024 focuses on four results areas i.e. 1). Democracy, the rule of law, human rights and gender equality; 2). Education; 3). Inclusive economic development; 4). Environment, climate and energy.

OPERATIONAL CONTROLLER

We would like to invite applications from suitably qualified candidates for the position of Operational Controller. We are looking for a person to welcome to our team that has good ability to collaborate and build trusting relationships with colleagues and external partners. You also need to have the ability to lead yourself by self-sustaining, taking initiatives and pushing issues forward. To succeed in this role, you should have the ability to communicate effectively. Finally, it is important to be flexible; solution – oriented and capable of handling the unpredictable

Duties and responsibilities:

In close collaboration with the other Operational Controllers at the Embassy, assist managers and programme officers with advice and support, to maintain an effective financial control environment at the Embassy and on internal control issues in contribution management process. The job holder will be responsible for the following:

- Participating in the overall planning and monitoring of the contribution portfolio based on risk and materiality.
- Provide support, advice and quality assurance of contribution management in competency areas such as;
 - * Risk analysis and risk management
 - * Analysis assessment of partners' capacity and processes/ systems for internal control
 - * Procurement processes
 - * Contractual issues
 - * Applicable rules and regulations.

Qualifications, Skills and Experience:

- Academic degree in the field of financial management and control
- Accounting certifications like Certified Public Accountant (CPA), ACCA, and ACA
- Minimum five (5) years of professional experience in financial management and/ or auditing.
- Exposure to Tanzania's public administration and financial management systems
- Computer literacy, i.e. knowledge of Microsoft's basic applications and experience working with an electronic financial management / information system
- Good analytical skills, with ability to apply qualitative and quantitative techniques
- Experience from working with risk analysis and management
- Good communication skills, with excellent command of English.

Merits:

- Experience of audit work (analysis of audit reports and procurement processes)
- Experience of managing and conducting large open procurement processes.
- Documented competence and experience in quality assurance in development cooperation or other government functions.
- Experience and/ or knowledge about working methods of Swedish civil service, or experience working in a multi-cultural setup.
- Knowledge of additional languages (Swedish inclusive).

Personal Qualifications:

- Ability and will to internalise innovative ways of working, while fulfilling the role of Swedish civil servant and respecting ethical and professional considerations.
- Ability to reach and report on agreed results and to seek the support needed to accomplish tasks.
- Ability to lead and positively influence the Embassy colleagues in applying new knowledge.
- Ability and willingness to share information, competence and knowledge with others.

If you are interested in this exciting career opportunity, e-mail us one attachment having your CV (maximum 5 pages) and one page application letter explaining your suitability for the job. Please, do not include your certificates. Write "O-Controller" in your e-mail subject line. The deadline is on 8th February 2023. Only short-listed candidates will be contacted.
We regret the vacancy is not ideal for fresh graduates.

Executive Search and Selection Division
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