

TEOFILO KISANJI UNIVERSITY



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“TRAINING FOR BETTER LIFE”



04th November, 2016

ADVERTISEMENT FOR EMPLOYMENT

Teofilo Kisanji University (TEKU) is owned by The Moravian Church in Tanzania. It is fully registered under The Tanzania Commission for Universities (TCU) a body which regulates the activities of all Universities in Tanzania. TEKU is a rapid expanding University and would like to recruit the following members of staff:-

1. Internal Auditor (1 Post) – Re-advertised

Reports to: The Vice Chancellor

Education Qualifications:

Holder of Advanced Diploma or University degree in Accountancy from a recognized Institution, plus CPA(T)/ACCA/ACA or CIMA with working experience of at least four (4) years in a similar position in a reputable organization plus ICT skills and has been registered with NBAA as Authorized/ Certified Auditor.

Other Qualifications:

- i. Person of high integrity
- ii. Ability to plan, organize and supervise
- iii. Self motivated and ability to work efficiently and effectively even under pressure
- iv. Excellent communication skills in both Kiswahili and English
- v. Ability to work with a range of stakeholders
- vi. Ability to deliver accurate and high quality output timely

Duties and Responsibilities:

- i. Heads Internal Audit Department.
- ii. Ensures that financial procedures throughout University departments comply with accounting standards and that the limits of authority on financial matters are adhered to.
- iii. Maintains and checks the accuracy of accounting records throughout the University and the observance of standard practices and procedures.
- iv. Carries out both regular and random investigations of departmental accounts both academic and administrative.
- v. Verifies University income from source to bank and ensures that expenditure is properly incurred according to approved policy and efficiently charged to relevant heads.
- vi. Evaluates internal controls to ensure that accounting systems provide adequate, timely and accurate information, protection against loss through negligence, dishonesty or otherwise.
- vii. Makes recommendations to the relevant authority about checks and changes in the accounting systems and controls and adequacy of security arrangements within the systems used by the Finance Department, particularly within computerized systems.
- viii. Authorizes changes from time to time in passwords governing access to computerized systems within the Finance Department.

- ix. Checks that Heads of Department maintains inventory of furniture, equipment, and other moveable assets in accordance with University policy.
- x. Provides information and advice to budget holders to facilitate the most efficient use of the University's financial resources.
- xi. Advises the Management on the need to update or otherwise change of manuals of financial policies, regulations and procedures.
- xii. Builds up an effective liaison with external auditors.
- xiii. Reports immediately any suspected occurrence of dishonesty to the Management.
- xiv. Performs any other related duties as may be assigned by one's reporting officer.

Remuneration: TAD 15 - 16

2. Cashier/Assistant Accounts Technician Grade I/II

Education Qualification

Holder of a Secondary Education with ATEC I, Certificate in Accountancy or Diploma in Accountancy with at least four years working experience in a similar position.

Reports to: The University Bursar.

Other Qualifications:

- Oral communication and presentation skills in English and Kiswahili.
- Presentation skills
- Customer care skills
- Analytical skills
- Demonstrate self-management.

Duties and Responsibilities

- i. Prepare payment list in accordance to the payment voucher.
- ii. Prepare daily petty cash expenditure report and daily income report.
- iii. Record and balance petty cash fund.
- iv. Collection of Bank balances when needed
- v. Keeps custody of the University
- vi. Records all cheques payable and cancelled cheques keeping them under proper custody
- vii. Keep safe petty cash vouchers paid out of the petty cash fund
- viii. Paying the vendors
- ix. Collection of Bank statement on every beginning of the month.
- x. Making a follow up of unknown transactions
- xi. Receiving cash and depositing them to the respective University accounts.
- xii. Enter transactions in the cash register.
- xiii. Ensure that all checkout counters have enough cash
- xiv. Ensure management of daily cash accounts
- xv. Maintain periodic transaction reports
- xvi. Ensure maintenance of check out areas
- xvii. Resolve customer complaints in a proactive manner

Salary Scale: TAD 9 – 10

Mode of application for the post:

Interested candidates should forward their applications in confidence to reach:

**The Vice Chancellor,
Teofilo Kisanji University,
P. O. Box 1104,
MBEYA.**

Applications should be accompanied with current Curriculum Vitae (CV), and certified copies of relevant academic certificates, testimonials and transcripts not later than 25th November, 2016.

The interview costs shall be borne by the applicants.

An Institution of the Moravian Church in Tanzania – P.O. Box 747, Mbeya, Tel +255 25 2503626