

ROADS FUND BOARD



THE UNITED REPUBLIC OF TANZANIA

VACANCY ANNOUNCEMENT

The Roads Fund Board (RFB) is a Government Institution under the Ministry of Works, Transport and Communication established by the Road and Fuel Tolls Act, CAP 220. The Board invites applications from suitably qualified Tanzanians to fill the following vacancies.

1. ACCOUNTANT (1 Post)

(i) Duties and Responsibilities

- (i) To file all accounting documents properly;
- (ii) To properly record and file all invoices after payments;
- (iii) To follow-up outstanding payments;
- (iv) To maintain employees' ledger for staff advances, loans or imprest;
- (v) To maintain accurate registers for debtors;
- (vi) To prepare bank reconciliation statements;
- (vii) To assist in preparing reports on revenue, expenditure and returns;
- (viii) To assist in preparing the Fund's financial statements;
- (ix) To assist in preparing monthly pay-slips for staff;
- (x) To keep records and payroll registers;
- (xi) To participate in preparing Journal Vouchers and monthly payroll; and
- (xii) To perform any other related duties as may be assigned by supervisor.

(ii) Qualification and Experience

Holder of Bachelor's Degree/Advanced Diploma in Accountancy or related field from recognised Institutions with Certified Public Accountant (CPA) (T) in the category of Graduate Accountant. He/she must have a working experience of not less than four years in the related field.

(iii) Terms of engagement

Terms of engagement for this post will be permanent and pensionable.

2. OFFICE ATTENDANT

(i) Duties and Responsibilities

- (a) To clean and tidy offices and surroundings;
- (b) To collect and deliver letters;
- (c) To transmit official documents within the Board;
- (d) To carry machinery/equipment;
- (e) To prepare and serve office refreshments etc.; and
- (f) To perform any other related duties as may be assigned by one's supervisor.

(ii) Qualification and Experience

Holder of national Form IV certificate of Secondary Education with passes in English and Swahili

(iii) Terms of engagement

Terms of engagement for this post will be permanent and pensionable.

3. PERSONAL ATTRIBUTES

He/she should be able to work diligently during and after office hours, promote team work, comprehend and communicate, effectively prioritize and execute tasks in a high pressure environment.

4. REMUNERATION

Attractive salary and fringe benefits will be paid depending on qualifications and experience.

5. MODE OF APPLICATION

Application letters accompanied by a typed CV, Certified copies of Academic Certificates, academic transcripts, Names of three Referees, Current postal address, Phone Number and E-mail address, should reach the undersigned not later than **03rd August, 2021**. The Board will verify all information contained in the application and documents submitted. Public Servants should channel their applications through their employers. **Only shortlisted candidates will be contacted**. The Roads Fund Board is an equal opportunity employer, hence women are highly encouraged to apply.

6. APPLY TO:

**Roads Fund Manager,
Roads Fund Board,
P.O. Box 993,**

DODOMA