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## EMPLOYMENT OPPORTUNITY

EWURA Consumer Consultative Council (EWURA CCC) is a Council established under Article 30 of the Energy and Water Utilities Regulatory Authority Act, 2001 Cap 414. The objective of EWURA CCC is to safeguard the interests of Consumers of EWURA regulated goods and services which are namely, Water, Sewerage, Electricity, Petroleum and Natural Gas. The functions and Powers of the Council are stipulated as:-

- Representing the interests of Consumers by making submissions to, providing views and information to and consulting with EWURA, the Minister, and sector Ministers;
- Receiving and disseminating information and views on matters of interest to Consumers of regulated goods and services;
- Establishing and consulting with Regional, Local and Sector Consumer committees;
- Consulting with industry, government and other Consumer groups on matters of interest to Consumers of regulated goods and services.

EWURA CCC is looking for an enthusiastic, dynamic, motivated and professional **Accountant** to fill a vacant post within its establishment.

The aspirant for this position will be responsible for all financial and accounting functions of the Council.

## JOB DESCRIPTION

**Job Title:** Accountant

**Location:** EWURA CCC Offices in Dar es Salaam

**Reporting to:** Executive Secretary

### Qualifications and Competencies:

- University Degree/Advanced Diploma majoring in Accounting from a recognized higher learning Institution;
- A recognized Accounting professional qualification i.e ACCA, CPA(T), and registered with NBAA;

- Knowledge and Competence in Information and Communication Technology (ICT) application and familiarity with one of the accounting software;
- Good knowledge of Government accounting and Reporting principles;
- Working experience of not less than 2 years in a similar position in a reputable organization;
- Knowledge on Public procurement procedures and regulations is essential.

### **Main Duties and Responsibilities:**

- Ensure that:
  - i. All transactions have been completely and accurately recorded;
  - ii. Accounting methods and procedures are appropriate to the Council's accounting system;
  - iii. Proper accounting records for income, expenditure, assets and liabilities of the Council are being maintained; and
  - iv. All accounts in the Balance sheet are correct and the make up of them is known;
  - v. Routine activities such as preparing journal vouchers, monthly payroll, payment vouchers, debit and credit notes, petty cash vouchers; keeping custody of petty cash balance, petty payments etc are timely, properly and accurately done;
- Establish appropriate financial accounting and related control systems;
- Ensure proper recording of all financial transactions of the Council;
- Ensure timely production of management and financial reports;
- Participate and coordinate preparation of the Council's periodic and annual budgets and ensure budgetary control;
- Safeguard the Council's assets including maintenance of fixed assets register;
- Ensure timely remittance of statutory deductions to respective authorities;
- Handle /Manage the Council's treasury including all banking operations;
- Attend to external Auditors;

- Carry out any other responsibilities as may be assigned by the Executive Secretary from time to time.

Applications should enclose copies of relevant certificates, curriculum Vitae (CV) and clearly indicating name of the applicant, addresses, contact telephone numbers and emails. Electronic applications should bear the signature of the applicants with scanned certificates attached. Otherwise, the applications may be hand-delivered or sent through post to the undermentioned:-

**The Executive Secretary,  
EWURA Consumer Consultative Council (EWURA CCC),  
Sixth Floor,  
HabourView Tower Limited,  
Samora Avenue,  
P. O Box 72175,  
DAR-ES-SALAAM.  
Tel: +255 22 2134591;  
Email: [ewuracc@ewura.go.tz](mailto:ewuracc@ewura.go.tz) OR [info@ewura.go.tz](mailto:info@ewura.go.tz)**

Dead line for receiving the applications is 7<sup>th</sup> November, 2008 at 17:00 Hrs.