

# Energy and Water Utilities Regulatory Authority (EWURA)

## Employment Opportunities

*The Energy and Water Utilities Regulatory Authority (EWURA) is a world class regulatory authority responsible for licensing, tariff regulation and quality of service regulation of the electricity, water, petroleum and natural gas sectors. EWURA has the following vacancies for which suitably qualified Tanzanian citizens are invited to apply.*

**Post Title: Finance and Administration Manager**

**Reporting to: Director of Corporate Affairs**

**Duty Station: EWURA Head Office – Dar es Salaam**

The Finance and Administration Manager will coordinate of all Finance and Administration functions of EWURA. The aspirant must be mature with excellent interpersonal skills, well motivated and organized.

### **Qualifications:**

The ideal candidate for this position should have:

- University Degree/ Advanced Diploma majoring in Accounting from a recognized higher learning institution;
- Masters Degree majoring in accounting or finance;
- Certified Public Accountant, CPA (T) or ACCA and must be registered with the national Board of Accountants and Auditors (NBAA) in the category of either Associate Certified Public Accountants (ACPAs) or Associate Certified Public Accountant in Public Practice (ACPA-PPs);
- Knowledge and Competence in Information and Communications Technology (ICT) application, and familiarity with one of the accounting software;
- A strong background of International Financial Reporting Standards (IFRS) and good knowledge of Public Sector Accounting and Reporting Principles; and
- Working experience of not less than 5 years in a senior finance position.

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

- To manage, monitor and control finance (i.e. receipts and payments) of the Authority on day-to-day, weekly, monthly, quarterly and yearly basis. Assists or makes short term arrangements for temporary deficit;
- To ensure existence of effective controls over other non cash assets of the authority;
- To report on the financial performance of the Authority including preparation of all monthly, quarterly and yearly financial reports, annual financial statements, analysis and review of variances;
- To prepare annual financial statements and co-ordinate with the external auditors;
- To prepare annual operating and capital expenditure budgets for the Authority; and
- To ensure all administrative functions of the authority are discharged appropriately.

## **MODE OF APPLICATION**

Application letter with Curriculum Vitae (CV) including e-mail address or day time contact telephone number, together with photocopies of certificates and names and contacts of two referees should be addressed to reach the under-mentioned by 15<sup>th</sup> October 2008.

Only short listed candidates meeting the above criteria will be invited for interview. Lobbying and canvassing for employment will not be entertained and may work to the candidate's disadvantages.

Application letter should be addressed to:

**The Director General  
Energy and Water Utilities Regulatory Authority (EWURA)  
Samora Avenue, 6<sup>th</sup> Floor, Harbor View Towers  
(Former JM Mall Building)  
P O Box 72175  
DAR ES SALAAM**