

CENTRAL CORRIDOR TRANSIT TRANSPORT FACILITATION AGENCY (CCTTFA)



VACANCY

Position title	Technical Assistant - Accounting
Department	Finance and Administration
Duty station	CCTTFA Permanent Secretariat, Dar es Salaam
Reports to	Director of Finance and Administration
Contract duration	One year (1), renewable subject to satisfactory performance, operational need and availability of funds
Number of position	One (1)

1 Background

The Central Corridor Transit Transport Facilitation Agency (CCTTFA) is an intergovernmental organisation established by the Governments of Burundi, the Democratic Republic of the Congo, Malawi, Rwanda, Tanzania, Uganda and Zambia. The Central Corridor is an integrated transport and logistics network that connects landlocked Member States to the sea through the Port of Dar es Salaam. CCTTFA works with Member State governments and development partners to improve the efficiency of the Corridor and facilitate transit trade.

CCTTFA invites applications from suitably qualified and experienced candidates to fill the position of **Technical Assistant Accounting** at its Permanent Secretariat in Dar es Salaam. The successful candidate will be expected to perform the duties set out in these Terms of Reference with professionalism, accuracy and integrity.

2 The Technical Assistant Accounting key responsibilities:

2.1 Donor funds financial management

- Assist in development, management, and monitoring of donor-funded project budgets
- Support payment process by ensuring all donor expenses are in accordance with required donor conditions and guidelines
- Financial Reporting according to agreed timeline and donor specific template
- Record donor expenditures, income, and any other related transactions, in the ERP
- Perform month-end, quarterly and yearly reports as per CCTTFA procedures.
- Prepare payment vouchers for all donor funded accounts, payment schedules and transaction files for review and approval by authorized officers
- Ensure proper filing of all documents related to donor projects

- Follow up user departments, suppliers and service providers to ensure all documents are in order according to donor requirements approvals, delivery evidence and tax documents
- Support direct stakeholder payments and physical follow-up where officially authorized, while maintaining complete evidence of delivery and acknowledgement.
- Prepare for internal and external audit readiness
- Support the internal and external audits

2.2 Other departmental responsibilities and support

Advances Clearances and Refunds

- Support and maintain an up-to-date register of staff, travel, activity and operational advances, including due dates and clearance status.
- Review advance-retirement submissions for completeness and arithmetic accuracy before forwarding them to the Accountant for accounting review.
- Issue timely follow-up reminders on outstanding clearances, refunds and supporting documents under the direction of the Director of Finance and Administration.
- Prepare periodic ageing summaries of outstanding advances and unresolved transaction items for management review.

ERP Data and Financial Reporting and Filing

- Enter or upload approved transaction data and supporting references into the ERP system as assigned, subject to review and posting controls.
- Maintain supporting registers for payments, advances, contracts, suppliers, statutory documents and recurring financial obligations.
- Perform routine checks for missing references, duplicate entries, incomplete attachments and inconsistencies between physical files, registers and the ERP system.
- Prepare exception lists and submit identified discrepancies to the assigned reviewer for correction or further action.
- Support ERP-based reports as required by CCTTFA
- Establish and maintain orderly hard copy and electronic finance files in accordance with CCTTFA filing standards, retention requirements and standard operating procedures.
- Maintain a controlled movement log for original financial documents and follow up their return to secure custody.
- Prepare complete document packs required for internal audit, external audit, management review and authorized verification exercises.
- Follow up reconciling items and outstanding documentation with banks, user departments and relevant institutions as instructed.
- Support implementation and tracking of agreed audit and compliance actions relating to finance records and transaction documentation.

3 Minimum Qualifications and Experience

- Bachelor's degree in Finance, Accounting, Commerce, Business Administration with a finance or accounting specialization, or another closely related field from a recognised university.
- At least 5 years of relevant experience in finance operations, accounting support, payment processing, financial records management or a comparable function.

- Experience in a regional, intergovernmental, international or donor-funded organisation is an added advantage.
- Working knowledge of financial procedures, internal controls, procurement documentation and audit support requirements.
- Practical experience using an ERP or accounting system. Knowledge of Odoo, Sage, QuickBooks or a comparable platform is desirable.
- Strong Microsoft Excel and Word skills, including maintenance of registers, schedules and document control records.

4 Required Competencies

- Accuracy and close attention to documentary detail.
- Integrity, confidentiality and sound judgement when handling financial information.
- Strong organisation, prioritisation and deadline-management skills.
- Ability to follow established procedures and escalate exceptions without delay.
- Effective written and verbal communication and constructive follow-up skills.
- Ability to work in a multicultural environment and collaborate across departments.
- Service orientation, accountability and commitment to continuous improvement.

5 Language Proficiency

- Proficiency in written and spoken English is required.
- Knowledge of French is an added advantage.

6 Supervision and Performance Management

The Technical Assistant Accounting will report to the Director of Finance and Administration. Day-to-day assignments may be coordinated by the Accountant or another official designated by the Director. Performance will be assessed against agreed work plans, the outputs in these Terms of Reference, compliance with applicable procedures, accuracy, timeliness, records quality and professional conduct.

7 Contract Duration

The initial contract will be for one year and may be renewed subject to satisfactory performance, continued operational need and availability of funds.

8. Application and Submission of Documents

Applications open on **06th October 2026** and close on **16th October 2026**.

Applications should be addressed to:

**The Executive Secretary
Central Corridor Secretariat
P.O. Box 2372
Dar es Salaam, Tanzania**

Interested candidates should submit an application letter, a detailed curriculum vitae (CV) and relevant academic certificates by email to **vacancy@centralcorridor-ttfa.org**. Applications must be received by **16 October 2026 23:59pm**.

Only shortlisted Candidates will be contacted.