



JOB DESCRIPTION

Position Title: Subawards and Subcontracts Intern

Reports to: Subawards and Contracts Officer

Employment Type: Full-time

Job Location: Dar es Salaam

Overall, Job Function:

The Subawards Intern provides administrative assistance on efficient and effective Subawards compliance support to operational and program staff at ICAP central, ensuring that narrative and financial reports for sub agreements are prepared according to donor requirements.

Specific Responsibilities and Duties:

- Assist in pre award assessments and compliance site visits
- Assist in reviewing expenditure reports submitted by subs and RCHMT's
- Assist in preparation of RCHMT's payment requisitions
- Assist to follow up on proof of payments with Tz finance team and share with subs
- Ensure all subs/service agreement reports are well arranged and filed in the server
- Ensure that all Sub's submitted reports have been well capture in QB
- Cross checking accuracy of the formular in budget/cost amendments templates
- Assist in the development of program financial, implementation, monitoring, evaluation tools, and support program staff in their effective use.
- Perform any other tasks as assigned by supervisor.

Education Qualifications, Knowledge, and Skills:

- **Required Education:** Bachelor's degree or higher in accounting, finance, Business administration or economics.
- **Required Work Experience:** No experience required
- Flexible and Quick learner.
- Knowledge on exchange rate computations, GAAP, budgeting, monitoring expenditure, preparing financial reports, reconciling accounts.
- Self-motivated and able to work alone, whilst also good as working as part of a team.
- Able to manage large portfolio/heavy workload and to handle competing demand from various quarters.



- Excellent verbal communications and interpersonal skills including the ability to communicate clearly and assertively with a wide range of people from different cultures.
- Able to communicate technical issues to non-technical colleagues.
- High level of competency with spreadsheets, database, and accountancy-based IT
- Good analytical skills and ability to deal with large quantities of financial data
- Strong writing, reporting, and editing skills including the ability to present information in a coherent manner

To apply please visit: <https://icapacity.icap.columbia.edu/en-us/listing>