



Job Description - Director of Finance & Administration Tanzania

About Imagine Worldwide

Imagine Worldwide Tanzania (Imagine-TZ) is a non-profit organization affiliated with Imagine Worldwide (IW), a global NGO committed to transforming education through innovative technology. Imagine-TZ seeks to demonstrate that children — when provided with access to personalized, tablet-based learning — can acquire foundational literacy and numeracy skills with minimal adult supervision. By leveraging evidence-based digital learning solutions, IW partners with governments, schools, and communities to expand access to quality education for underserved children across the country. Literacy and numeracy skills are the basis for a better life and the positive benefits to health, wealth, and social outcomes are multi-generational. However, 9 out of 10 children across Sub-Saharan Africa cannot read and understand a simple text by age 10. Imagine works with partners worldwide to confront this crisis, using data and research to continuously refine and scale its foundational learning solution.

Imagine- TZ has recently signed a Memorandum of Understanding (MoU) with the Ministry of Education, Science and Technology (MoEST), the President's Office - Regional Administration and Local Government (PO-RALG), and the Ministry of Education and Vocational Training (MoEVT) in Zanzibar to implement a program known as MsingiTek. This program will be rolled out in five regions of mainland (Morogoro, Manyara, Shinyanga, Tabora, and Ruvuma) as well as across 11 districts of Zanzibar. The first phase of the program, launching in May 2025, will reach 533 public primary schools (500 in mainland Tanzania and 33 in Zanzibar) over the course of 15 months. If MsingiTek demonstrates improvements in literacy and numeracy outcomes, it will be scaled nationwide in close collaboration with the government. This initiative has the potential to transform the learning journey for millions of children across Tanzania.

Candidate Profile

We are seeking a visionary, strategic, and results-driven Director of Finance & Administration to help lay the foundation for MsingiTek - an ambitious, fast-growing program with the potential for nationwide scale. This is a unique opportunity for a dynamic leader who thrives in early-stage environments and is eager to build the essential systems and infrastructure needed for long-term success. The ideal candidate will bring extensive experience in establishing organizations from the ground up - where there's a whiteboard, not a playbook - and will be excited to design smart, scalable systems that work effectively in real-world settings, guided by proven best practices.

In this role, you will lead the development and implementation of policies and guidelines for flexible, responsive finance, procurement, and administrative/HR systems that support a rapidly evolving, field-based program - while ensuring robust internal controls and accountability. You'll be the strategic driver behind lowering our cost per learner, ensuring high-quality education delivery remains both

efficient and sustainable. By analyzing what works, identifying cost drivers, and implementing smart, cost-effective strategies, you will play a pivotal role in scaling MsingiTek's impact across Tanzania. Additionally, you will advise on best practices and provide strategic guidance on aligning the program with national education standards and effective financing models - ensuring MsingiTek is well-positioned to meet government requirements and drive lasting change in the education sector.

Key Responsibilities

- **Build smart, lean, and compliant systems:** Partner with the global finance and admin team to build country systems that are simple, scalable, and fully compliant - supporting both impact and efficiency as we grow.
- **Ensure clean, accurate, and error-free financial operations:** Oversee core financial functions including accounting, reconciliations, payroll, payments, and bank management—ensuring financial data is rock solid and audit-ready at all times.
- **Drive financial planning that lowers cost per learner:** Lead budgeting, forecasting, and financial analysis to drive efficient resource use and cost-per-learner optimization, while giving program teams the insights they need to deliver cost effective impact.
- **Long term financial sustainability:** Play a lead role in shaping a financial model that supports the shift from philanthropic funding to large-scale aid funding, managed by the government.
- **Deliver on-time, donor-ready reporting and compliance:** Own all internal and external financial reporting, from donor reports to audits and statutory filings; ensuring full compliance and building funder confidence at every step.
- **Safeguard procurement and contracting integrity:** Provide strategic oversight for procurement and contracting to ensure transparency, cost-effectiveness, and alignment with internal and donor standards.
- **Enable smooth, reliable office and operational support:** Ensure core operations - from office management to drivers and fleet - run seamlessly so the entire team can focus on delivering results in the field.
- **Oversee administrative HR systems and compliance:** Support onboarding, contracting, recordkeeping, and payroll administration in line with policy and labor law - ensuring a smooth and compliant employee lifecycle.
- **Lead, grow, and support a high-performing team:** Directly manage and support a small, committed team; including a Finance Manager, Operations Manager, and drivers - ensuring they are motivated, aligned, and set up to thrive.
- **Continuous improvements:** Identify opportunities to strengthen internal controls, simplify workflows, and adapt systems as we grow - ensuring we stay nimble and impact-driven.
- **Government Engagement:** Engage government stakeholders to promote understanding and adoption of a cost-effective, scalable financing model for national education delivery.

Your Qualifications

- Master's degree in financial management, accounting or equivalent discipline.
- Professional Chartered Accountant accreditation with a recognized institution.

- A minimum of 10 years' of relevant work experience.
- A minimum of 5 years experience in a finance and/or operations leadership position.
- A minimum of 3 years of managing people and teams.
- Experience in managing donor funded projects.
- Experience building or strengthening systems in startup or rapidly scaling organizations.

Your Skills

- **Financial Management:** Deep understanding of day-to-day financial operations e.g. accounting systems, reconciliations, balance sheet reviews - ensuring accurate, timely financial records.
- **Financial Planning & Analysis:** Ability to develop, manage, and interpret complex budgets, forecasts, and cash flows. Skilled in variance analysis and modeling to inform strategic decisions.
- **Compliance Management:** Deep understanding of various compliance frameworks (donor, HR, tax, legal/regulatory). Skilled in internal controls and policy creation and implementation.
- **Digital Systems Proficiency:** Practical expertise in operating, configuring, integrating and troubleshooting systems ranging from accounting software, to HRIS, payroll and procurement platforms.
- **Contracting and Procurement:** Technical skill in designing and reviewing various contracts and a strong grasp of procurement best practices: bid analysis, cost-effectiveness, vendor evaluation.
- **Data Analysis:** Advanced Excel and data aptitude with a sharp eye for trends, inefficiencies, and red flags. Skilled in process mapping and optimization across departments.
- **Team Leadership:** Skilled in managing and developing small, multi-functional teams. Able to create clarity, coach for performance, and align individuals around shared goals.
- **Communication:** Skilled in preparing clear, donor-aligned financial reports and translating complex financial data into actionable insights for non-finance audiences.

Your Qualities

- **Passion:** You are committed to equity in education and are deeply aligned with our vision.
- **Flexibility:** You thrive in fast-paced, evolving environments.
- **Humility:** You bring a growth mindset; welcoming feedback and continuous improvement.
- **Integrity:** You lead by example, with transparency and accountability.
- **Results-Orientation:** You balance excellence with practicality and hold yourself and others to high standards in everything we do.
- **Collaborative:** You engage and align diverse teams to drive meaningful progress together.

Compensation & Benefits

Salary is competitive and commensurate with experience.

Location

The Director of Finance & Administration must be based in Dar Es Salaam, Tanzania. IW does not sponsor work permits for this role; candidates must be legally authorized to work in Tanzania.

How to Apply

Please submit a resume and your personal details via this link - [online application](#). **Closing Date: Sunday April 27th 2025.**

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Imagine Worldwide is proud to be an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.