

Regional Finance & Administration Manager – Danmission East Africa (based in Zanzibar with possibility of moving to Dar es Salaam)

As a **Regional Finance & Administration Manager (FAM)**, you will lead and oversee the financial and administrative management of Danmission's East Africa Regional Office (RO), while supporting partners to implement high-quality development projects across the region. Success in this role requires combining strategic oversight with hands-on management - guiding, mentoring, and enabling both local partners and internal staff to achieve strong financial, administrative, and program outcomes.

About the Role

Danmission works with development projects implemented in partnership with Tanzanian and Kenyan Churches, faith-based and civil society organisations in Tanzania and Kenya. Some partners are new to international financial management, while others regularly administer multi-donor relationships. Your role will involve:

- Leading and improving financial management systems, policies, controls, and procedures for the RO.
- Managing day-to-day administrative and operational functions, including procurement, HR processes, asset management, and logistics.
- Preparing and coordinating budgets, quarterly and annual financial reports, and comparative analyses of actual vs. budgeted revenues and expenditures.
- Conducting financial monitoring of partners, providing technical support, and building their financial management capacity.
- Ensuring compliance with internal policies, donor regulations, and local laws with relevance to NGO operations, HR management including labor laws and regulations, amongst others.
- Coordinating audits, tax reporting, and other statutory requirements.
- Mentoring finance and administrative staff, including Assistant Accountant, Partner Accountants, and administrative support personnel.
- Acting as a liaison between Headquarters, the RO, and partners to ensure guidelines and instructions are implemented.
- Overseeing smooth office operations, addressing challenges related to infrastructure, IT, tools, utilities, and other operational needs.
- Representing Danmission in external communications and stakeholder engagements as required.

The position combines strategic leadership with hands-on implementation and requires close collaboration with the Regional Director and other colleagues across Danmission offices.

Position Details

- Duty Station:** East African Regional Office
- Contract:** Full-time, 3-years
- Starting Date:** As soon as possible and no later than 4. January 2027
- Probation:** First 6 months
- Salary:** 3,500,000 – 8,000,000 TZS per month (negotiable)
- Travel:** Required within Tanzania, Kenya, and other countries

About You

Professional Competencies & Experience:

- Master's degree in finance or a related field.
- Certified Public Accountant (CPA).

- Minimum 3 years' experience in financial management with NGOs and institutional donors (e.g., DANIDA, EU, UN Trust Funds, UN agencies).
- Experience in non-profit financial management, including budgets, audits, and donor reporting.
- Strong IT skills, including MS Office, advanced spreadsheet skills, and accounting software (Business Central experience is an advantage).
- Advanced proficiency in English and Swahili.
- Strong leadership, mentoring, decision-making, prioritization, and training skills.

Personal Competencies:

- High integrity, honesty, and professionalism.
- Analytical, proactive, and solution oriented.
- Independent and willing to learn.
- Cooperative and responsible when working with others.
- Willing and able to travel within the region.

About Danmission East Africa

Danmission is a Danish NGO rooted in Christian values, working with churches, religious institutions, and secular partners to foster sustainable, just, and equitable development. The East Africa Regional Office (EARO) in Zanzibar coordinates activities across the region and supports partners to implement high-quality projects. The EARO is exploring a potential move to Dar es Salaam in the near future and willingness to move is therefore important.

We value diversity, inclusion, and innovation and provide a modern, supportive workplace where employees are empowered to grow and shape the office's operations.

How to Apply

For questions which you cannot find answers to in this job posting or on our website, you are welcome to write an email to: earo@danmission.dk

Apply via the link provided **latest 4th November 2026**, ensuring your resume and motivated application are uploaded. Applications via email will **not** be considered.