ACDI/VOCA Service Learning Corps

Announcement: International Volunteer Opportunity

Assignment Title: Accounting and Record Keeping
Assignment Location: Tanzania, Africa
Assignment Duration: 12 weeks, May – August 2018
Assignment Number: TZ-0874-119

Assignment Summary:
HPM is a business firm whose core function is buying and processing of maize into white maize flour for selling within Tanzania and to the nearby country of Malawi. They have 8 flour milling machines and 2 rice processing machines. They have been facing a challenge on systematic record keeping on the activities going on in their 10 milling machines. They would like assistance in proper record keeping that will show the trend of all their machine records such as income and expenses, cash flow, balance sheet and other important to have a good track of the business. The selected volunteer will provide training on a number of topics including stock management, simple bookkeeping among others and will help develop an accounting and bookkeeping manual as well.

Provisions for the Volunteer:
- All International and Local Travel
- Lodging and Meals
- Business Visa
- Medical Evacuation Insurance
- In-Country Support from Field Office Staff
- Local Cell Phone to use during assignment

Qualifications:
- Masters/Ph.D. student or recent graduate in Business Administration, Accounting or other related program.
- At least 2-4 years of work experience, preferably in marketing, sales or international development.
- Proficient computer skills including MS Word, Excel and PowerPoint
- Previous experience in East Africa preferred but not required

How to Apply: 
Application Deadline: December 20, 2017
Interested candidates should visit www.acdivoca.org or use the following hyperlink: goo.gl/zSUSVV, create a new profile and submit the following:

1. A cover letter
2. A current resume
3. A letter of recommendation from a professor, advisor or employer should be emailed directly to DShipman@acdivoca.org