
Professional Internship offer in Tanzania: Local Junior Consultant

Background

German Sparkassenstiftung for International Cooperation (DSIK) is a German NGO that promotes financial sector development. DSIK was established by several Sparkassen in Germany in 1992. Since then, it has been working in more than 80 countries, successfully carrying out more than 200 projects. We are working in Eastern Africa for more than 15 years, focusing on strengthening institutions in the microfinance sector and its customers to enhance access to finance and to develop capacities on the supply and the demand side of the financial sector. Within the Eastern African Region, we are currently conducting a regional project in Ethiopia, Kenya, Rwanda, Tanzania, and Uganda, which is refinanced by the German Federal Ministry of Economic Cooperation and Development (BMZ). Beyond the regional project, DSIK is currently implementing country specific projects in Burundi, Kenya and Rwanda, funded by multiple donors.

For a period of 6 months of professional internship, a Junior Consultant will support DSIK team as well as the project partners. It is in view of the above that DSIK seeks to **hire a local Junior Consultant** to support the Long-Term Experts and the Local Staff as well as the project partners of DSIK in Tanzania.

Deployment location:

Dar es Salaam/Tanzania with possibility of being deployed to support field activities in different parts of the country.

Roles and responsibilities:

- Support in preparation of documents for bank transactions
- Assist in preparation of registration of employees to social security and submission of social security and tax payments slips to authorities
- Assist in procurement of office supplies, stationery and other
- Support in inventory and stock management
- Assist in maintaining proper record of accounting documents
- Assist in submitting obligatory reports to authorities such as the NGO board or labor office
- Assist in scanning documents for accountancy
- Prepare business trips for staff members and organize accommodation upcountry and flight bookings
- Support the team members in admin tasks during training (preparation of attendance lists, booking of catering etc.)
- Support other staff in other assigned project work when needed
- Any other duties as you may be assigned by your superiors

Profile:

- University degree (at least Bachelor) in Accounting, business administration or any other relevant field of education;
- First-hand experience in accounting and administrative related fields is a plus;
- Highly organized individual.
- Proficiency in MS Office;
- Good analytical and conceptual skills combined with the ability to work self-responsible;
- Ability to handle sensitive or confidential information with discretion, honesty and integrity;
- Excellent interpersonal, communication and intercultural skills;
- Fluency in spoken and written English and Swahili.

What we offer:

- Working on interesting and diversified tasks with a high level of self-responsibility
- Insights into a well-structured organization in the area of international development cooperation
- Working in a dedicated and supportive international team
- Fixed monthly allowance

How to apply:

Please submit your application by filling out the application form through this link: <https://forms.gle/2nJgLeUXh74BNLYJ8> and ensure that you have your updated CV, relevant certificates and transcripts of records, and a cover letter clearly demonstrating your knowledge, experience and motivation as well as highlighting your suitability for the assignment in one PDF document beforehand as you will be required to attach it to the application form. **Only applications submitted via the above link will be considered.**

Applications will be received not later than **August 10th, 2025**. Please understand that we will only contact candidates who will have passed the preselection successfully and will be invited to the Assessment Center.