



Intern – Administration Assistant

Amref Health Africa Tanzania is looking for a talented Admin volunteers who will assist to manage Store, Air ticketing, assets management, VAT refund and other duties relates with Administration department, She/he will be responsible for administrative tasks and will contribute to making the organization a better place to work.

The goal will be to provide excellent assistance and support to employees and managers.

Administrative tasks:

Vat refund management process

- Identifying the invoices with VRN, cross check the correct Amref TIN number, the actual amount on the invoices against EFD receipt
- Create excel sheet of VAT workings indicating the name of supplier date of invoice issued and date received with vat amount and cost center for the payment done.
- Prepare TRA VAT refund form number 262 and send to CD and Admin manager for signature
- Send the signed documents to Ministry of Health Dodoma for signature and approval to apply VAT refund to TRA'
- Submit the VAT refund invoices with signed documents to TRA.
- Take them to the Lawyer when necessary for the certification of copies of receipt

Asset Management

- All purchased items worth <\$500 are registered into the Navision system with full details including item description, asset model, serial numbers, date of purchase, LPO number, budget line and cost center and location and name of custodian, cost price to enable Amref to keep track of items with Tag number of registered items.
- Tag new assets if out of TCO send the tags to respective administrator there.
- Engage on loss of assets process for insurance which is:
 - To fill forms for insurance and take minutes of the meeting concerning loss report.
 - Report incident to insurer and submit required documents to insurance for refund.
 - Apply insurance for the new assets using fully details registered on asset registry. Keep track of all insured assets and the deadline of insurance policy
 - Process insurance claims refund for any asset that have been reported lost or malfunctioning beyond repair.



- Retrieve assets those that have not been registered and those which their custodians or location changed and update all previous assets that were not registered and register them accordingly.

- Update asset register on daily basis identify the loss, damaged, returned and change of custodian of asset.
- Communicate with users to receive the assets (They fill asset receiving confirmation form).
Send asset to user by preparing gate pass and notify the user of coming consignment. Gate pass is used as Delivery note therefore we input serial numbers etc.
- Send assets to respective custodian
- Work in disposal process as per donor requirement

Issue air tickets to staff who submitted fully approved TA for all cost centers except D174 and Directors

- Receive email from requester including TA and book for a flight of user's choice. After confirmation issue ticket and sent to requester.
- Follow up on boarding pass from requester and prepare documents ready to be submitted to Accounts.
- Check balance on every airline accounts on daily basis to make sure that there is enough money on the accounts not below 50% of deposited amount in the accounts.
- Prepare invoices, tickets details and boarding pass to submit documents to accounts for payment.
- Update on the list of staffs travelling on each of the airlines and input the budget line and cost centers of each so that accountant Neema will forward the cost for reimbursement from the project concerned.

Competencies:

- Masters in Business Administration
- Interest and motivation in working in an international organization;
- Good analytical skills in gathering and consolidating data and research for practical implementation;
- Outgoing and initiative-taking person with a goal oriented mind-set;
- Communicates effectively when working in teams and independently;
- Good in organizing and structuring various tasks and responsibilities;
- Responds positively to feedback and differing points of view;



- Consistently approaches work with energy and a positive, constructive attitude.