



## **1. JOB TITLE: Finance and operations manager**

Mbeya, Tanzania

Chemonics seeks a grants manager for the anticipated five-year, \$37-39.5 million USAID-funded Tanzania Kilimo Tija activity. The project, anticipated to begin in late-2022, is expected to sustainably increase the competitiveness and inclusiveness of horticulture market systems. Incorporating a holistic approach to poverty reduction, Kilimo Tija is also expected to engage women and youth in new market roles, increase access to commercially provided, climate smart, and productivity-enhancing agricultural technologies, and strengthen the enabling environment for market systems.

The finance and operations manager will be responsible for ensuring efficient day-to-day project operations by overseeing and leading procurement, logistics, finance, human resources, and compliance. They will supervise the finance and operations team to ensure that the project's accounting, financial reporting, and financial management systems are in full compliance with the contract, U.S. government regulations, and Chemonics' policies and procedures. This position will be based in Mbeya, Tanzania. We are looking for individuals who have a passion for making a difference in the lives of people around the world.

### **Responsibilities:**

- Supervise day-to-day financial and administrative operations of the project, including logistics, procurement, budgeting, financial management, and compliance

- Develop and execute responsive and appropriate management and operational systems in line and compliant with local laws and regulations, Chemonics policies and standard operating procedures, and USAID requirements
- Contribute to the development of operational plans as well as budget development and monitoring
- Oversee the project's human resources and support the recruitment, onboarding, and management of local staff and consultants
- Manage, mentor, and develop a high-performing team of finance and administrative staff
- Ensure compliance with U.S. government regulations, Chemonics' corporate policies, and Tanzanian law; establish standards and procedures to ensure that the compliance programs throughout the project are effective and efficient
- Ensure operational excellence and planning across departments and activities; update project procedure and policy manuals as required.
- Perform other duties and responsibilities as assigned by the chief of party

**Qualifications:**

- A master's degree in business administration, finance, accounting, project management, agribusiness, or related field
- Minimum 7-10 years of relevant professional experience providing finance and operational support to a large (>\$10 million) international development project
- Experience overseeing finance and operations of U.S. Government or USAID-funded programs required; experience working on agriculture-related projects preferred
- Demonstrated success and experience in financial management, procurement, compliance, and human resources required
- Experience supervising and providing relevant mentorship and training of finance and operations staff required
- Strong interpersonal communication skills, writing skills, and oral presentation skills
- Prior work experience in Tanzania and/or East Africa preferred

- Demonstrated leadership, versatility, and integrity with the ability to work in challenging environments and amongst multi-cultural teams
- Fluency in English required, fluency in Kiswahili preferred

**Application instructions:**

Please submit your CV and cover letter no later than **July 1, 2022**. Questions may be submitted to TanzaniaKTRecruit@chemonics.com with "Finance and operations manager" in the subject line. No telephone inquiries, please. Chemonics will contact finalists.

**APPLY HERE**

**2. JOB TITLE: Organizational/business development manager**

Mbeya, Tanzania

Chemonics seeks an organizational/business development manager for the anticipated five-year, \$37-39.5 million USAID-funded Tanzania Kilimo Tija activity. The project, anticipated to begin in late-2022, is expected to sustainably increase the competitiveness and inclusiveness of horticulture market systems. Incorporating a holistic approach to poverty reduction, Kilimo Tija is also expected to engage women and youth in new market roles, increase access to commercially provided, climate smart, and productivity-enhancing agricultural technologies, and strengthen the enabling environment for market systems.

The organizational/business development manager will provide leadership and overall technical direction of project activities designed to strengthen target horticulture market systems actor capacity to move into higher-value activities. This position will be based in Mbeya, Tanzania. We are looking for individuals

who have a passion for making a difference in the lives of people around the world.

**Responsibilities:**

- Oversee the design and coordination of organizational/business capacity assessments for target market system actors and recommend tailored capacity building and/or business enhancing interventions to strengthen actor capacity
- Oversee implementation of tailored technical assistance plans for target market systems actors, and collaborate with the project's monitoring, evaluation, and learning staff to monitor progress, adjusting the interventions as required
- Work with multidisciplinary team of technical specialists to design and deliver tailored technical assistance for target market system actors in areas including but not limited to business strategies and plans, marketing plans, grades and standards, post-harvest handling, aggregation, value addition, advocacy, and gender and youth inclusion
- In coordination with project leadership, provide mentoring to target market systems actor individual leaders, associations, or networks as required
- Work closely with grants manager to assess the capacity of project grantees and integrate organizational/business capacity strengthening interventions into the project's grants mechanism and individual grants
- Identify barriers to reduce inadequate access to Micro, Small, and Medium-sized Enterprises (MSMEs) financing, especially for youth- and women-led MSMEs

**Qualifications:**

- University degree in rural development, marketing, business administration and management, organizational capacity building, or a related field
- Minimum of 8 years of proven experience in the management of multidisciplinary teams; in-depth knowledge of horticulture value chain opportunities and challenges in Tanzania
- Demonstrated experience supporting inclusive development and organizational capacity building *strongly preferred*

- Familiarity with market systems development including finance, input supply, output markets, extension, and access to knowledge, with a focus on strengthening business development services
- Private sector experience agribusiness development and management preferred
- Strong communications and interpersonal skills, with evidence of ability to productively interact with a wide range of stakeholders, including government, private sector, NGOs, academia, civil society, and research institutions
- Familiarity with USAID-funded projects preferred
- Prior work experience in Tanzania and/or East Africa required
- Demonstrated leadership, versatility, and integrity with the ability to work in challenging environments and amongst multi-cultural teams
- Fluency in English required, fluency proficiency in Kiswahili preferred

**Application instructions:**

Please submit your CV and cover letter no later than **July 1, 2022**. Applications will be reviewed on a rolling basis. Questions may be submitted to [TanzaniaKTRecruit@chemonics.com](mailto:TanzaniaKTRecruit@chemonics.com) with Organizational/business development manager in the subject line. No telephone inquiries, please. Chemonics will contact finalists.

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**3. JOB TITLE: Grants manager**

Mbeya, Tanzania

Chemonics seeks a grants manager for the anticipated five-year, \$37-39.5 million USAID-funded Tanzania Kilimo Tija activity. The project, anticipated to begin in late-2022, is expected to sustainably increase the competitiveness and inclusiveness of horticulture market systems. Incorporating a holistic approach to poverty reduction, Kilimo Tija is also expected to engage women and youth in new market roles, increase access to commercially provided, climate smart, and productivity-enhancing agricultural technologies, and strengthen the enabling environment for market systems.

The grants manager will design, lead, and oversee the project's grants mechanism, currently valued at \$8 million. They will be responsible for overseeing the entire grants lifecycle and help ensure grants are structured to contribute directly the Kilimo Tija's results and promote learning, innovation, investment, and inclusion to enhance the horticulture market system. This position will be based in Mbeya, Tanzania. We are looking for individuals who have a passion for making a difference in the lives of people around the world.

**Responsibilities:**

- Oversee the project's grants mechanism; supervise grants management team
- Create and oversee overall policies, practices, and procedures relating to all aspects of the grants lifecycle; create financial and administrative procedures for monitoring grant expenditures, including appropriate reporting and authority delegation
- Ensure that all contract-specified related regulatory requirements for grants (e.g., ADS, CFR, and OMB) are met in a satisfactory and professional manner
- Work closely with project leadership and technical specialist to design and implement a grants mechanism that promotes learning, innovation, and youth and women inclusion
- Lead processes for request for proposals for grants and their selection, award, implementation, monitoring, evaluation, and closeout
- Maintain complete files of all documentation generated with each grantee, including applications, contracts and deliverables, and communications

- Develop and ensure adherence to a project-wide Branding Implementation and Marking Plan; distribute marking and branding requirements to grantees
- Support the development of a grants under contract manual within 90 days of award
- Other duties and responsibilities as assigned by the chief of party

**Qualifications:**

- A master's degree in finance/accounting
- Minimum seven years' experience in finance and grants management, including direct responsibility overseeing grants programs exceeding \$5 million
- Demonstrated experience with USAID rules and regulations related to grants under contracts required
- Ability to manage and leverage grants to achieve improved industry performance and increased benefits to female and youth actors
- Prior work experience identifying and administering grants for projects related to market systems, value chains, agriculture, or related field preferred
- Strong communications and interpersonal skills, with evidence of ability to productively interact with a wide range of stakeholders, including private sector, NGOs, academia, civil society and research institutions
- Experience with results management and/or contract management systems preferred
- Prior work experience in Tanzania and/or East Africa preferred
- Demonstrated leadership, versatility, and integrity with the ability to work in challenging environments and amongst multi-cultural teams
- Fluency in English required, basic proficiency in Kiswahili preferred

**Application instructions:**

Please submit your CV and cover letter no later than **July 1, 2022**. Applications will be reviewed on a rolling basis. Questions may be submitted to TanzaniaKTRecruit@chemonics.com with "Grants manager" in the subject line. No telephone inquiries, please. Chemonics will contact finalists.

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### **4. JOB TITLE: Deputy chief of party**

Mbeya, Tanzania

Chemonics seeks a deputy chief of party for the anticipated five-year, \$37-39.5 million USAID-funded Tanzania Kilimo Tija activity. The project, anticipated to begin in late-2022, is expected to sustainably increase the competitiveness and inclusiveness of horticulture market systems. Incorporating a holistic approach to poverty reduction, Kilimo Tija is also expected to engage women and youth in new market roles, increase access to commercially provided, climate smart, and productivity-enhancing agricultural technologies, and strengthen the enabling environment for market systems in Tanzania.

The deputy chief of party (DCOP) will be responsible for the day-to-day technical activities and implementation of the Kilimo Tija activity. They will assist the chief of party (COP) in ensuring quality control and overall responsiveness of technical assistance provided under the award. The DCOP will also act as the chief of party and serve as the principal point of contact in Tanzania for procedural and substantive matters in the absence of the COP. This position will be based in Mbeya, Tanzania. We are looking for individuals who have a passion for making a difference in the lives of people around the world.

#### **Responsibilities:**

- Provide leadership, technical direction, and management oversight for all project activities and results alongside the COP



- Serve as the secondary liaison between the project and USAID, government of Tanzania partners, and international and local partners
- Develop and maintain high-trust relationships with horticulture market system actors from the private sector, public sector, and civil society
- Promote strategic planning, management, and collaboration with shared vision, sound business decisions, and coordination with horticulture market system actor priorities
- Supervise project activities, including oversight of managerial and technical personnel and subcontractors, to achieve project objectives
- Ensure quality and timely delivery of contract activities and deliverables
- Manage, mentor, and develop a high-performing team of technical staff
- Serve as acting COP as needed

**Qualifications:**

- A master's degree in agriculture-related discipline, preferably horticulture, marketing, and/or business development from an accredited university
- Minimum of five years of senior-level leadership experience managing complex horticultural and/or agricultural development programs with a market system, value chain development, and/or private sector focus, preferably in Tanzania and/or East Africa
- Experience addressing gender and social inclusion issues, as well as experience incorporating gender and youth inclusion approaches in market systems required
- Familiarity with market systems development including finance, input supply, output markets, extension, and access to knowledge, with a focus on strengthening local markets and service providers required
- Experience in horticulture and/or agriculture trade and input policy, regulations, and standards preferred
- Ability to manage and leverage grants to achieve improved industry performance and increased benefits to female and youth actors

- Familiarity with USAID rules and regulations and experience in budgeting, procurement, grants management, and financial management preferred
- Prior work experience in Tanzania and/or East Africa required
- Strong communications and interpersonal skills, with evidence of ability to productively interact with a wide range of stakeholders, including government, private sector, NGOs, academia, civil society and research institutions
- Demonstrated leadership, versatility, and integrity with the ability to work in challenging environments and amongst multi-cultural teams
- Fluency in English required, fluency in Kiswahili preferred

**Application instructions:**

Please submit your CV and cover letter no later than **July 1, 2022**. Applications will be reviewed on a rolling basis. Questions may be submitted to TanzaniaKTRecruit@chemonics.com with "Deputy chief of party" in the subject line. No telephone inquiries, please. Chemonics will contact finalists.

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