



## **EMPLOYMENT OPPORTUNITIES**

### **ORGANIZATIONAL BACKGROUND:**

CARE is a leading humanitarian organization dedicated to fighting poverty and social injustice and places a particular emphasis on women and girls, their dignity and empowerment to lead their communities out of poverty. In 2020, CARE worked in 104 countries, reaching 90 million people through more than 1,300 programs, with an annual budget of \$650 million. Every single one of those 90 million people has a story of resilience, community, strength, and hope—all things that bind us together, across every corner of the globe.

CARE began working in Tanzania in April 1994, in response to the crisis in Rwanda and the subsequent influx of refugees into the Kagera Region of North-western Tanzania. Over the subsequent years, CARE Tanzania developed innovative education, health, microfinance, and environmental programs across most regions of the country. In Tanzania CARE works with the Government both in mainland and Zanzibar and other stakeholders to transform communities and ensure financial inclusion and independence, health and nutrition, climate-smart development resilience, especially for women and girls.

CARE Tanzania seeks to recruit self-motivated, results driven, dynamic, suitably qualified, competent and dedicated Tanzanians to fill various new positions in the organization.

### **Tanzania Youth Empowerment and Skills (YES) Program**

The Tanzania Youth Empowerment and Skills (YES) Program will support the Government of Tanzania to increase the empowerment, productivity, and community engagement of youth through an integrated cross-sectoral Program. Tanzania YES is a four-year education and youth program supported by the United States Agency for International Development (USAID). The objectives will allow youth to become actors in their own well-being and become agents of change and will be tailored to out-of-school youth aged 15-25. This purpose will be achieved by; 1) Increasing access to educational, life skills and entrepreneurial skills 2) Increasing youth participation in activities that foster physical and mental well-being 3) Establishing/strengthening

existing networks that support youth development and community engagement. The zone of influence will include the regions of Dar es Salaam, Zanzibar and Morogoro.

## **1. JOB TITLE: Project Manager**

### **USAID/TANZANIA Youth Empowerment and Skills Program**

#### **JOB SUMMARY**

**Project Manager** – Increase access to educational, life skills and entrepreneurial skills component for USAID/Tanzania Youth Empowerment and Skills Program. The project Manager will lead the objective one and bring deep technical knowledge of the component of youth needs and aspirations, currently available services, key barriers and opportunities from different sectors and will serve as key role in activity design, work planning, monitoring and adaptive management.

The Project Manager will report to the Deputy Chief of Party (DCoP) for Programs. It is a full-time position and will be based in Dar es Salaam with frequent travels.

#### **KEY ROLES AND RESPONSIBILITIES**

- Vast experience on working through and building on existing structures to increase the availability, access and quality of accelerated education including remedial skills, technical and vocational education training (TVET), life and leadership skills, mentorship and financial inclusion.
- Contribute component one-focused technical input into the project's overall technical approach, drafting annual work plans, providing written reports, and implementing an integrated set of activities to achieve project goals in a way that will expand economic opportunities or provide targeted services to the benefit of youth.
- Experience on doing the mappings and leading the assessments/researches such as value chains analysis, labor market assessments, market scanning etc.
- Ensure improved opportunities for youth to learn life skills, literacy and numeracy and pursue pathways to formal education
- Ensure activities and results are implemented in a timely manner within budget.
- Ensure increased entrepreneurship and employment opportunities as well as financial inclusion for youth
- Understanding of the positive youth development (PYD) approach is key
- Contribute to the project's quarterly and annual reports by highlighting successes, challenges, lessons learned and opportunities in youth programming within the component.
- Perform other duties as assigned

#### **EDUCATION QUALIFICATIONS**

- Advanced degree from a recognized university in youth development studies, economics, agriculture, rural development or similar social sciences field. Or Bachelor degree with 9 years professional experience in lieu of advanced degree.

## **EXPERIENCE AND SKILLS**

- At least 7 years of professional experience in managing and mainstreaming the engagement of youth with the private sector and the Government to increase the availability, access and quality of accelerated education including remedial skills, technical and vocational educational education training (TVET), life and leadership skills, mentorship and financial inclusion.
- Experience identifying and addressing opportunities and barriers related to expanding skills, incomes or economic opportunities for youth, and other marginalized populations
- Extensive knowledge and experience in the Tanzanian country context strongly preferred.
- Ability to travel within the regions or country as needed.

## **TECHNICAL COMPETENCIES**

- Demonstrated understanding and application of USAID or other international standard policy.
- Proven ability to forge strong professional relationships and facilitate coordination with donors, implementing partners, local government and communities in public and private sector.
- Excellent communication and facilitation skills, including native Kiswahili and strong English language skills.
- Fluency in English and Kiswahili in oral and written communication.
- Ability to work with others and collaborate as part of a team member.
- Willing to travel extensively to zone of influence regions as required.

## **2. JOB TITLE: Gender Equality and Social Inclusion (GESI) Manager**

### **USAID/TANZANIA Youth Empowerment and Skills Program**

#### **JOB SUMMARY**

**Gender Equality and Social Inclusion (GESI) Manager** for USAID/Tanzania Youth Empowerment and Skills Program. The GESI Manager will lead and ensure the integration of gender, equity, and social inclusion focused interventions, considerations, and activities across all the project objectives. The GESI Manager will contribute to the project's yearly work plan development, indicator selection and monitoring of GESI focused activities.

The GESI Manager will report to the Deputy Chief of Party (DCoP) for Programs. It is a full-time position and will be based in Dar es Salaam with frequent travels to zone of influence regions.

#### **KEY ROLES AND RESPONSIBILITIES**

- Lead the development and implementation of the project's evidence-based gender equality and social inclusion analysis and accompanying strategy and action plan
- Contribute GESI-focused technical input into the project's overall technical approach, drafting annual work plans, providing written reports, and implementing an integrated set of activities to

achieve project goals in a way that will expand economic opportunities or provide targeted services to the benefit of youth.

- Coordinate with the project team to tailor project activities to enhance the engagement and benefit of women and youth population.
- Collaborate with the project's M&E staff to propose indicators and participate in the collection and analysis of data for monitoring, reporting and learning purposes ensuring the project takes a transformative, integrated approach to GESI.
- Ensure activities and results are implemented in a timely manner within budget.
- Design training materials, and train project staff, partners and stakeholders on GESI, and promote the importance of GESI activities and considerations across project delivery.
- Closely collaborate with local organizations serving and/or led by women, youth and other marginalized populations
- Empower women and youth to establish and maintain strong working relationships with local youth-led organizations, local civil society organizations, private sector companies, and other value chain stakeholders.
- Empower women and youth and their communities to acquire the knowledge, skills, and resources to advocate for youth-friendly practices within the horticulture sector.
- Contribute to the project's quarterly and annual reports by highlighting successes, challenges, lessons learned and opportunities in youth programming within the project.
- Promote Gender Equality, diversity, and inclusion
- Perform Other duties as assigned

## **EDUCATION QUALIFICATIONS**

- Advanced degree from a recognized university in gender or youth development studies, economics, agriculture, rural development or similar social sciences field.

## **EXPERIENCE AND SKILLS**

- At least 7 years of professional experience in mainstreaming the engagement of marginalized groups, such as women, youth in project, preferably within the market systems and agriculture sector.
- Previous working experience in identifying and addressing opportunities and barriers related to expanding skills, incomes or economic opportunities for women, youth, and other marginalized populations
- Experience conducting and writing gender and inclusion analyses and developing relevant strategies
- Experienced trainer, including training-of-trainers for local organizations and staff.
- Extensive knowledge and experience in the Tanzanian country context strongly preferred.

## **TECHNICAL COMPETENCIES**

- Demonstrated understanding and application of USAID or other international standard gender policy and frameworks required.
- Proven ability to forge strong professional relationships and facilitate coordination with donors, implementing partners, local government and communities in public and private sector.

- Excellent communication and facilitation skills, including native Kiswahili and strong English language skills.
- Ability to organize and conduct training in relevant disciplines.
- Ability to work independently and collaborate as part of a team.
- Willing to travel extensively to zone of influence regions as required.

CARE Tanzania seeks to recruit self-motivated, results driven, dynamic, suitably qualified, competent and dedicated Tanzanians to fill various new positions in the organization in agricultural sector to implement solutions for our beneficiaries in the food production and farming industries.

## **About Scale Up FFBS Project**

Scale FFBS Project funded by Anonymous donor seeks to supports women to become successful farmers, businesspeople, leaders and agents of change. This holistic approach expects to teach women farmers good agricultural practices to improve yields in an environmentally sustainable way, incorporating climate-smart tools and techniques to help them adapt to climate change. It will also enable farmers to access markets and sell at competitive prices, collaborate with one another a, and engage in beneficial and efficient decision – making.

### **3. JOB TITLE: Project Driver Cum Assistant Logistician (to be based in Iringa)**

#### **JOB SUMMARY**

This position is responsible for carrying out duties as a driver cum Assistant Logistician, effectively and efficiently, observing all current organization’s vehicle, motorcycle and generator operating policies and procedures. The driver will also be responsible for ensuring safety of the passengers, vehicle and the tools assigned to him/her and devising ways and maintaining high fuel efficiency and low maintenance costs. The driver Cum Assistant Logistician is responsible for driving an office vehicle including the maintenance records and ensures that routing maintenance is carried out on schedules. The position will be responsible for inspecting the vehicle on daily basis to ensure that it is clean, undamaged and in working order.

The position will also provide Logistics support in the field office ensuring the routine office facility management is adequately taken care and Fleet management Policies and Procedures are applied and adhered to. With guidance and support from the supervisor will facilitate logistics-cohesion in the field office.

#### **KEY RESPONSIBILITIES**

- Drive office vehicle within and outside the operational area trips in Tanzania.
- Maintain defensive driving plus presenting safety briefing to passengers prior to each trip departure.

- Maintains office vehicle maintenance records and ensures that the routine maintenance is carried out on schedule.
- Maintains accurate, up to date records on trip sheets, fuel purchases, incident reports, accident reports vehicle condition reports and other records that are requested from management.
- Reviews staff car requests with the supervisor and finalize/maintenance schedule on a daily basis. Notifies the supervisor of any deviations from the approved schedule in order to ensure staff requests are honoured or different arrangements made.
- Maintaining proper records for fuel and reports for any shortage before the start of journey.
- Dispatches office documents/mails to different vendors, partners and customers as assigned.
- Provide Logistics Supports to staff, office errands and general office support.

## **EDUCATION QUALIFICATIONS**

- Secondary School Ordinary Level Certificate
- Diploma or an equivalent to Technical/Artisan Qualification from a recognized institution or equivalent education in combination with qualifying experience
- Valid and Clean driver's license class C and willingness to travel in rural areas.
- Certified driver from NIT (National Institute of Transportation) – added advantage

## **EXPERIENCE & SKILLS**

- 5 years' experience driving all types of vehicles (heavy and light) in International organisation or local NGO, private sector or Government sector whose nature of the job includes driving in remote areas with poor road infrastructure
- Requires sufficient skills in the application of a specific discipline relevant to the organization's requirements.
- Experience at checking vehicle for problems and performing pre/post trip maintenance tasks.
- At least 2 years working experience in managing administration errands, logistics support and fleet management in an International non-Governmental Organization funded by donors with strict rules and regulations

## **Desired**

- Vocational Trainings in Mechanics and or Automobile
- Ability to drive a motorcycle,

## **COMPETENCIES**

- Exceptional active listening, verbal and written communication skills.
- Knowledge of Road traffic rules and regulations
- Proficiency with computers, especially Microsoft Office.
- Able to use effective management systems/tools for self
- Proficient in minute taking, documentation, and simple report writing and prepare vehicle performance management and administration reports
- Good communication skills both oral and written including good interpersonal skills with speaking English and Kiswahili

- Ability to work on own initiative, with a creative approach to problem solving, good planning, strong time management and organizing skills

#### **4. JOB TITLE: Project Coordinator – Agronomy (to be based in Iringa)**

##### **JOB SUMMARY**

This role will examine, research, and solve problems related to crop management, output, and quality. The position in collaboration with LGA officials, input companies, research institutions will also develop tailored agronomic approaches and oversee interventions. The agronomist will focus on developing and promoting better farming practices. Through VSLA, saving groups and producer groups within the implementation area, the Project Coordinator ensures all interventions implemented by partners and market actors are based on evidence of success and best practices. S/he will provide leadership for engaging the private sector company (BDS) which will facilitate robust and equitable market linkage; Increased productivity and adaptive capacity among target small-scale women farmers, results in increased production, reduce food loss and waste, improve market access, resilience, adapt to climate change, and boost nutrition.

##### **KEY RESPONSIBILITIES**

- Facilitate and provide guidance to VSLAs and producer groups to advance collective investment ideas into actual market-driven investments around viable agriculture technology, infrastructure, inputs, and working capital
- Developing better planting, cultivation, and harvesting techniques, improving crop yield, and solving problems for clients.
- Build and strengthen technical capacities of VSLAs and producer groups for developing alternative agriculture business development options including technology, infrastructure and input capital to be earmarked for collective investments
- Researching and promoting agricultural strategies to counter the effects of changes in soil, climate, weather, and pest damage.
- Generating reports and presenting findings to management, farmers, or other interested parties.
- Conducting training on products and techniques through educational presentations.
- Developing planting schedules, budgets, and timelines for farming activities.

##### **EDUCATION QUALIFICATIONS**

- Bachelor's degree from a recognized university in agronomy, agriculture or a related field.
- Further education and experience may be preferred.
- Additional certifications as added advantage.
- Valid class D driving license.

##### **EXPERIENCE & SKILLS**

- At least 4 years of strong experience on agriculture market systems development for growth using Making Markets work for the poor (M4P) approach

- 4 years' experience in strategic engagement with private sector partners including input dealers, financial institutions, processors and off-taker
- Knowledge of agri-food chain processes
- Ability to drive a motorcycle in rural areas

## **COMPETENCIES**

- Ability to work outside, stand, walk, kneel, and stoop for extended periods.
- Exceptional active listening, verbal and written communication skills.
- Excellent planning and time management skills and ability to meet deadlines
- Strong research, decision making, critical thinking, and problem-solving skills.
- Awareness of industry trends, technology, and developments.
- Presentation skills
- Organization and planning capabilities
- Knowledge of legislation applicable to the agricultural technology sector
- Proficiency with computers, especially with hands on usage of Microsoft Office suite and ability to prepare reports

## **5. JOB TITLE: Project Manager (to be based in Iringa)**

### **JOB SUMMARY**

The Project Manager will lead on the implementation phase of the Scale Up FFBS approach, providing technical advisory on FFBS approach for farming that are appropriate to the beneficiaries.

The major responsibility of the Project Manager (PM) is to lead and oversee work in Iringa district council of Iringa Region. Provide overall leadership, coordination and management of the project, and will be responsible for ensuring successful delivery and accomplishment of the core objectives under his/her responsibility. The position will be responsible for providing strategic decisions on scaling up FFBS approach or sustaining key project results, assist the Project Agronomist for effective implementation of their respective activities. Establishes and maintains effective working relationships with key government partners, buyers, donors and NGOs working in the same geographic areas.

He/she will establish partnership with LGA, buyers, farmer cooperatives and government stakeholders, and will work closely with relevant actors in the agriculture sub-sector to ensure successful introduction of FFBS approach to the farmer and adoption by farmers in the selected parts of the operations. He/ She will work in close collaboration with the Agronomist who will guide the project beneficiaries regarding the implementation of project activities. The position is expected to maintain effective working relationships with other CARE staff members and will direct report to the Program Director to be based in Iringa.

### **KEY ROLES AND RESPONSIBILITIES**

- Lead on the delivery of the project implementation phase and provide technical inputs in close collaboration with other team members



- Participate in mainstreaming gender in activities to ensure women among the target beneficiaries of the project
- Networking, Learning, Representation, Strengthening and maintaining relations with relevant government line ministries (LGA and MoA) and private sector/research institutions to coordinate the adoption of new products and/or approaches in agriculture development and marketing
- Design a strategy to strengthen linkages with any other NGO's, private sector and service providers or government agencies in supporting and addressing various farmer's needs
- Develop project work plans and ensure timely implementation of the project activities in line with work plans and activity schedules
- Provide technical assistance for the design of the project's monitoring and evaluation strategy.
- Organize and assist with management of project budgets.
- Supporting and contribute to the project's quarterly and annual reports by highlighting successes, challenges, lessons learned and opportunities in the agricultural programming within the component.
- Staff and Performance Management by supervising and support staff, ensuring activities are on track

## **EDUCATION QUALIFICATIONS**

- Master's degree in agricultural economics, agribusiness management or Agronomy,

## **EXPERIENCE AND SKILLS**

- At least 7 years' experience in agro-business development and management of agriculture focused projects.
- Demonstrated capacity to work with private sector players (financial institutions, buyers, traders, transporters, input suppliers, processors in agriculture value chain)
- Experience with FFBS Approach; practices, principles and operations associated with modern production agriculture.
- Knowledge of agronomic principles and practices, including crops, soils and nutrients.
- Proven experience delivering agriculture focussed project to improve livelihood and reduce poverty of smallholder farmers in Tanzania
- Knowledge of the agriculture sector in Tanzania and its regulation and stakeholders
- Experience with programming that integrates gender equality and women's empowerment

## **TECHNICAL COMPETENCIES**

- Management skills and commercial acumen
- Demonstrated understanding and application of international standard policy.
- Proven ability to forge strong professional relationships and facilitate coordination with donors, implementing partners, local government and communities in public and private sector.
- Excellent communication and facilitation skills, including native Kiswahili and strong English language skills.
- Excellent planning and time management skills and ability to meet deadlines
- Ability to work calmly under pressure to deliver and work with others and collaborate as part of a team member.

- A high level of attention to detail and accuracy in working with numbers
- Strong analytical ability, able to evaluate and to appraise critically quantitative and qualitative information.
- Extensive knowledge and experience in the Tanzanian country context strongly preferred.
- Willing to travel regularly within remote rural areas in Iringa district as required.

## **MODE OF APPLICATIONS**

Only a letter of application and updated CV including names of at least 3 reputable referees from previous jobs (preferable line Managers) with reliable contacts should be sent by email to Human Resources Department [TZAHumanResourcesDepartment@care.org](mailto:TZAHumanResourcesDepartment@care.org) by **Closure of Business, 5<sup>th</sup> September 2022 at 1700hrs.** To apply, please indicate the title of the position you are applying for in the subject line of your e-mail. **Only shortlisted applicants will be contacted**

***CARE is an equal opportunity employer promoting gender, equity and diversity. Female candidates are strongly encouraged to apply. Our selection process reflects our commitment to the protection of children from abuse.***