

Enhancing Youth entrepreneurship and Employability – EYEE Project, 12 Month Duration

Position:	Volunteer, Business Management	Responsible to:	Project manager
No. of direct reports:	NA	Country:	Tanzania – based in Mwanza with substantial travel
Job description:	<p>Voluntary Service Overseas – VSO is the world’s leading development NGO that fights poverty through volunteers. We are unique in the way we bring people together to volunteer their knowledge, experience, and skills. Over the last 60+ years, we have worked in over 90 countries with more than 80,000 volunteers, supporting over 50 million people. We work with local and international partner organizations, businesses, and governments.</p> <p>VSO seeks a volunteer, business management for the Standard Chattered Foundation - SCF funded project, Enhancing Youth Entrepreneurship and Employability – EYEE that strive to address key obstacles to youth particularly female/PWDs youth businesses start-ups, managing small firm and growing firm from MSME sector.</p>		
Job purpose	<p>The purpose of this activity is to set a strong ground for provision of Business Development Services – BDS efforts that support youth lead MSMEs based on their individual needs. Worthy note in EYEE project, we work with Local Government Authorities - LGAs, Government Agencies (SIDO), Financial institutions, Business Networks, NGOs, CSO, Private companies, etc to strengthen and promote coordination the MSME industry.</p> <p>The volunteer, Business Management will play a key and supportive role in ensuring that the EYEE project meets its target for training, coaching, advisory and mentorship on business management. We are looking for professional individuals who have a passion to work as volunteer for making a difference in the lives of people in Mwanza Region, Tanzania</p>		

Responsibilities	Competencies	Skills, knowledge, and experience
<p>The ideal candidate will:</p> <p>Work closely with project team and support: training, coaching, advisory and mentorship on Business Management to MSMEs.</p> <ul style="list-style-type: none"> Train MSMEs on the fundamentals of business management. Work with MSMEs to develop sound business practices, processes, and philosophies. Assist MSME in the development of a simple written business plan. Educate MSMEs on business growth stages and requirements at each stage of growth. Train MSMEs on the fundamentals of marketing, including, market analysis, product and service development, promotional plans, and marketing plans. Assist MSMEs in understanding market needs and increasing their quality and service standards Work with MSMEs so that they know how to correctly use marketing and sales processes (using online, offline marketing tactics, building a proper sales pipeline) to promote their products/services to a defined target market or sector. <p>Are responsible for project administration,</p> <ul style="list-style-type: none"> Selection of MSMEs according to criteria’s and ensuring all EYEE assessment forms are accurately filled out and archived in timely. Maintain relevant project data in various systems pertaining to capacity, new opportunities, and general project records Oversee the upkeep of project documents to ensure they’re fit for use Attend Monday meeting and any other meeting scheduled. Provide monthly, quarterly, and annual report as required. 	<ul style="list-style-type: none"> Build and actively maintain working relationships that foster teamwork and collaboration with others for the benefit of a common goal. Able to network effectively, adapting communication style to different contexts and audiences, including internal and external stakeholders. Self-starter, able to work independently with little supervision. Ability to maintain an open minded, respectful, and non-judgmental work approach that values people and their culture. Ability to logically analyses problems and develop lasting solutions. Must have the confidence to work in ambiguous environments with diverse people and get the job accomplished. Must be able to handle conflicts in a constructive consultative way. Must have good social, interpersonal, and networking skills and abilities. 	<p>Essential:</p> <ul style="list-style-type: none"> A bachelor’s degree in business or related subject. Several years of relevant professional experience in a comparable position or working with start-ups/small enterprises. Experience in business planning and enterprises development. Experience in conducting one-on-one business mentoring, coaching, and training. Fluent in speaking and writing in English <p>Desirable:</p> <ul style="list-style-type: none"> Previous experience in working in a multicultural environment. Experience in working in a developing country and aware Demonstrated success in developing strategic marketing and operations plans and managing start-ups and/or small enterprises Understanding of the barriers facing youth lead MSMEs.

- Assist with the collection of data monthly and communicate analysis to the Project Manager.
- Preparation of activity budget and account for expenses in a weekly basis.
- Collaborate and providing support to another team member
- Ensuring timesheets are completed monthly.

Work closely with project to strengthen partnerships and alliances.

- Plan activities together with implementing partners
- Collaborate with partner to execute agreed plan
- Attend partners meeting to discuss project progress.
- Assist to identify potential partners and alliances for the project.

VSO has zero tolerance of abuse and exploitation of vulnerable people. We expect all our employees/volunteers to commit to protecting children, young people and vulnerable adults from harm and abide by our safeguarding policy

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Application Closing Date

17 Oct 2022

Enhancing Youth entrepreneurship and Employability – EYEE Project, 12 Month Duration

Job description:	Marketing and Graphic Designer National Volunteer	Responsible to:	Project manager
No. of direct reports:	NA	Country:	Tanzania – based in Mwanza with substantial travel
Job description:	<p>Voluntary Service Overseas – VSO is the world’s leading development NGO that fights poverty through volunteers. We are unique in the way we bring people together to volunteer their knowledge, experience, and skills. Over the last 60+ years, we have worked in over 90 countries with more than 80,000 volunteers, supporting over 50 million people. We work with local and international partner organizations, businesses, and governments.</p> <p>VSO seeks a volunteer, Graphic Designer for the Standard Chattered Foundation - SCF funded project, Enhancing Youth Entrepreneurship and Employability – EYEE that strive to address key obstacles to youth particularly female/PWDs youth businesses start-ups, managing small firm and growing firm from MSME sector.</p>		
Job purpose	<p>The Marketing and Graphic Designer will be supporting selected Medium Small and Medium Enterprises in developing and / or improving a brand that will stand out in the market. Also developing concepts, graphics and layouts for product illustrations, company logos, product packaging and websites. By working in this role, you can contribute to enhance the training and facilitation skills of highly motivated Tanzanians. When they are more empowered, they can deliver more and better training so that the Medium Small and Medium Enterprises can grow.</p>		

Responsibilities	Competencies	Skills, knowledge, and experience
<p>The ideal candidate will:</p> <p>Strategic Communication activities: Conduct strategic activities and ensure high quality of information and communication material influence targeted beneficiaries.</p> <ul style="list-style-type: none"> Develop detailed communication plan for EYEE project Assist project team strategically and technically, in aligning technical implementation with communication plan Develop success stories and photo/video from the field that capture the impact of the project Investigate preferred communications channels for communication material dissemination and promotion for different target beneficiaries. <p>Support to uphold trend of project brand awareness within the region of project implementation</p> <ul style="list-style-type: none"> Develop quarterly infographic including facts that can attracts key stakeholders for further engagement Develop monthly newsletter showcasing highlighted works of EYEE project to key project partners (i.e., donor, corporates, influencers, government, youth networks etc) Support targeted youth to become communicator and influencer by assist them to develop campaign and key messages for different target groups with supporting youth decent work and employability content <p>EYEE project achievement and key messages are promoted by media through their channels both printed and digital</p> <ul style="list-style-type: none"> Identify opportunities for local media content – radio, newspaper, advertisements – and draft supporting youth decent work and employability content 	<ul style="list-style-type: none"> Working together - successfully leads teams and develops others’ team-working skills, teamwork, and player. Communication & influencing - inspires others by advocating plans and ideas; maintaining a wide and influential network; coaching and facilitation skills; communication skills; presentation skills. Managing Knowledge - leads initiatives that improve knowledge management; develops others’ knowledge management skills; planning and organizing. Striving for excellence - leads initiatives to improve policies and practices; adaptable; is a role model for continuous learning and improvement. Managing People - builds a high performing team that meets challenging objectives linked to corporate objectives and works efficiently with other teams. Leading for the Future - builds confidence and excitement in VSO’s work and vision, both internally and externally; leads innovative projects. Thinking Strategically - leads strategic projects, coaching others to consider global and long-term impact, and to consult within and beyond VSO. Delivering Results - effectively leads large teams or complex projects; generating a goal-oriented actions; problem analysis and problem-solving skills; and ensuring timely, high-quality results. 	<p>Essential:</p> <ul style="list-style-type: none"> Bachelors or master’s degree in communications, public relations, journalism, or a similar discipline. Several years of relevant professional experience in a comparable position. Proven experience in developing and implementing communications strategies. Strong writing, editing and communications skills, next to experience in developing print and digital communications materials. Fluent in speaking and writing in English Proven ability in delivering relevant content to digital and social media Strong in expressing creativity in all different communication channels and ability to quickly switch between them. <p>Desirable:</p> <ul style="list-style-type: none"> Previous experience in working in a multicultural environment. Experience in working in a developing country

- Establish good network and engagement with editors and journalist to increase knowledge and interest on youth employability issues and project development strategies
- Develop press release/media brief to major media houses.

Project administration

- Selection of MSMEs according to criteria's and ensuring all EYEE assessment forms are accurately filled out and archived in timely.
- Maintain relevant project data in various systems pertaining to capacity, new opportunities, and general project records
- Oversee the upkeep of project documents to ensure they're fit for use
- Attend Monday meeting and any other meeting scheduled.
- Provide monthly, quarterly, and annual report as required.
- Assist with the collection of data monthly and communicate analysis to the Project Manager.
- Preparation of activity budget and account for expenses in a weekly basis.
- Collaborate and provide support to another team member
- Ensuring timesheets are completed monthly.

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- Plan activities together with implementing partners
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17 Oct 2022

Enhancing Youth entrepreneurship and Employability – EYEE Project, 12 Month Duration

Position:	Volunteer, Financial Management Adviser	Responsible to:	Project manager
No. of direct reports:	NA	Country:	Tanzania – based in Mwanza with substantial travel
Job description:	<p>Voluntary Service Overseas – VSO is the world’s leading development NGO that fights poverty through volunteers. We are unique in the way we bring people together to volunteer their knowledge, experience, and skills. Over the last 60+ years, we have worked in over 90 countries with more than 80,000 volunteers, supporting over 50 million people. We work with local and international partner organizations, businesses, and governments.</p> <p>VSO seeks a volunteer, Financial Management for the Standard Chattered Foundation - SCF funded project, Enhancing Youth Entrepreneurship and Employability – EYEE that strive to address key obstacles to youth particularly female/PWDs youth businesses start-ups, managing small firm and growing firm from MSME sector.</p>		
Job purpose	<p>The purpose of this activity is to set a strong ground for provision of Financial Management services that support youth lead MSMEs based on their individual needs. Worthy note in EYEE project, we work with Local Government Authorities - LGAs, Government Agencies (SIDO), Financial institutions, Business Networks, NGOs, CSO, Private companies, etc to strengthen and promote coordination the MSME industry.</p> <p>The volunteer, financial management will play a key and supportive role in ensuring that the EYEE project meets its target for training, coaching, advisory and mentorship on supporting MSMEs in financial management. We are looking for professional individuals who have a passion to work as volunteer for making a difference in the lives of people in Mwanza Region, Tanzania</p>		

Responsibilities	Competencies	Skills, knowledge, and experience
<p>The ideal candidate will:</p> <p>Work closely with project team and support: training, coaching, advisory and mentorship on financial Management to MSMEs.</p> <ul style="list-style-type: none"> • Train MSMEs on the fundamentals of financial and basic accounting. • Work with MSMEs to develop sound financial practices, processes, and philosophies. • Develop tools and training materials staff that can be used in their business’s services. • Improve the capacity of MSME’s to win contracts with companies. • Link MSMEs with financial service providers/Banks to access loans. • Support targeted youth led MSMEs and youth groups to achieve internationally accepted standards of budgeting and accounting. <p>Project administration</p> <ul style="list-style-type: none"> • Selection of MSMEs according to criteria’s and ensuring all EYEE assessment forms are accurately filled out and archived in timely. • Maintain relevant project data in various systems pertaining to capacity, new opportunities, and general project records • Oversee the upkeep of project documents to ensure they’re fit for use • Attend Monday meeting and any other meeting scheduled. • Provide monthly, quarterly, and annual report as required. • Assist with the collection of data monthly and communicate analysis to the Project Manager. • Preparation of activity budget and account for expenses in a weekly basis. • Collaborate and provide support to another team member • Ensuring timesheets are completed monthly. 	<ul style="list-style-type: none"> • Build and actively maintain working relationships that foster teamwork and collaboration with others for the benefit of a common goal. • Able to network effectively, adapting communication style to different contexts and audiences, including internal and external stakeholders. • Self-starter, able to work independently with little supervision. • Ability to maintain an open minded, respectful, and non-judgmental work approach that values people and their culture. • Ability to logically analyses problems and develop lasting solutions. • Must have the confidence to work in ambiguous environments with diverse people and get the job accomplished. • Must be able to handle conflicts in a constructive consultative way. • Must have good social, interpersonal, and networking skills and abilities. 	<p>Essential:</p> <ul style="list-style-type: none"> • A bachelor’s degree in Finance or related subject. • Several years of relevant professional experience in a comparable position or working with start-ups/small enterprises. • Experience in business planning and enterprises development. • Experience in conducting one-on-one business mentoring, coaching, and training. • Fluent in speaking and writing in English <p>Desirable:</p> <ul style="list-style-type: none"> • Previous experience in working in a multicultural environment. • Experience in working in a developing country and aware • Demonstrated success in developing strategic marketing and operations plans and managing start-ups and/or small enterprises • Understanding of the barriers facing youth lead MSMEs.

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