



Job Description

JOB TITLE:	Accountant and Administrator	PROJECT:	Tanzania Feed the Future – Kilimo Tija
DEPARTMENT:	Accounting and Administration	LOCATION:	Dar es Salaam
REPORTS TO:	Senior Agronomist	GRADE:	
DATE:	January 3, 2023		

SUMMARY:

The Accountant and Administrator is based in the program headquarters in Dar es Salaam and reports to the Senior Agronomist. This position will provide support to FGI's Kilimo Tija finance, human resources, and administration functions. In addition to the specific tasks stated below, the position is expected to contribute fully as a program team member, conducting him/herself in a proper manner at all times as a representative of the program and is responsible for the safekeeping and care of all of FGI's Kilimo Tija program assets.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create and review expense vouchers and finance and administrative reconciliations and submit for approval;
- Assist in maintaining all program accounts in compliance with FGI's accountancy rules, including but not limited to general ledger, cashbook and payroll, etc.;
- Process all accounting vouchers in QuickBooks and generate management reports;
- Upload vouchers and financial reports weekly and respond timely to home office accounting queries;
- Prepare and ensure all program payments are in accordance with USAID and FGI regulations including compliant supporting documentation;
- Manage petty cash disbursements and reconciliations;
- Procure and manage suppliers, vendors and service provider relationships such as the telephone company, internet providers, stockists, etc.
- Work closely with FGI Home Office Human Resources to ensure that all employee benefits, including enrolment, changes and removals are properly documented with appropriate backup for each transaction;
- Conduct on-boarding and off-boarding meetings, including equipment assignments at the beginning of employment and equipment reconciliation at the end of employment;
- Track on-going use and replacement of equipment assigned to employees during employment;
- Maintain and update overall project inventory/register in collaboration with the Home Office PMU;
- Support monthly payroll by providing relevant documentation in a timely manner;
- Assist program employees with the preparation of reports, presentations, and correspondence;



- Communicate frequently with FGI Home Office Program Management, Human Resources, and Accounting staff;
- Assist with travel and logistics arrangements for in-country staff and short-term consultants; and,
- Perform any other duties as may be assigned by the FGI Program Manager or Technical Leads.

QUALIFICATION REQUIREMENTS:

- Minimum of bachelor's degree in accounting, finance, human resources, or related field
- At least 5 years' working experience in administrative and financial management experience on international development projects
- Must have excellent knowledge in finance, accounting, operations, administration, and human resources, as well as possess strong leadership skills
- Experience implementing operational systems that comply with US government regulations, Tanzanian law, and relevant accounting standards
- Excellent writing skills and oral communication skills
- Ability to work independently and produce quality communications under tight deadlines
- Complete fluency in oral and written Kiswahili and English
- Proficiency with Microsoft Office and other media creation/editing programs

APPLY:

Please send cover letter and updated CV to recruitment@fintrac.global. The subject line of the email should include the job title and location.

Job Description

JOB TITLE:	Agronomist / Extension Specialist	PROJECT:	Tanzania Feed the Future – Kilimo Tija
DEPARTMENT:	Productivity and Technology Commercialization	LOCATION:	Iringa, Mbeya, Unguja, Pemba, Morogoro Region(s)
REPORTS TO:	Senior Agronomist	GRADE:	
DATE:	January 3, 2023		

SUMMARY:

Support farmers, input supply companies, agro dealers, women and youth groups, and VBAs to help them use and apply appropriate technology and skills and sustainably increase productivity and profitability of their enterprises and farming business.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1) Identify appropriate clients and stakeholders in the horticulture sector and recommending them to the Senior Agronomist or Partnership Specialist for program assistance.
 - Assist with the formation and/or support of smallholder grower groups and ensure their successful development and participation in out grower schemes or other group activities relevant to program objectives.
 - Coordinate with other specialists along the value chain (finance, postharvest, processing/value addition, market facilitators, partnership technical coordinators) to address lead farmer and partner constraints.
 - Identify constraints in the local horticultural value chains so that the program and its partners can begin identifying and introducing solutions.
 - Liaise with Senior Agronomist and input supply companies to support establishment and follow up of technology demonstration sites, and Farmers Field Days, as platforms for demand creation and training.
 - Facilitate provision of technical support from input companies to youth groups, lead farmers, VBAs, hub- agro dealers, rural agro dealers in the implementation of the project grants milestone deliverables.
- 2) Follow up on collection of data from women and youth groups and farmers' organizations to ensure quality and completeness of data collection forms and address all gaps based on supervisors' input.
 - Collect all the necessary data and information required and submit it to Senior Agronomist and any other staff in the project as required.
 - Submit timely field data related to indicators and quarterly reports to Senior Agronomist.
 - Work with supervisor to plan and implement work plans in the designated region
- 3) Undertake other activities and duties as may be assigned from time to time.



QUALIFICATION REQUIREMENTS:

- Minimum of bachelor's degree in agriculture, agronomy, botany, horticulture, or related field
- At least 5 years' working experience in agro input supply industry or institution supporting scaling seeds and technology in the agriculture sector
- Must have excellent knowledge in horticulture production, as well as possess strong leadership skills and have a proven track record in agriculture development projects
- Previous or current experience in the horticulture industry in Tanzania is an added advantage.
- Excellent writing skills and oral communication skills
- Ability to work independently and produce quality communications under tight deadlines
- Complete fluency in oral and written Kiswahili and English
- Proficiency with Microsoft Office and other media creation/editing programs

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Job Description

JOB TITLE:	Input Supply Specialist	PROJECT:	Tanzania Feed the Future – Kilimo Tija
DEPARTMENT:	Productivity and Technology Commercialization	LOCATION:	Iringa, Mbeya, Zanzibar Region(s)
REPORTS TO:	Productivity and Technology Commercialization Manager		
DATE:	January 3, 2022	GRADE:	

SUMMARY:

Support input supply companies, agro dealers, youth groups, lead farmers and VBAs through establishing commercial linkages. Facilitate product knowledge training, technical assistance in distribution, market linkages, and compliance to environmental safety and safe handling of pesticides, seeds and other farm inputs regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1) Assessment of the input suppliers and youth groups eligible for participation in Feed the Future Tanzania Kilimo Tija Program.
 - Liaise with input supply companies to plan, organize, and conduct public information and marketing campaigns to support demand creation for productivity enhancing technologies.
 - Support the establishment of linkages between input companies, agro dealers, cooperatives, VBAs, farmers' associations, and youth groups to strengthen last mile access to inputs and other productivity enhancing technologies.
 - Support agro dealers, working with VBAs and youth producers to comply with environmental and safety requirements for pesticides per USAID requirements.
 - Facilitate provision of technical support to input companies, youth groups, lead farmers, VBAs, hub- agro dealers, rural agro dealers in the implementation of the milestone deliverables as per grant agreements.
 - Liaise with Feed the Future Tanzania Kilimo Tija Business Development and Partnerships Teams to facilitate alternative financing mechanisms for rural agro dealers, VBAs, and youth-led enterprises for accessible and affordable financing of rural input suppliers.
- 2) Profile and facilitate preparation of training materials for youth groups, agro dealers, VBAs, and lead farmers in product knowledge in collaboration with input supply companies.
 - Follow up on the available productivity enhancing technologies from input companies, research institutes and model farmers and liaise with stakeholders and Feed the Future



Tanzania Kilimo Tija Partnerships and Business Development teams to support their commercialization.

- Liaise with Senior Agronomist and input supply companies to support establishment and follow up of technology demonstration sites as platforms for demand creation and training.
- 3) Follow up on collection of M&E data from input suppliers, youth groups, and farmers' organizations to ensure quality and completeness of data collection forms and address all gaps based on supervisors' input.
- Submit timely field data related to indicators and quarterly reports to Productivity and Technology Commercialization Manager.
 - Work with supervisor to plan and implement work plans in designated region.
- 4) Undertake other activities and duties as may be assigned from time to time.

QUALIFICATION REQUIREMENTS:

- Minimum of bachelor's degree in agriculture, agronomy, botany, horticulture, or related field
- At least 5 years' working experience in agro input supply industry or institution supporting scaling seeds and technology in the agriculture sector
- Must have excellent knowledge in horticulture production, as well as possess strong leadership skills and have a proven track record in agriculture development projects
- Previous or current experience in the horticulture industry in Tanzania is an added advantage.
- Excellent writing skills and oral communication skills
- Ability to work independently and produce quality communications under tight deadlines
- Complete fluency in oral and written Kiswahili and English
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Job Description

JOB TITLE:	Senior Agronomist	PROJECT:	Tanzania Feed the Future – Kilimo Tija
DEPARTMENT:	Productivity and Technology Commercialization	LOCATION:	Iringa Region
REPORTS TO:	Productivity and Technology Commercialization Manager		
DATE:	January 3, 2023	GRADE:	

SUMMARY:

Supervise Agronomist and Extension Specialists in supporting farmers, input supply companies, agro dealers, women and youth groups, and VBAs to help them use and apply appropriate technology and skills and sustainably increase productivity and profitability of their enterprises and farming business. The Senior Agronomist will provide leadership and technical and strategic guidance to the Agronomist and Extension Specialists.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1) Lead production-based, value chain initiatives within the region(s).
 - Provide technical support and management to agronomist/extension specialists within the selected region(s) by conducting regular, programmed visits to their areas of work. Ensure that agronomist/extension specialists are properly trained, professional, and carrying out all tasks assigned to them, including proper adoption of agricultural technologies and support to assigned partners.
 - Provide regular feedback to the agronomist/extension specialists on their performance and inform the Productivity and Technology Commercialization Manager of their progress in a weekly report.
 - Provide training and technical assistance to partner field staff and other key technical stakeholders.
 - Assist agronomists in planning, budgeting, and conducting successful, well-attended farmer field days and other public events like Farmer-to-Farmer events, Nane Nane, etc.
 - Supervising the development of technical materials for training courses, workshops, marketing/trade events, and other activities.
 - Ensure that agronomist/extension specialists in the region(s) understand their strategic contributions under the project design – to expand smallholder commercial horticulture and strengthen linkages with the sub-sector.
- 2) Take a proactive role in ensuring that the project meets its targets for significant involvement of women and youth in the commercial horticultural value chain.



- Drive market linkages and relationship building between regional stakeholders to stimulate the supply of inputs, technology adoption, financial service provision, sales, and value addition.
 - Support and interact with regional stakeholders from the private sector, government extension officers and partners as necessary.
- 3) Assist project management in understanding the production potential of the region(s) and the means of unlocking it. This includes the identification of regional constraints and opportunities within the horticulture market system, as well as relevant stakeholders.
- Provide input for work plans and budgets, quarterly and monthly reports, program success stories, etc., as required.
 - Follow up on collection of M&E data from input suppliers, youth groups, and farmers' organizations and ensure quality and completeness of data collection forms and address all gaps based on supervisors' input.
 - Submit timely field data related to indicators and quarterly reports to Productivity and Technology Commercialization Manager.
- 4) Undertake other activities and duties as may be assigned from time to time.

QUALIFICATION REQUIREMENTS:

- Minimum of bachelor's degree in agriculture, agronomy, botany, horticulture, or related field
- At least 10 years' working experience in agro input supply industry or institution supporting scaling seeds and technology in the agriculture sector
- Must have excellent knowledge in horticulture production, as well as possess strong leadership skills and have a proven track record in agriculture development projects
- Previous or current experience in the horticulture industry in Tanzania is an added advantage.
- Excellent writing skills and oral communication skills
- Ability to work independently and produce quality communications under tight deadlines
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