



## Career with BRAC International

BRAC is an award-winning international non-governmental development organisation, with the vision of a world free from all forms of exploitation and discrimination, where everyone has the opportunity to realise their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programmes to assist poor and disadvantaged communities in low-income countries, including in conflict-prone and post-disaster settings. It is an organisation of and for the people of the Global South, pioneering new development and social enterprise approaches to equip communities to achieve prosperity. As well as being the world's biggest NGO by number of staff and people directly reached, BRAC has regularly been ranked the number one NGO in the world by the Geneva-based NGO Advisor, an independent organisation committed to highlighting innovation, impact and governance in the non-profit sector. BRAC retained the top spot in 2020 among the top 500 NGOs for the fifth consecutive year.

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed. It started its first programme outside of Bangladesh in Afghanistan in 2002 and has since reached millions of people in 11 countries in Asia and Africa. BRAC has a holistic approach to development that uses a wide array of programmes and social enterprises, including in microfinance, education, health, agriculture, gender and human rights. BRAC believes that every person has inherent potential, and when an enabling environment is created and that potential is unleashed, even the poorest can become agents of positive change in their own lives, for their families and their communities.

**BRAC Maendeleo Tanzania** is part of a leading development organization that started its operations in 2006 in Tanzania, focusing on thematic areas of Agriculture, Youth and Women Empowerment, Food Security and Livelihood

## About the Programme

The Mastercard Foundation in partnership with BRAC International (BI) will be announcing an initiative that will create a positive and measurable impact for 1.2 million adolescent girls and young women and 9.5 million people across seven countries in East and West Africa, including Ghana, Kenya, Liberia, Rwanda, Sierra Leone, Tanzania, and Uganda.

There is mounting urgency to support adolescent girls and young women (AGYW) living in poverty, which has been further amplified by the global pandemic. Through this partnership, scalable economic development approaches will be delivered in communities to foster the agency and voice of AGYW. They will have the opportunity to fulfill their aspirations, achieve sustainable livelihoods, and engage in advocacy issues.

BRAC International will implement an integrated and holistic model to address the various life cycles of a young woman living in poverty, ensuring she is able to transition safely from adolescence to adulthood. She will be equipped with the appropriate skills, tools, and access to finance to effectively exercise her agency and build a fulfilling and productive livelihood.

BRAC International is seeking applications from competent, dynamic and self-motivated individuals to fill the following positions in **BRAC Maendeleo Tanzania**

## **1. Technical Sector Specialist - Agriculture (AD# MCFBMT-2307)**

This position is responsible Provide overall technical leadership and technical assistance to all branches under a region to achieve all agriculture related activities with quality. Supervise and follow-up all PA (Livelihood)s livestock related activities to improve service delivery quality with staff capacity building.

### **RESPONSIBILITIES**

- Develop all agriculture related training plans and module as per project design to ensure cropdiversifications.
- Help to ensure achievement of all agriculture related programmatic targets with quality as per AOP.
- Keep close relationship with operations part and provide feedback to improve project quality.
- Facilitate staff s capacity building trainings on agriculture and participants level trainings.
- Help project participants in their job placement and improve family level income.
- Follow up PA (Livestock)s activities with project participants to improve project quality.
- Coordinate with government and other service providers in livestock related issues and to develop livestock status.
- Record all success stories for project documentation.
- Help project management to set proper AOP for the project.
- Attending all possible level (Branch to country) of staff meetings.
- Check MIS and financial reports and other reports for data validation and accuracy.

### **EDUCATIONAL REQUIREMENTS**

- Master's degree (preferred) or bachelor's degree in agriculture, forestry, or other relevant fields

### **SKILLS AND COMPETENCIES**

- Strong Microsoft Office skills
- Good communication, facilitation, and representation skills.
- Proven ability to develop and manage institutional relationships.

### **EXPERIENCE REQUIREMENTS**

- 2+ Years working experience in providing technical support especially on agriculture and livestock related activities, training facilitation with module development.

## **2. Technical Sector Specialist - Gender and Inclusion (AD# MCFBMT-2306)**

This position is responsible for providing overall technical leadership on social empowerment activities of AIM Programme to ensure sound and effective implementation. S/he will uphold BRAC's values and ensure programming and organizational principles.

### **RESPONSIBILITIES**

- Oversee social empowerment activities of AIM programme and provide technical support on gender and inclusion aspects.
- Prepare branch wise Social Empowerment training calendar and help to ensure trainings, including staff training and ToT for Mentors and PAs
- Provide overall technical leadership and help to Community Selection & Demarcation
- Support Branch set-up and procurement, community mapping and selection
- Support club-space set up ensuring safeguarding criteria and reasonable accommodation and Club Group Formation and facilitate club-based curriculum delivery.
- Lead mapping of linkage services following standardized referral pathways (government/inter-agency) and provide orientation to staff, mentors, and Youth Development Committees

- Prepare work plan both yearly & monthly to achieve the programmatic target.
- Support branch team to maintain strong linkage with local Government and other community authorities.
- Support GBV case management from collecting incident reports to providing guidance and support to branch team and YDCs to resolve or establish referral linkage.
- Follow up & monitor the field level activities on regular basis and assist for proper implementation.
- Follow up YDCs activities by attending meetings and help to capacity building.
- Conduct and monitor Family & Partners' sessions.
- Write case stories or success stories and help Knowledge Management team for programme documentation.
- Coordinate with MF CO and BM for participants inclusion in Microfinance
- Ensure report submission in right time and check MIS data.

### **EDUCATIONAL REQUIREMENTS**

- Master's degree (preferred) or bachelor's degree in social science /Anthropology /Sociology /Business Administration and /or other relevant fields

### **SKILLS AND COMPETENCIES**

- Strong Microsoft Office skills
- Good communication, facilitation, and representation skills.
- Proven ability to develop and manage institutional relationships.
- Understanding gender and inclusion, community empowerment and local government issues.

### **EXPERIENCE REQUIREMENTS**

At least three (02) years working experience on gender and inclusion, community mobilization, local government, and social safety net.

### **3. Technical Sector Specialist - Livestock (AD# MCFBMT-2305)**

This position is responsible to provide overall technical leadership and technical assistance to all branches under a region to achieve all livestock related activities with quality. Supervise and follow-up all PA (Livelihood)s livestock related activities to improve service delivery quality with staff capacity building.

### **RESPONSIBILITIES**

- Develop all livestock related training plans and module as per project design.
- Help to ensure achievement of all livestock related programmatic targets with quality as per AOP.
- Keep close relationship with operations part and provide feedback to improve project quality.
- Facilitate staff s capacity building trainings on livestock and participants level training.
- Help project participants in their job placement and improve family level income.
- Follow up PA (livelihood)s activities with project participants to improve project quality.
- Coordinate with government and other service providers in livestock related issues and to develop livestock status.
- Record all success stories for project documentation.
- Help project management to set proper AOP for the project.
- Attending all possible levels (Branch to country) of staff meetings.
- Check MIS and financial reports and other reports for data validation and accuracy.

## **EDUCATIONAL REQUIREMENTS**

- Master's degree (preferred) or bachelor's degree in Livestock, agriculture, forestry or other relevant fields

## **SKILLS AND COMPETENCIES**

- Strong Microsoft Office skills
- Good communication, facilitation, and representation skills.
- Proven ability to develop and manage institutional relationships.

## **EXPERIENCE REQUIREMENTS**

2+ Years working experience in providing technical support especially on livestock related activities, training facilitation with module development.

### **4. Technical Sector Specialist – Market Development (AD# MCFBMT-2304)**

This position is responsible to Provide overall technical leadership and technical assistance all the branches under a region to achieve all market development related activities with quality. Supervise and follow-up all PA (Livelihood)s market development related activities to improve market status with staff capacity building.

## **RESPONSIBILITIES**

- Develop all market development related training plans and module as per project design to ensure market development and value chain.
- Help to establish improved market linkage with producer and seller included proper market actors as per AOP.
- Keep close relationship with operations part and provide feedback to improve market quality.
- Facilitate staff's capacity building trainings on market development with staff, producer and with market actors.
- Help project participants in improving production quantity with improve family level income.
- Follow up PA (Livestock)s activities with project participants to improve project quality.
- Coordinate with government and other service providers in market development related issues and to develop livestock status.
- Record all success stories for project documentation.
- Help project management to set proper AOP for the project.
- Attending all possible levels (Branch to country) of staff meetings.
- Check MIS and financial reports and other reports for data validation and accuracy.

## **EDUCATIONAL REQUIREMENTS**

- Master's degree (preferred) or bachelor's degree in social science /Anthropology /Sociology /economics/Business Administration and /or other relevant fields

## **SKILLS AND COMPETENCIES**

- Strong Microsoft Office skills
- Good communication, facilitation, and representation skills.
- Proven capacity building skills with proper knowledge about market players.

## **EXPERIENCE REQUIREMENTS**

2+ Years working experience in providing technical support especially on market development related activities, training facilitation with module development.

## **5. BRANCH MANAGER (AD# MCFBMT-2301)**

The purpose of this position is to ensure overall leadership to program implementation activity at the branch level. This will include day-to-day management and implementation supervision, staff-capacity development, staff supervision and monitoring, stakeholder management, procurement and ensuring internal team coordination.

### **RESPONSIBILITIES**

#### **Technical and Implementation Support:**

- Provide supervisory support to all AIM related program activities at the branch level, ensuring activity planning, roll-out, implementation, and tracking, in accordance with the operations manual
- Lead team-set up, staff onboarding, training and activity planning of AIM-PAs and BAOs
- Oversee the selection and set-up of AIM clubs, participant selection, and supervise the operation of club activities with direct assistance from PAs.
- Provide technical guidance and direction to PAs to match participants to livelihood pathways.
- Support PAs to mobilize Village Savings and Loan Associations (VSLAs) and link participants to VSLAs.
- Ensure timely preparation and submission of MIS, financial and donor reports.
- Finalize branch wise procurement plans for the necessary asset and input support including numbers, item specifications, budget, bidding.
- Ensure all branch level procurement in compliance with policy and budget allocations.
- Track and maintain sufficient cash flow for smooth day to day project activities.

#### **Supervisory and Coordination Support:**

- Lead all branch level activities and serve as the branches' main focal point for internal and external stakeholders.
- Coordinate closely with AIM Technical Sector Specialists (AIM-TSS) to develop capacity of PAs in livestock, agriculture, market development, and social inclusion.
- Facilitate monthly branch coordination meetings to ensure communication, planning and internal alignment.
- Organize and facilitate all branch level training and workshops as per program design.

### **EDUCATIONAL REQUIREMENTS**

- Master's degree (preferred) or bachelor's degree in social science /Anthropology /Sociology /Business Administration and /or other relevant fields

### **SKILLS AND COMPETENCIES**

- Strong Microsoft Office skills
- Strong sense of teamwork and collaboration and demonstrated ability to build relationships with individuals from diverse backgrounds.
- Personal qualities of integrity, credibility, and dedication to the mission of BRAC.

### **EXPERIENCE REQUIREMENTS**

- At least 3 years' experience in the international development sector, including experience with extreme-poor and marginalized communities to implement integrated development programs including microfinance, livelihood, agricultural and food security, and/or girl's and women's empowerment programs.
- Experience in project management and coordination, including supervision and monitoring, administration, finance, and logistics.

## **6. PROGRAM ASSISTANT – LIVELIHOOD (AD# MCFBMT-2301)**

The purpose of this position is to ensure overall implementation of livelihood, value chain and market development related activities under a branch office.

### **RESPONSIBILITIES**

- Lead the AIM program inception activities including community and participant selection, club selection and setup, mentor selection and onboarding, community mobilization, linkage services and value chain mapping.
- Lead the implementation and supervision of activities in assigned clubs as per program design, activity plan and budget.
- Ensure achievement of club-level program targets as per implementation guideline and report any operational/management issues to AIM-BM
- Coordinate closely with the AIM-Technical Sector Specialists (TSS) to seek technical guidance and knowledge; provide support to AIM-TSS as needed.
- Guide and supervise mentor activities and develop their capacity by providing regular coaching, mentoring, and training.
- Organize livelihoods training for participants, manage assets and input transfer activities, provide enterprise development support, and coordinate all market development and facilitation activities in the community.
- Attend monthly coordination meetings organized at the branch level and provide updates on club activities, flagging any issues needing attention from the branch/area manager.
- Support AIM-BM with all branch level procurement and logistics and other tasks, as required.
- Ensure cash flow by submitting cash requisition timely for smooth day to day operations.
- Organize and facilitate livelihood trainings for participants; provide support to connect program participants with broader linkage services and with employment/livelihood pathways.
- Follow-up closely with participants to minimize attrition and prepare monthly attendance reports and bi-monthly drop-out reports.
- Prepare MIS and financial reports and other reports and ensure timely submission.

### **EDUCATIONAL REQUIREMENTS**

- Advanced diploma or degree in Social Science /Anthropology /Sociology or other relevant fields

### **SKILLS AND COMPETENCIES**

- Ability to spend extended periods of time in the field and travel within the country.
- Proficient in using mobile devices, and computers, particularly with Microsoft Office
- Strong sense of teamwork and collaboration and demonstrated ability to build relationships with individuals from diverse backgrounds.
- Personal qualities of integrity, credibility, and dedication to the mission of BRAC

### **EXPERIENCE REQUIREMENTS**

- 3 years' experience in the international development sector, including experience working with marginalized communities to implement community development programs including microfinance, livelihood, agricultural and food security, and/or girl's and women's empowerment programs.

## **7. PROGRAM ASSISTANT – SOCIAL EMPOWERMENT (AD# MCFBMT-2303)**

The purpose of this position is to ensure overall implementation of social empowerment related components of the program including supporting social and economic empowerment training, building awareness about social and health related issues such as GBV, safe birth, contraception, disaster preparedness, sustainable livelihood.

## **RESPONSIBILITIES**

- Lead the AIM program inception activities including community mobilization and participant selection, club selection and setup, mentor selection and onboarding, community mobilization, mapping and establishing social empowerment linkages for participants.
- Lead the implementation and supervision of social and economic empowerment activities in assigned clubs as per program design, activity plan and budget.
- Organize and support Youth Development Committees in the target communities.
- Ensure achievement of club-level program targets as per Implementation Guideline and report any operational/management issues to BM.
- Coordinate closely with the Technical Sector Specialists (TSS) to seek technical guidance and knowledge; provide support to TSS as needed.
- Guide and supervise mentor activities under the social empowerment component and develop their capacity by providing regular coaching, mentoring, and training.
- Attend monthly coordination meetings organized at the branch level and provide updates on club activities, flagging any issues needing attention from the branch/area manager.
- Support BM with all branch level procurement and logistics and other tasks, as required.
- Ensure cash flow by submitting cash requisition timely for smooth day to day operations.
- Organize and facilitate social empowerment training for participants; provide support to connect program participants with broader linkage services.
- Follow-up closely with participants to minimize attrition and prepare monthly attendance reports and bi-monthly drop-out reports.
- Prepare MIS and financial reports and other reports and ensure timely submission.

## **EDUCATIONAL REQUIREMENTS**

- Advanced diploma or degree in Social Science /Anthropology /Sociology or other relevant fields

## **SKILLS AND COMPETENCIES**

- Ability to spend extended periods of time in the field and travel within the country.
- Proficient in using mobile devices, and computers, particularly with Microsoft Office
- Strong sense of teamwork and collaboration and demonstrated ability to build relationships with individuals from diverse backgrounds.
- Personal qualities of integrity, credibility, and dedication to the mission of BRAC

## **EXPERIENCE REQUIREMENTS**

- At least 1 years' experience in the international development sector, including experience working with marginalized communities to implement community development programs including microfinance, livelihood, agricultural and food security, and/or girl's and women's empowerment programs.

**EMPLOYMENT TYPE:** CONTRACTUAL

**SALARY:** Negotiable

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**JOB LOCATION:** Dar es Salaam, Tanga, Morogoro, Dodoma, Singida, Tabora, Mbeya, Mwanza, Iringa and Songwe

If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

**Candidate** needs to email their CV with a letter of interest mentioning educational grades, years of experience, current and expected salary at: [bimcf.tanzania@brac.net](mailto:bimcf.tanzania@brac.net)

**Please mention the name of the position, region of your preference and AD# in the subject bar.**

**Only complete applications will be accepted, and shortlisted candidates will be contacted.  
Women are highly encouraged to apply.**

**Application deadline: 26<sup>th</sup> May 2023**

*BRAC is committed to safeguarding children, young people, and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.*

*BRAC is an equal opportunities employer.*