



## JOB VACANCIES

### About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding.

**Background:** CRS is preparing to implement a global project that will address critical nutrition needs of adolescent girls and young women, with an emphasis on a multi-regional perspective and incorporating a significant goods delivery component. This five-year program will be implemented across seven countries including: Guatemala, India, Liberia, Rwanda, Tanzania, Timor Leste, and Zambia. Activities in the seven countries will contribute to the achievement of global results, targets, and indicators under one global award managed by a central Senior Management Team.

Therefore CRS is advertising for various positions to be filled by suitable candidates.

<b>Job Title:</b> Project Manager	<b>Reports to:</b> Head of Programs
<b>Department:</b> Dar es salaam	<b>Salary Grade:</b> 9

### Job Summary:

As the Tanzania Project Manager for Sustainable, Targeted, Responsive approach to Optimize Nutrition and Growth (STRONG) for Adolescent Girls and Young Women you will manage, coordinate, and monitor project activities and relationships with partners and other project stakeholders contributing to the achievement of STRONG project objectives and advancing Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your project management skills and knowledge of health and nutrition for adolescent girls and young women (AGYW) will ensure the delivery of high-quality programming and advance work towards increasing the impact of this global project. This position reports to the Head of programs and the global Project Director through a matrixed relationship.

### Roles and Key Responsibilities:

- You will lead STRONG Tanzania technical, budget management, monitoring, and reporting activities throughout the project cycle - start-up, implementation, and close-out - in line with CRS program quality principles and standards, donor requirements, and good practices.
- Effectively manage and supervise talent. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, contribute to the recruitment process of project staff, and complete performance management for direct reports.
- Ensure learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project evaluation activities following MEAL Policy. Proactively identify issues, report them to inform adjustments to plans and implementation schedules.
- Engage and strengthen partnerships relevant to STRONG, applying appropriate application of partnership concepts, tools, and approaches.

- Represent the project with donors, INGO working groups, UN, relevant local partners and relevant local government and community actors advancing nutrition for AGYW.
- Coordinate activities required for ensuring the financial, material, and human resources for the quality implementation of the project in Tanzania. Conduct periodic budget reviews and follow-up with partners on timely submission of financial reports to facilitate proper tracking of resource use.
- Identify staff capacity needs and technical assistance needs of partner organizations and contribute to capacity strengthening and required interventions to support quality project implementation.
- Assist with preparation of trends analysis reports and disseminate results. Review project documentation to ensure project file is complete with all required documentation and is filed per agency and donor requirements.

## **Basic Qualifications**

### **1. Education:**

- A bachelor's degree in nutrition, dietetics, or a related field. Specialization in adolescent nutrition or women's health is advantageous.
- A master's degree in nutrition, public health, or a related discipline is highly beneficial and may be preferred.

### **2. Knowledge and Expertise:**

- In-depth knowledge of nutrition science, including macro and micronutrients, dietary guidelines, and nutritional requirements for adolescent girls and young women.
- Understanding of growth and development stages during adolescence and how nutritional needs change.
- Familiarity with specific health concerns and challenges faced by adolescent girls and young women, such as eating disorders, reproductive health, and bone health.
- Knowledge of cultural, social, and environmental factors that influence nutrition and dietary patterns among this population.

### **3. Experience:**

- Several years of professional experience in the field of nutrition, with a focus on adolescent girls and young women.
- Experience in designing and implementing nutrition programs or interventions targeting this population.
- Practical experience in conducting nutritional assessments, developing personalized dietary plans, and evaluating their effectiveness.
- Experience working in diverse settings, such as community health centers, schools, or research institutions.

### **4. Research and Analytical Skills:**

- Proficiency in conducting research, collecting, and analyzing data, and interpreting findings related to nutrition and growth in adolescent girls and young women.

- Ability to critically evaluate scientific literature and stay up to date with emerging research and trends in the field.
- Strong statistical skills to analyze and interpret data related to nutrition and growth patterns.

#### **5. Communication and Advocacy:**

- Excellent written and verbal communication skills to effectively convey complex nutritional concepts to diverse audiences, including policymakers, healthcare professionals, and the public.
- Ability to develop educational materials, guidelines, and policies that promote healthy nutrition for adolescent girls and young women.
- Experience in public speaking and delivering presentations at conferences or seminars.

#### **6. Leadership and Collaboration:**

- Demonstrated leadership abilities to oversee nutrition programs, coordinate interdisciplinary teams, and mentor junior staff.
- Collaborative skills to work with healthcare professionals, educators, community organizations, and government agencies to develop and implement nutrition initiatives.

#### **7. Professional Certifications:**

- Obtaining certifications such as Registered Dietitian (RD), Certified Nutrition Specialist (CNS), or Certified Specialist in Pediatric Nutrition (CSP) can enhance your credibility and demonstrate expertise in the field.

**Required Languages** – English and Kiswahili will be preferred.

**Travel** - Must be willing and able to travel up to 50 %.

#### **Knowledge, Skills, and Abilities**

- Analysis and problem-solving skills with ability to make sound judgment.
- Good relationship management skills and the ability to work closely with local partners.
- Proactive, results-oriented, and service-oriented
- Attention to details, accuracy, and timeliness in executing assigned responsibilities.

#### **Preferred Qualifications**

- Experience working with partners, participatory action planning and community engagement.
- Staff supervision experience a plus.
- Experience monitoring projects and collecting relevant data.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

<b>Job Title:</b> Senior Project Officer- Agriculture & SILC	<b>Reports to:</b> Project Manager
<b>Department:</b> Mbeya	<b>Salary Grade:</b> 8

**Job Summary:**

As the team member for Sustainable, Targeted, Responsive approach to Optimize Nutrition and Growth (STRONG) for Adolescent Girls and Young Women you will support activities and relationships with partners and other project stakeholders contributing to the achievement of STRONG project objectives and advancing Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your project management skills and knowledge of health and nutrition for adolescent girls and young women (AGYW) will ensure the delivery of high-quality programming and advance work towards increasing the impact of this global project. This position reports to the project manager.

**Roles and Key Responsibilities:**

**1. Agricultural Development:**

- Conduct assessments and surveys to identify agricultural needs, challenges, and opportunities in target communities.
- Develop and implement strategies to enhance agricultural productivity, sustainable farming practices, and crop diversification.
- Provide technical expertise and guidance to farmers on modern farming techniques, irrigation systems, pest management, and soil conservation.
- Collaborate with local agricultural extension services and research institutions to disseminate relevant knowledge and best practices to farmers.
- Support the establishment and management of farmer cooperatives or producer groups to promote collective marketing, bulk purchasing, and knowledge sharing.

**2. Savings and Internal Lending Communities (SILC):**

- Design and implement SILC programs to promote financial inclusion and empower community members, particularly women, through access to savings and credit services.
- Train and mentor community members on financial literacy, record-keeping, and savings mobilization techniques.
- Facilitate the formation and strengthening of SILC groups, ensuring their adherence to established protocols and governance structures.
- Monitor and evaluate SILC activities, including savings mobilization, lending practices, and loan repayment, to ensure compliance with regulations and objectives.
- Collaborate with financial institutions and microfinance organizations to link SILC members with formal financial services and promote financial sustainability.

### **3. Project Management and Reporting:**

- Develop project plans, timelines, and budgets in collaboration with relevant stakeholders.
- Coordinate project activities, including training workshops, community meetings, and field visits, ensuring effective implementation and monitoring.
- Collect and analyze data on project outcomes and impact, preparing regular progress reports and presentations for internal and external stakeholders.
- Identify challenges and propose innovative solutions to overcome barriers to project success.
- Stay updated on emerging trends, technologies, and policies in agriculture and financial inclusion, incorporating relevant knowledge into project design and implementation.

#### **Basic Qualifications**

- Bachelor's or master's degree in agriculture, rural development, economics, or a related field.
- Proven experience in agricultural development, preferably in rural or developing country contexts.
- In-depth knowledge of sustainable farming practices, crop diversification, irrigation systems, and pest management.
- Familiarity with savings-led approaches and internal lending communities, including group dynamics and financial management.
- Experience in designing and implementing training programs and capacity-building initiatives.
- Strong analytical and problem-solving skills, with the ability to adapt strategies to local contexts.
- Excellent communication and interpersonal skills to effectively engage with diverse stakeholders.
- Project management experience, including planning, budgeting, monitoring, and reporting.
- Ability to work independently and as part of a multidisciplinary team in a cross-cultural setting.
- Proficiency in relevant software applications and data analysis tools.
- Willingness to travel frequently to project sites and work in remote rural areas.

**Required Languages** - English and Kiswahili will be preferred.

**Travel** - Must be willing and able to travel up to 70 %.

#### **Knowledge, Skills, and Abilities**

- Analysis and problem-solving skills with ability to make sound judgment.
- Good relationship management skills and the ability to work closely with local partners.
- Proactive, results-oriented, and service-oriented
- Attention to details, accuracy, and timeliness in executing assigned responsibilities.

#### **Preferred Qualifications**

- Experience working with partners, participatory action planning and community engagement.
- Staff supervision experience a plus.



- Experience monitoring projects and collecting relevant data.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

<b>Job Title:</b> Senior Project Officer- NUTRITION	<b>Reports to:</b> Project Manager
<b>Location:</b> Kigoma	<b>Salary Grade:</b> 8

**Job Summary:**

As the team member for Sustainable, Targeted, Responsive approach to Optimize Nutrition and Growth (STRONG) for Adolescent Girls and Young Women you will support activities and relationships with partners and other project stakeholders contributing to the achievement of STRONG project objectives and advancing Catholic Relief Services’ (CRS) work serving the poor and vulnerable. Your project management skills and knowledge of health and nutrition for adolescent girls and young women (AGYW) will ensure the delivery of high-quality programming and advance work towards increasing the impact of this global project. This position reports to the project manager.

**Roles and Key Responsibilities:**

**1. Program Development:**

- Design and develop evidence-based health and nutrition programs tailored to the specific needs and challenges faced by adolescent girls and young women.
- Conduct thorough assessments and research to identify the key health and nutrition issues affecting this demographic group.
- Collaborate with interdisciplinary teams to integrate health and nutrition components into existing programs and initiatives.

**2. Counseling and Education:**

- Provide individual and group counseling sessions to adolescent girls and young women, addressing their health and nutrition concerns.
- Deliver educational workshops and seminars to raise awareness about healthy lifestyles, proper nutrition, sexual and reproductive health, mental health, and other relevant topics.
- Develop educational materials, resources, and tools to support health and nutrition promotion efforts.

**3. Intervention Design and Implementation:**

- Design and implement innovative interventions to address health and nutrition challenges faced by adolescent girls and young women, such as nutrition education, physical activity programs, and mental health support.
- Monitor and evaluate the effectiveness of interventions through data collection, analysis, and regular reporting.
- Continuously update and improve interventions based on feedback, best practices, and emerging research in the field.

**4. Collaboration and Advocacy:**



- Collaborate with healthcare providers, educators, community organizations, and government agencies to ensure a holistic approach to the health and well-being of adolescent girls and young women.
- Advocate for the rights and needs of this demographic group, actively participating in relevant forums, conferences, and policy discussions.
- Establish and maintain partnerships with local organizations to leverage resources and expand the reach of health and nutrition programs.

### **Basic Qualifications**

- A bachelor's or master's degree in nutrition, public health, or a related field.
- Proven experience working with adolescent girls and young women in the field of health and nutrition.
- In-depth knowledge of the unique health and nutrition challenges faced by the AGYW group.
- Strong understanding of evidence-based interventions, behavior change strategies, and health promotion principles.
- Excellent counseling and communication skills, with the ability to engage and motivate adolescent girls and young women.
- Experience in program development, implementation, and evaluation.
- Proficiency in data collection, analysis, and reporting.
- Familiarity with relevant laws, policies, and guidelines related to adolescent health and nutrition.
- Ability to work collaboratively in a multidisciplinary team and establish partnerships with external stakeholders.
- Cultural sensitivity and the ability to adapt interventions to diverse populations.
- Strong organizational and time management skills.

***Required Languages*** - English and Kiswahili will be preferred.

***Travel*** - Must be willing and able to travel up to 70%.

### ***Knowledge, Skills, and Abilities***

- Analysis and problem-solving skills with ability to make sound judgment.
- Good relationship management skills and the ability to work closely with local partners.
- Proactive, results-oriented, and service-oriented
- Attention to details, accuracy, and timeliness in executing assigned responsibilities.

### **Preferred Qualifications**

- Experience working with partners, participatory action planning and community engagement.
- Staff supervision experience a plus.
- Experience monitoring projects and collecting relevant data.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).



<b>Job Title:</b> Project Officer- Nutrition	<b>Reports to:</b> Project Manager
<b>Location:</b> Kigoma	<b>Salary Grade:</b> 7

**Job Summary:**

As the Project Officer- Nutrition for Sustainable, Targeted, Responsive approach to Optimize Nutrition and Growth (STRONG) for Adolescent Girls and Young Women you will support activities and relationships with partners and other project stakeholders contributing to the achievement of STRONG project objectives and advancing Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your project management skills and knowledge of health and nutrition for adolescent girls and young women (AGYW) will ensure the delivery of high-quality programming and advance work towards increasing the impact of this global project. This position reports to the project manager.

**Roles and Key Responsibilities:**

1. Conducting assessments to identify the specific nutritional needs and deficiencies among adolescent girls and young women. This could include evaluating their dietary intake, measuring anthropometric data (such as height, weight, and body composition), and identifying any underlying health conditions that may impact nutrition.
2. Developing and delivering nutrition education programs targeted specifically at adolescent girls and young women. This may involve creating educational materials, conducting workshops, and providing one-on-one counseling to raise awareness about the importance of a balanced diet, healthy eating habits, and the impact of nutrition on their overall health and development.
3. Addressing micronutrient deficiencies that are common among adolescent girls and young women, such as iron, folic acid, and calcium deficiencies. Implementing programs that provide appropriate supplementation and fortification strategies to improve their nutrient intake and prevent deficiencies.
4. Promoting access to diverse and nutritious food options for adolescent girls and young women, especially those from low-income communities or marginalized groups. This could involve advocating for policies that improve food security, supporting community-based agriculture programs, and educating individuals on the importance of a varied diet to meet their nutritional needs.
5. Collaborating with healthcare professionals and other stakeholders to address the unique nutritional needs of adolescent girls and young women during key stages of development, such as puberty, pregnancy, and lactation. Providing guidance on nutrition during these critical periods to ensure proper growth, development, and overall well-being.
6. Implementing systems to monitor and evaluate the impact of nutrition programs and interventions on the health and nutritional status of adolescent girls and young women. Collecting data, analyzing results, and making evidence-based recommendations to improve the effectiveness of interventions and make informed decisions.
7. Working closely with other professionals, community leaders, NGOs, and government agencies to advocate for improved nutrition policies and programs for adolescent girls and young women.





Collaborating with stakeholders to ensure a holistic and comprehensive approach to addressing nutrition-related issues and promoting positive health outcomes.

### **Basic Qualifications**

- A bachelor's or master's degree in nutrition, public health, or a related field.
- Proven experience working with adolescent girls and young women in the field of health and nutrition.
- In-depth knowledge of the unique health and nutrition challenges faced by the AGYW group.
- Strong understanding of evidence-based interventions, behavior change strategies, and health promotion principles.
- Excellent counseling and communication skills, with the ability to engage and motivate adolescent girls and young women.
- Experience in program development, implementation, and evaluation.
- Proficiency in data collection, analysis, and reporting.
- Familiarity with relevant laws, policies, and guidelines related to adolescent health and nutrition.
- Ability to work collaboratively in a multidisciplinary team and establish partnerships with external stakeholders.
- Cultural sensitivity and the ability to adapt interventions to diverse populations.
- Strong organizational and time management skills.

***Required Languages*** - English and Kiswahili will be preferred.

***Travel*** - Must be willing and able to travel up to 70%.

### ***Knowledge, Skills, and Abilities***

- Analysis and problem-solving skills with ability to make sound judgment.
- Good relationship management skills and the ability to work closely with local partners.
- Proactive, results-oriented, and service-oriented
- Attention to details, accuracy, and timeliness in executing assigned responsibilities.

### **Preferred Qualifications**

- Experience working with partners, participatory action planning and community engagement.
- Staff supervision experience a plus.
- Experience monitoring projects and collecting relevant data.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).



<b>Job Title:</b> Project Officer- Agriculture& SILC	<b>Reports to:</b> Project Manager
<b>Location:</b> Mbeya	<b>Salary Grade:</b> 7

**Job Summary:**

As the Project Officer- Agriculture& Savings and Internal Lending Communities for Sustainable, Targeted, Responsive approach to Optimize Nutrition and Growth (STRONG) for Adolescent Girls and Young Women you will support activities and relationships with partners and other project stakeholders contributing to the achievement of STRONG project objectives and advancing Catholic Relief Services’ (CRS) work serving the poor and vulnerable. Your project management skills and knowledge of health and nutrition for adolescent girls and young women (AGYW) will ensure the delivery of high-quality programming and advance work towards increasing the impact of this global project. This position reports to the project manager.

**Roles and Key Responsibilities:**

**1. Agriculture:**

- Promoting sustainable agricultural practices: You would work with farmers and communities to encourage and implement sustainable agricultural techniques that optimize land use, conserve natural resources, and increase productivity.
- Providing training and capacity-building: You may conduct workshops, training sessions, and demonstrations to educate farmers on modern farming techniques, crop rotation, pest management, and irrigation methods.
- Supporting access to resources: You might assist farmers in accessing agricultural inputs like seeds, fertilizers, and equipment. Facilitating access to credit or subsidies can be part of this process.
- Monitoring and evaluation: Keeping track of the progress and impact of the implemented agricultural programs is crucial to assess their effectiveness and make necessary adjustments.

**2. Savings and Internal Lending Communities (SILC):**

- Establishing SILC groups: You would help form Savings and Internal Lending Communities, which are community-based financial systems designed to provide access to savings and credit for community members.
- Financial literacy and training: Educating community members about financial management, saving practices, and responsible borrowing is a key component of your role.
- Facilitating lending and repayment: As an officer, you would oversee lending processes, ensure adherence to rules, and help members manage their loans and repayments efficiently.
- Promoting social and economic empowerment: SILC groups not only provide financial services but also empower individuals, especially women, by fostering a sense of community and self-reliance.

**Basic Qualifications**

- Bachelor’s or master’s degree in agriculture, rural development, economics, or a related field.
- Proven experience in agricultural development, preferably in rural or developing country contexts.



- In-depth knowledge of sustainable farming practices, crop diversification, irrigation systems, and pest management.
- Familiarity with savings-led approaches and internal lending communities, including group dynamics and financial management.
- Experience in designing and implementing training programs and capacity-building initiatives.
- Strong analytical and problem-solving skills, with the ability to adapt strategies to local contexts.
- Excellent communication and interpersonal skills to effectively engage with diverse stakeholders.
- Project management experience, including planning, budgeting, monitoring, and reporting.
- Ability to work independently and as part of a multidisciplinary team in a cross-cultural setting.
- Proficiency in relevant software applications and data analysis tools.
- Willingness to travel frequently to project sites and work in remote rural areas.

**Required Languages** - English and Kiswahili will be preferred.

**Travel** - Must be willing and able to travel up to 70 %.

**Knowledge, Skills, and Abilities**

- Analysis and problem-solving skills with ability to make sound judgment.
- Good relationship management skills and the ability to work closely with local partners.
- Proactive, results-oriented, and service-oriented
- Attention to details, accuracy, and timeliness in executing assigned responsibilities.

**Preferred Qualifications**

- Experience working with partners, participatory action planning and community engagement.
- Staff supervision experience a plus.
- Experience monitoring projects and collecting relevant data.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

<b>Job Title:</b> Project Officer (MEAL)	<b>Reports to:</b> MEAL Manager
<b>Location:</b> Mbeya	<b>Salary Grade:</b> 7

**Job Summary**

As a member of the STRONG project team, you will monitor and report on all project monitoring, evaluation, accountability and learning (MEAL) activities in support of Catholic Relief Services’ (CRS) work serving the poor and vulnerable. Your thorough and service-oriented approach will ensure that the project consistently applies best practices and constantly works towards improving the impact of its benefits to those we serve.

**Roles and Key Responsibilities**

- Support the coordination and implementation of all assigned project MEAL activities as outlined in the Detailed Implementation Plan in line with CRS program quality principles, standards and MEAL policies, procedures, and practices; donor MEAL requirements; and industry good practices.

- Monitor and report any MEAL-related challenges and gaps identified to inform adjustments to plans and implementation schedules. Assist partners in their efforts to reflect on project experiences.
- Lead the roll-out and implementation of the project's feedback and response mechanism (FRM). Support actively seeking and responding to feedback from all members of targeted communities and other stakeholders as defined by the FRM.
- Support field-level project MEAL activities (including digital data collection) and assist partners in their efforts to collect and ensure timely analysis of project data per specified mechanisms and tools. Collaborate with local partner(s) to prepare MEAL-related aspects of reports per established reporting schedule.
- Collect information on staff MEAL capacity needs and technical assistance needs of partner organizations and monitor MEAL capacity building and technical support activities to ensure effective impact.
- Complete project documentation for assigned MEAL activities. Assist with identifying information for case studies and reports on promising practices.
- Support program learning and decision making by posing thoughtful questions, engaging with project data, reflecting upon and sharing with project management the information gathered from community members and partners.

#### **Basic Qualifications**

- Bachelor's degree in computer sciences, Social Sciences, Statistics, Health, Nutrition, or another related field is required.
- Minimum of 3 years of work experience in project support. Experience in the field of MEAL and for an NGO would be a plus.
- Additional experience may substitute for some education.
- Excellent writing and communication skills.
- Experience in generating data analysis and insights (dashboards) using standard data management and visualization tools such as (e.g., Commcare, Kobo Toolbox, ODK, PowerBI, Arch GIS, Tableau and other related tools)
- Excellent in complex data analytical skills using the common tools such as Excel, SPSS, and/or Stata.

#### **Required Languages**

Kiswahili and English

#### **Travel**

Must be willing and able to travel up to 40%.

#### **Knowledge, Skills and Abilities**

- Observation, active listening and analysis skills with ability to make sound judgment.
- Good relationship management skills and the ability to work closely with local partners and community members
- Attention to details, accuracy and timeliness in executing assigned responsibilities.
- Proactive, results-oriented and service-oriented

#### **Preferred Qualifications**



- Experience in participatory action planning and community engagement.
- Experience monitoring projects and collecting relevant data preferred.

Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

<b>Job Title:</b> Finance Officer	<b>Reports to:</b> Deputy Finance Manager
<b>Location:</b> Dar es salaam	<b>Salary Grade:</b> 6

**Job Summary:**

As the Finance officer for Sustainable, Targeted, Responsive approach to Optimize Nutrition and Growth (STRONG) for Adolescent Girls and Young Women you will support activities and relationships with partners and other project stakeholders contributing to the achievement of STRONG project objectives and advancing Catholic Relief Services’ (CRS) work serving the poor and vulnerable. Your project management skills and knowledge of health and nutrition for adolescent girls and young women (AGYW) will ensure the delivery of high-quality programming and advance work towards increasing the impact of this global project. This position reports to the project manager.

**Roles and Key Responsibilities:**

**1. Financial Management:**

- Develop and manage financial systems, policies, and procedures to ensure effective and efficient financial operations.
- Prepare and monitor budgets, ensuring adherence to financial guidelines and constraints.
- Manage cash flow, including monitoring income, expenses, and expenditures.
- Conduct financial analysis and provide reports to the senior management, highlighting financial performance, trends, and recommendations.
- Assist in the preparation of financial statements, audits, and tax returns.

**2. Budgeting and Forecasting:**

- Collaborate with finance team to develop and monitor annual budgets.
- Prepare financial forecasts and projections to assist in decision-making and planning.
- Monitor actual financial performance against budgeted targets and analyze variances.

**3. Financial Reporting:**

- Prepare regular financial reports, including income statements, balance sheets, and cash flow statements.
- Ensure accurate and timely submission of financial reports to regulatory authorities, donors, and other stakeholders.
- Provide financial information and reports to support grant applications and funding proposals.



#### **4. Compliance and Risk Management:**

- Ensure compliance with applicable laws, regulations, and accounting standards.
- Develop and implement internal controls to mitigate financial risks.
- Monitor and report on compliance issues and recommend corrective actions.

#### **Basic Qualifications**

- Bachelor's degree in finance, accounting, or a related field. A professional certification (e.g., CPA, CMA) is advantageous.
- Proven experience in financial management, preferably in a nonprofit organization or similar environment.
- Strong knowledge of accounting principles, budgeting, financial analysis, and reporting.
- Proficient in financial software and systems, such as QuickBooks, SAP, or similar tools.
- Excellent analytical skills and attention to detail.
- Strong organizational and time management abilities.
- Effective communication and interpersonal skills.
- Ability to work independently and collaboratively in a team environment.
- Proficiency in MS Office (Excel, Word, PowerPoint).

**Required Languages** - English and Kiswahili will be preferred.

**Travel** - Must be willing and able to travel up to 30 %.

#### **Knowledge, Skills, and Abilities**

- Analysis and problem-solving skills with ability to make sound judgment.
- Good relationship management skills and the ability to work closely with local partners.
- Proactive, results-oriented, and service-oriented
- Attention to details, accuracy, and timeliness in executing assigned responsibilities.

#### **Preferred Qualifications**

- Experience working with partners, participatory action planning and community engagement.
- Staff supervision experience a plus.
- Experience monitoring projects and collecting relevant data.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

#### **Agency REDI Competencies (for all CRS Staff):**

Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- **Personal Accountability** – Consistently takes responsibility for one's own actions.
- **Acts with Integrity** - Consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.



- **Builds and Maintains Trust** - Shows consistency between words and actions.
- **Collaborates with Others** – Works effectively in intercultural and diverse teams.
- **Open to Learn** – Seeks out experiences that may change perspective or provide an opportunity to learn new things.

#### **Agency Leadership Competencies:**

- **Lead Change** – Continually looks for ways to improve the agency through a culture of agility, openness, and innovation.
- **Develops and Recognizes Others** – Builds the capacity of staff to reach their full potential and enhance team and agency performance.
- **Strategic Mindset** – Understands role in translating, communicating, and implementing agency strategy and team priorities.

*\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

*Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

**CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

#### **HOW TO APPLY:**

- Interested qualified candidates should submit their letter of application together with their CV in PDF or Word format in a single attachment which outlines their experience and sustainability of the position applied to email address [TZ\\_HR@crs.org](mailto:TZ_HR@crs.org) not later than **18<sup>th</sup> July 2023**.
- **The applicants should clearly state the Job title applied for in the subject line of the email.**
- Only shortlisted candidates will be contacted.

#### **CRS is an Equal Opportunity Employer**

*Female candidates, people with disability and people from other recognized marginalized backgrounds, are strongly encouraged to apply for this position. CRS Tanzania recognizes many people do not have access to university education, limited capacity to travel, women take career breaks to care for family, and physical access for people with disability is limited in some workplaces including in the field. In all recruitments, CRS Tanzania uses a competency-based selection process. This ensures that if a candidate does not have a university degree or many years of experience, their competencies and existing expertise is assessed and valued.*