



## 1. **JOB TITLE: Program Assistant at Habitat**

Habitat for Humanity Tanzania seeks to improve the standard of living of low-income families by enabling community members to live in decent and affordable houses. Habitat Tanzania started operations in 1986 in the Kigoma region. In June 2009, a housing microfinance product known as "Makazi Bora" was established. Currently Habitat Tanzania operate in Dodoma, Dar es Salaam and Arusha. The National Organization (NO) is a beacon of housing transformation, articulating a clear vision and strategy in support of national housing goals and Habitat for Humanity's global mission. The NO convenes and leads public and private coalitions to implement innovative, evidence-based, systemic housing solutions; build public awareness and support; and secure institutional funding in support of these solutions. The NO is an expert in developing and implementing scalable housing solutions, empowering local communities in co-creating sustainable solutions and deepening sector knowledge of potential solutions and their impact on human development and poverty alleviation.

### **Job Overview**

Program Assistant intend to support in the attainment of the Habitat for Humanity Tanzania program management desired outcomes and outputs through systematic joint planning, implementation, and reporting of activities within the project annual work plan, coordination of the program activities implementations that includes engaged local implementing partners work reviews and management, documentation of the project deliverables. S/He is expected to significantly

contribute towards realization of the program quality delivery through applying proper planning and Monitoring, Evaluation, Accountability and learning principles. She/he is responsible for ensuring adherence to Habitat for Humanity Tanzania {HFHT} and Habitat for Humanity International {HFHI} policies, standards, and strategic goals while delivering assigned responsibilities.

### **Key Roles and Responsibilities:**

#### **Project Planning & Budgeting**

- Participate fully in the project design activities including conducting feasibility studies, and baseline assessment.
- Provide inputs for project proposal development.
- Responsible for donor mapping
- Work closely with Operations and finance to prepare annual budget.
- Develop detailed project annual implementation calendar.
- Champion the designing of housing Innovation project strengthen partnership portfolio.

#### **Project Coordination and Implementation**

- Works closely with the Program Manager to coordinate implementation of different project activities with and through engaged partners.
- Serves as the link between HFHT Senior Management team and the engaged implementing partners during activities implementations.
- Support Knowledge sharing and lessons learned among engaged Local implementing partners and Habitat for Humanity Tanzania Program team.
- Provide regular feedback and updates to the Program Manager on the achievements of key set project milestones.
- Supports the review, implementation, and monitoring of annual Habitat for humanity Tanzania operating plans in consultation with Program Manager.

#### **Project Monitoring, Evaluation, Learning and Reporting**

- Ensure comprehensive monitoring, Evaluation, accountability and learning of the existing projects through monitoring and reviewing of project activities, including tracking project implementation, and keeping internal stakeholders adequately informed.
- Support in reviewing and compilation of the engaged partners monthly and quarterly narrative reports and submit to program Manager.
- Monitor Partners compliance with HFHT Policies, standards and agreements entered to in the signed partnership deed.
- Maintain proper documentation, record, and filling of different project reports. This includes both partners reports and HFHT&HFHI Related reports.
- Assist in logistics for conducting all required assessments (Needs assessment, market-based solutions assessment, baseline survey etc.) under different sectors

including affordable Housing sector, WASH, Housing Microfinancing, land tenure security and be able to produce draft report to be submitted to Program Manager.

### **Stakeholders' relations and networking.**

- In consultation with Program Manager, ensure effective and smart engagement of Local government Authorities at regional and district level through effective participation in the scheduled and ad hoc meetings and produce meetings reports.
- Ability to work with and/or through local implementing partners to deliver expected results. Understanding key partners' management principles is an added advantage.

Teamwork and other Assigned roles

- Strong sense of teamwork and collaboration and demonstrated ability to build relationships with individuals from diverse backgrounds.
- A willingness to share expertism with the other team members to ensure organizational performance.
- Perform any other duties as assigned by immediate supervisor.

### **Reporting**

Program Assistant will directly report to Habitat for Humanity Tanzania Program Manager. She/he will be responsible for:

- Partner's monthly reports
- Activities Implementation reports
- Contribution to donor reports.

### **Competencies & Values**

Functional competencies:

- She/he must have problem-solving skills and time-management skills.
- Be able to interpret program policies and procedures.
- Demonstrate ability to independently plan, organize and carry out work assignments.
- Show ability able to analyse and prepare fiscal, financial, and statistical records and reports.
- She/he must have ability to communicate effectively both orally and in writing.
- Assisting in the planning and overseeing significant events

### **Skills required Requirements: {Education &Qualification}:**

- At least bachelor's degree in Community development, social sciences closely related to Humanitarian/Development sector.
- Work experience of not less than 5 years in development sector. Working experience in INGOs environment is an added advantage.
- Good understanding on Partners management and smart engagement with Local Government Authorities.

- Broader understanding of the Affordable and decent Housing in Tanzania Context, Critical WASH, Structural interventions, and Gender mainstreaming interventions.
- Sound Project management knowledge and skills including tools development and use.
- Computer skills on MS Word, Excel, email use and Power point presentations.
- Strong command of English and Swahili Languages
- Need to have good skills and knowledge on Monitoring, Evaluation, Accountability and Learning {MEAL} and donor report writing.

### **Mandatory Requirements:**

- Must be a Tanzanian Nationals
- Fully aware of Tanzania municipal regulations, policies and procedures and local laws.

### **Personal Attributes**

- Be honest and trustworthy to ensure stewardship of the limited resources.
- Be respectful and flexible while executing different activities.
- Possess cultural awareness and sensitivity and demonstrate sound work ethics.

### **Active support of HFHI Values:**

Humility – We are part of something bigger than ourselves.

Courage – We do what's right, even when it is difficult or unpopular.

Accountability – We take personal responsibility for Habitat's mission.

Safeguarding: HFHI requires that all employees take seriously their ethical responsibilities to safeguard our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse safeguards the rights of beneficiaries and community members (especially children) and promotes the implementation of Habitat for Humanity's code of conduct.

**At Habitat for Humanity International**, we embrace a history rooted in creating equity and take our mission seriously by courageously committing to a culture and workplace where all staff feel safe, welcome, visible, respected, supported, and valued. As an equal opportunity employer, we realize that our success depends upon building an inclusive workforce of diverse perspectives and encouraging people of varied races, ethnicities, national origins, tribes, religions, ages, gender identities and expressions, genders, sexual orientations, marital statuses, disabilities, veteran/reserve national guard statuses, socio-economic statuses, thinking and communication styles to work with us.

### **About Habitat for Humanity International**

Founded in 1976, Habitat for Humanity International is a global Christian-based nonprofit organization which grew out of an intentionally multi-racial community in rural Georgia. Seeking to put God's love into action, Habitat brings together people of all faiths and people of no faith to build homes, communities, and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability, and self-reliance they need to build better lives for themselves. Habitat for Humanity seeks individuals who have a willingness to affirm these principles and values.

**Habitat for Humanity Vision is a world where everyone has a decent place to live.**

HFHI works through a broad network of national Habitat organizations and other strategic partners, such as corporations, financial service providers, individuals, non-governmental organizations, foundations, and local governments, as well as private sector actors. HFHI supports program and project implementation by national HFH organizations and directly implements projects and programs regionally.

### **How to apply**

Interested Candidates should submit their CV, Motivation Letter, and academics testimonials to [info@hfhtanzania.or.tz](mailto:info@hfhtanzania.or.tz) by 25th January 2024 at 23.59Hrs. The position applied for should be the title of your email while sending through your application. Please note that only shortlisted candidates will be invited for interviews.

## **2. JOB TITLE: Administrative Assistant**

Habitat for Humanity Tanzania seeks to improve the standard of living of low-income families by enabling community members to live in decent and affordable houses. Habitat Tanzania started operations in 1986 in the Kigoma region. In June 2009, a housing microfinance product known as "Makazi Bora" was established. Currently Habitat Tanzania operate in Dodoma, Dar es Salaam and Arusha. The National Organization (NO) is a beacon of housing transformation, articulating a clear vision and strategy in support of national housing goals and Habitat for Humanity's global mission. The NO convenes and leads public and private coalitions to implement innovative, evidence-based, systemic housing solutions; build public awareness and support; and secure institutional funding in support of these solutions. The NO is an expert in developing and implementing scalable housing solutions, empowering local

communities in co-creating sustainable solutions and deepening sector knowledge of potential solutions and their impact on human development and poverty alleviation.

## **Job Overview**

The Admin Assistant shall assist in implementing administration and operation roles including handling preliminary procurement work such as vendor quotation collection, vendor roaster management, procurement analysis preparations and generic office management duties, including utilities and office supplies management as well as logistic management. She/he is expected to assist the management of office petty cash handling, Initiate payment process and upload to the system.

## **Key Roles and Responsibilities**

### **Administration and Logistical Support**

- Ensure that HFHT National Office receives adequate administrative support such as processing incoming and outgoing correspondence, drafting, and typing letters, make copies, prints and scans.
- Purchase requested material and ensured that all purchases related to program activities and specific events are done according to HFHT or HFHI's policy.
- Plan for, obtain and manage venues, finalize menus, and transport arrangements for meetings organized by the HFHT including Board meetings.
- Link up with Internet service providers and always ensure connectivity.
- Answers telephones, routes call, takes messages, and provides general information; greets and directs visitors; answers routine inquiries; maintains log of inquiries as required.
- Opens and routes incoming mail distributes correspondence and other material to staff.
- Order, stock, and distribute office supplies.
- Performs miscellaneous job-related duties as assigned.
- Ordering of Office consumables
- Stock control and monitoring for all materials used.

### **Documentation**

- Create and maintain files of correspondence/documents and electronically received information and ensure up-to- date filing. Maintain both hardcopies and electronic copies of the office records and reference files on various subjects.
- Manage the frequent updating of contacts, mailing groups and such.
- Manage the records for travel, passports, permits, pictures, travel preferences and more.
- Support the ND on preparing key documents for the organization.

## **Budgeting and compliance**

- Petty Cash Management: Handle petty cash requests and manage transactions.
- Facilitate daily payment: Prepare daily payment processing include uploading transactions to the system and writing cheques or online payments.
- Managing preliminary procurement processes including quotations collections, quotations analysis and reporting.
- Origination of business process documents: in compliance to policy budget and accounting principles, generating required business process documents for review as needed to support the organizational accounting process.
- Plan, develop and sets-up document and filing systems: filing of documents, records management, communications (telephone, correspondence), supplies and Program documentation management.
- Performs other related duties as assigned by supervisor.

## **Reporting**

- Administration Assistant shall be reporting to Operations & Admin Officer: She/he shall be responsible for:
  - Preparations of monthly Administration report
  - Provide in puts for the Administration quarterly report.
  - Prepare petty cash report.
  - Prepare procurement plan implementation report.

## **Competencies & Values Functional competencies:**

- Good computer skills Microsoft Office package, Google package (Gmail, Drive, Docs, Sheets, Forms) and Web search engines is required.
- Good handling of technological tools and use of software and online platforms is desirable.
- Ability to manage data, documents, correspondence and reports information and workflow.
- Ability to handle a large volume of work, also under time constraints.

## **Required skills and experience:**

- Strong academic background: Bachelor's degree in, Public Administration, Program management, or related field is required, or additional three (3) years of relevant experience to the post.
- Finance skills: Short course on Finance for non-finance personnel will be an added advantage.
- INGO experience: Previous working experience with INGO/donor funded organization will be an Asset.
- Communication: Ability to write clearly and effectively; listen to others, interpret messages correctly and respond appropriately; show openness in information sharing and keep everyone informed.

- Teamwork: Ability to work with teams, demonstrate leadership, conflict management and consensus facilitation skills; ability to work in a multicultural environment, and to respect diversity; willingness and ability to work in difficult environments.

### **Mandatory Requirements:**

- Must be a Tanzanian Nationals
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### **How to apply**

Qualified and interested candidates should submit a motivation letter and updated CV with three referees (as one document) in English to [info@hfhtanzania.or.tz](mailto:info@hfhtanzania.or.tz)

Closing date for applications is 25th January 2024.

Only short-listed candidates will be contacted for an interview.