

## VACANCY ADVERTISEMENT

Hand in Hand Eastern Africa-Tanzania (HIHEA TZ) is a Non-Governmental Organization (NGO) registered in Tanzania since 2018 with a mandate to operate in the country, and part of the Hand in Hand Global Network. Our vision is to empower the society, especially women, through the creation of sustainable enterprises and jobs. HIHEA (TZ) currently leads field operations through three branches, in Kilimanjaro, Arusha and Manyara.

The organization works with marginalized communities in the areas of economic and social empowerment using a participatory approach aimed at helping people fight poverty and vulnerability. The Hand in Hand enterprise and job creation approach is based on a philosophy of self-help, providing training, skills and support to enable people living in poverty, particularly women, to build and sustain independent, market-based, economic activities. This provides for a higher level of income for them and their families, which in turn contributes to greater food security, better education for children, and increased access to healthcare, improved housing, and overall improved livelihoods.

### SUMMARY OF BUSINESS DEVELOPMENT TRAINEE POSITION - JOB DESCRIPTION AND SPECIFICATIONS REF.NO: HEATZ BDT. 01/2024 (03) POST.

The position is responsible for implementation of program activities specifically under the acceleration cohort within the assigned target areas and communities in compliance with established policies and procedures.

#### ❖ Duties and responsibilities

- Select, identify and recruit potential groups/members in accordance with the established operations policy.
- Screening and selection of high potential businesses in line with the laid down minimum selection criteria
- Work closely with clients to develop and articulate growth plans that demonstrates impact, growth, and long-term financial sustainability.
- Provide practical advice, and technical assistance across the areas of finance, sales & marketing, operations, and staffing to help clients harness opportunities, structure their businesses more effectively, and catalyse growth.
- Advise and assist clients in product development, sales and marketing strategy, and customer acquisition.
- Create general awareness of HIH EA (TZ) operations activities in assigned areas of operation through promotion and outreach.
- Foster market linkages by connecting clients to market opportunities.
- Foster and facilitate financial linkages between target clients and financial services providers
- Access and analyse business, identify the obstacles to growth of the business offer advice on viable solutions to overcome challenges affecting the enterprises.
- Ensure collection of member personal information and fully filled registration form (bio data tool).
- Prepare and submit daily, monthly, semi-annual and annual reports in a timely manner
- In consultation with the Branch Manager, collaborate with government agencies and local NGO's for the benefit of both the clients and the programme.
- Represent HiH EA (TZ) in the designated area, including representation in local development committees; and participate in relevant forums whenever nominated such as government, community and other stakeholder forums.
- Participate and assist in monitoring and evaluation including supporting field activities, provision of data and information, adoption of findings and recommendations, documentation of case studies, experiences and lessons and adoption best practices.
- Create and nurture effective working relationship with stakeholders; beneficiaries, local community, partners, service providers, collaborators, relevant government agencies etc.
- Maintain quality standards and ensure compliance with policy and procedures in implementation of activities in the assigned area.
- Ensure proper documentation and maintain adequate records for all activities through maintenance of proper and effective filing system.

- Keep assigned HH EA (TZ) assets such as equipment, tools and motor cycle in good working condition and report any breakdown and damages to the supervisor in a timely manner.
- Perform any other duties as may be assigned by the Supervisor from time to time.

#### ❖ Specifications

- Diploma or higher qualification in any of the following areas: Community Development, Social Sciences, Agriculture, Micro Finance, Marketing, Business Management, Administration, Commerce or related field.
- At least three years' working experience on the similar position or related business operation.
- Strong conceptual and practical understanding of peri-urban development and financing.
- Passion and ability to work with marginalized rural and peri-urban communities.
- Positive attitude and high level of integrity and good team player.
- Working knowledge of basic accounting, financial reporting and budget preparation.
- Good interpersonal, public relations and community mobilization skills with demonstrated ability to develop and maintain constructive relationships and profitable networks, and work with people of diverse backgrounds at the local community level.
- Computer literate – good knowledge in MS Office applications an added advantage.
- Self-driven, and able to work with minimal supervision.
- Good planning and organizational skills with demonstrated ability to multitask and follow instructions.
- Good communication skills and working knowledge of English, Kiswahili.
- Licence and experience to ride a motor bike is an added advantage.

#### ❖ Application process


Qualified and interested candidates should forward a cover letter, CV & academic Certificates in one document, citing the **Position** and **Reference Number** to [careerstz@handinhandea.org](mailto:careerstz@handinhandea.org) on or before close of business by **08 February, 2024**.

Only shortlisted candidates will be contacted.

Website: <http://handinhand-ea.org/>

PO Box 7152 Arusha. Tel. +255 27 254 7559

Follow us on  @HandinHandTZ

 Hand in Hand Eastern Africa - Tanzania  
*Giving Hope, Dignity and Choice*

#### **Disclaimer:**

*Hand in Hand Eastern Africa (TZ) is an equal opportunity employer and does not charge or accept any amount or security deposit from job seekers during the selection process or while inviting candidates for an interview.*

## VACANCY ADVERTISEMENT

Hand in Hand Eastern Africa-Tanzania (HIHEA TZ) is a Non-Governmental Organization (NGO) registered in Tanzania since 2018 with a mandate to operate in the country, and part of the Hand in Hand Global Network. Our vision is to empower the society, especially women, through the creation of sustainable enterprises and jobs. HIHEA (TZ) currently leads field operations through two branches, in Moshi and Arusha.

The organization works with marginalized communities in the areas of economic and social empowerment using a participatory approach aimed at helping people fight poverty and vulnerability. The Hand in Hand enterprise and job creation approach is based on a philosophy of self-help, providing training, skills and support to enable people living in poverty, particularly women, to build and sustain independent, market-based, economic activities. This provides for a higher level of income for them and their families, which in turn contributes to greater food security, better education for children, and increased access to healthcare, improved housing, and overall improved livelihoods.

### **MONITORING AND EVALUATION OFFICER JOB DESCRIPTION AND SPECIFICATION REF NO: HIHEATZ M&E 01/2024 (01) POST.**

The position is responsible for monitoring and measuring the impact of programs and activities; communicating M&E information, development of monitoring tools, data surveys; collection, analysis and interpretation, structured data manipulation, coordination and follow-up on all field monitoring and evaluation activities, and reporting.

#### **DUTIES AND RESPONSIBILITIES**

##### **R1. Management of Monitoring and Evaluation Initiatives**

- Implementation and review of work-plans for M&E.
- Development and implementation of M&E framework, systems, structures and procedures (e.g., logical framework, project performance tracking, indicators, data flow chart and M&E manuals).
- Conduct baseline surveys, evaluations and studies as designed in program implementation framework for HiH EA (TZ)
- Undertake M&E activities and initiatives including management of data quality, tracking progress of program activities implementation and impact and outcomes.
- Development and pre-testing of monitoring and evaluation tools.
- Undertake capacity building of staff in monitoring and evaluation and train enumerators on use of tools and data collection before surveys.
- Perform regular field visits to ensure projects/programs are implemented according to project/program design.
- Undertake data analysis, interpretation, manipulation and reporting for internal use and external distribution to partners, donors, government agencies etc.
- Support fundraising and resource mobilization by providing relevant data and information for proposal writing, concept papers etc.
- Maintain positive relationship with beneficiaries, local communities, partners, collaborators, government agencies and other external contacts.
- Compile and submit periodic and management reports as prescribed.
- Keep abreast of developments in program changes and progress in order to advise and recommend tools and strategies to increase program performances and results.

##### **R2. Data Quality and Documentation Management**

- Ensure compliance with relevant norms, protocols, guidelines and regulations as established by the M&E system and maintain high quality standards in the performance of M&E components at HiH EA (TZ).
- Oversee processes that ensure quality control for data management and ensure accurate reporting of findings.
- Maintain proper storage of data and information and carry out regular back-ups.
- Identify strengths and weakness in existing data collection and management systems and

propose solutions to M&E Manager and management.

### R3. Knowledge Sharing and Learning

- Ensure M&E framework and tools capture and document case studies, best practices, experiences and lessons learned for internal and external sharing.
- Participate in the dissemination of findings; share M&E reports with operations that document findings highlighting areas of successes and proposed reviews, experiences and learning points.
- Coordinate implementation of adopted best practices processes.

### R4. Perform any other duties as may be assigned by the Supervisor from time to time.

#### 1. KNOWLEDGE, SKILLS AND ABILITIES

*(The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training)*

##### a. Level of Education/Academic Qualification

- Bachelor's degree in any of the following disciplines: Administration, Information Management, Project Management, Finance, Science (mathematics/statistics) and Social Science (Social Scientists) or any related field.

##### b. Specialized Training/Professional Qualifications

- Post-graduate or professional qualification in monitoring and evaluation or project planning and management.
- Statistical data analysis skills such as SPSS, Epi Info, STATA etc preferred

##### c. Competencies/Abilities/Skills Required

- Ability to design M & E tools, surveys, surveillance systems, and evaluations
- Excellent analytical and detail-oriented individual with extensive experience in research, surveys and data management.
- Strong information technology and demonstrated ability to work with data analysis tools/packages and MS Office applications.
- A dynamic, innovative, highly motivated individual with good analytical skills and practical experience in management of structure data.
- Ability to work under pressure and deliver under minimal supervision.
- Good planning, organizational and coordination skills and demonstrated ability to multitask and comply with standards and guidelines.
- Good interpersonal skills, team orientation, public relations skills and ability to network and interact easily with people from diverse backgrounds at the local community level.
- Good communication and presentation skills; good spoken and written English, and Kiswahili and demonstrated ability to write clear and concise reports.

##### d. Relevant Work Experience

- At least 2 years' experience in a similar position.

### Application process

Qualified and interested candidates including persons living with disabilities and women are encouraged to apply. Applications should include a cover letter and CV, citing the **Position** and **Reference Number** can be sent to [careerstz@handinhandea.org](mailto:careerstz@handinhandea.org) on or before close of business by **08 February, 2024**

Only shortlisted candidates will be contacted.

Website: <http://handinhand-ea.org/>

P.O. Box 7152 Arusha.

Tel. +255 27 254 7559

Follow us on  @HandinHandTZ

 Hand in Hand Eastern Africa Tanzania

Inspiring Hope, Dignity and Choice.

#### Disclaimer:

Hand in Hand Eastern Africa (TZ) is an equal opportunity employer and does not charge or accept any amount or security deposit from job seekers during the selection process or while inviting candidates for an interview.