



## JOB VACANCIES AT ReDO

### About the Organization

Research and Development Organization (ReDO) is a Tanzanian-based national organization, officially registered on August 12, 2021, under registration number 00NGO/R/2072. Recognized as a Non-Governmental Organization (NGO) in accordance with the Non-Governmental Organizations Act, No. 24 of 2002, the organization is committed to tackling development challenges prevalent in marginalized rural and urban areas of Tanzania.

ReDO's primary focus areas include addressing issues related to inadequate nutrition, enhancing agricultural practices, ensuring access to clean and safe water, promoting hygiene and sanitation, fostering livelihood development, raising awareness on human rights and gender equality, advocating for sexual reproductive health and rights, and confronting the emerging challenges of climate change. With a mission to empower communities, ReDO strives to create a future where Tanzanian citizens, both rural and urban, enjoy improved social and economic well-being. This vision is realized through evidence-based interventions aimed at building resilience and promoting sustainable development across Tanzania's diverse landscapes.

Are you ready to make a difference? Join Research and Development Organization (ReDO) in our mission to empower Tanzanian communities through evidence-based interventions. We are seeking passionate individuals to fill the following positions:

#### **1) Human Resources Manager (1 post).**

##### **Job Brief:**

Experienced Human Resources Manager to oversee all facets of HR practices and processes within the organization. The ideal candidate will play a crucial role in aligning HR strategies with the overall business strategy.

##### **Key Duties and responsibilities:**

- ✚ Develop and implement HR strategies aligned with the organization's business goals.
- ✚ Foster positive management-employee relations by addressing grievances and other concerns.
- ✚ Manage the recruitment and selection process while cultivating a positive work environment.
- ✚ Support current and future business needs by engaging, motivating, and retaining human capital.



- ✦ Oversee HR strategies, systems, tactics, and procedures across the organization.
- ✦ Manage a performance appraisal system promoting high performance.
- ✦ Maintain pay plans and benefits programs.
- ✦ Assess training needs and monitor training programs.
- ✦ Oversee and manage a performance appraisal system that drives high performance.
- ✦ Maintain pay plan and benefits program.
- ✦ Assess training needs to apply and monitor training programs.
- ✦ Provide decision support through HR metrics to the management.
- ✦ Ensure legal compliance in all human resource management aspects.

### **Minimum Qualification and Experience:**

- ✦ University Degree or Diploma in Human Resources or related field.
- ✦ Proven 2 years of working experience as an HR Manager or other HR executive.
- ✦ Demonstrable experience with HR metrics, HR systems, and databases.
- ✦ Excellent active listening, negotiation and presentation skills
- ✦ In-depth knowledge of labor law and HR best practices.

## **2) Program Manager (1 post)**

### **Job Brief**

A highly skilled Program Manager to coordinate projects, ensuring seamless operations aligned with program goals. The successful candidate will demonstrate meticulous attention to detail throughout the contract period.

### **Key Duties and responsibilities:**

- ✦ Formulate, organize, and monitor interconnected projects.
- ✦ Set suitable strategies and objectives for project implementations.
- ✦ Lead and evaluate project managers and staff.
- ✦ Develop and control deadlines, budgets, and activities.
- ✦ Apply change, risk, and resource management.
- ✦ Assume responsibility for program personnel and vendors.
- ✦ Prepare reports for program directors.

### **Minimum qualification and experience:**

- ✦ BSc/BA diploma in project planning, management, community development, or a relevant field; MSc/MA is an added value.
- ✦ Proven 2 years of experience as a Program Manager or in a managerial position.
- ✦ Thorough understanding of project/program management techniques and methods
- ✦ Excellent knowledge of performance evaluation and change management principles.



- ✚ Excellent knowledge of MS Office; working knowledge of program/project management software.
- ✚ Outstanding leadership, organizational, and communication skills.

### **3) Finance Manager (1 post)**

#### **Job Brief**

A Finance Manager to oversee financial operations, advise on investment plans, and monitor the organization's finances while contributing to long-term objectives.

#### **Key Duties and Responsibilities:**

- ✚ Perform financial management duties, including generating financial data, compiling reports, analyzing cash flow, and assessing financial health.
- ✚ Oversee the operations and development of the organization's finance department.
- ✚ Supervise the preparation of monthly, quarterly, and annual account reconciliations.
- ✚ Provide financial advice to executive management.
- ✚ Document the organization's financial status and forecasts.
- ✚ Mediate financial issues with employees, stakeholders, and partners.
- ✚ Create strategic business plans based on the organization's analysis and forecasts.

### **4) MEARL Manager (1 post)**

A MEARL Manager to gather, interpret, and communicate evidence on the impact of growing portfolio of activities across programs. He/she shall support the organization to assure project implementation quality, data management, draw learning that intervene researches from the implementation of projects to create new opportunities for the organization development.

#### **Key Duties and Responsibilities:**

- ✚ Lead evidence-based strategy development processes, including program design and logical framework.
- ✚ Facilitate the development and implementation of strategic planning, MEARL frameworks, and annual plans.
- ✚ Supervise and coach MEARL officers to build their capacity.



- ✦ Support the development and implementation of monitoring, evaluation, and accountability plans.
- ✦ Provide internal quality assurance for monitoring, evaluation, and accountability standards.
- ✦ Review and provide timely feedback on monitoring, evaluation, and accountability outputs.

### **Minimum Qualification and experience:**

- ✦ Bachelor's degree or Diploma in social, economic, political sciences, public policy, strategic management and planning, data science and statistics or development studies.
- ✦ Formal training and certification in monitoring and evaluation systems, approaches (quantitative and qualitative) and methodologies.
- ✦ Minimum 2 years of experience in developing, implementing and managing MEARL frameworks and systems for governance, advocacy, or development organisations and multicountry programmes is required.
- ✦ Experience in project management and in managing monitoring and evaluation systems and teams on large development programmes, including sound knowledge of different monitoring and evaluation approaches and methods, their strengths and weaknesses.
- ✦ Experience in developing clear outcomes, indicators and measurement plans and in developing and using evaluation tools such as questionnaires, interview guides and assessment and demonstrated experience in designing and delivering training based on adult learning methods are essential.
- ✦ Field experience with data collection and implementing programme MEARL strongly preferred.

**5) Project Officers-** Interns (1 WASH Officer, 1 Agriculture Officer, 1 Livelihood officer)

### **Job Brief:**

Project Officers for WASH, Agriculture, and Livelihood will support the Programs department in implementing organization projects, showcasing their community engagement capacity.

### **Key Duties and Responsibilities:**

#### **a. WASH Officer (1 post):**

- ✦ Assist in developing plans and implement project activities.
- ✦ Support enhancement and development of WASH platforms and activities. This will include the planning, monitoring, evaluation and reporting of project activities.
- ✦ Conduct various training on WASH-related interventions.



- ✚ Conduct technical assessments of WASH conditions in targeted communities.
- ✚ Support overall constructions related to WASH activities.
- ✚ Perform any tasks assigned by your project leaders or any senior staff from the management.

**b. Agriculture Officer (1 post)**

- ✚ Assist in developing plans and implementation of project activities.
- ✚ Enhance the development of SMART Agricultural activities.
- ✚ Conduct various trainings on SMART Agricultural interventions.
- ✚ Conduct technical assessments to identify farmers in targeted communities.
- ✚ Assist in overseeing overall WASH constructions related activities under ReDO and consolidating field reports.
- ✚ Perform any tasks assigned by your project leaders or any senior staff from the management.

**c. Livelihood officer (1 post)**

- ✚ Assist in developing plans and implementation of project activities.
- ✚ Contribute to the development and implementation of livelihood activities.
- ✚ Facilitate community engagement based on organization principles.
- ✚ Ensure timely completion of deliverables.
- ✚ Provide required information to relevant parties as required by contracts and procedures.
- ✚ Identify best practices and lessons learned.
- ✚ Put a clear strategy of the change that will be made by the intervention in the areas.
- ✚ Contribute to the preparation and checking of plans for livelihood related activities and make sure it is accurate and clear.
- ✚ Perform any tasks assigned by your project leaders or any senior staff from the management.

**Minimum Qualifications and Experience for the project officers.**

- ✚ University degree or Diploma in Sociology, Agriculture, Environment, Project Planning, Gender, Social work, Community Development, or a related field.
- ✚ Employment/internship experience in community development interventions shall be added advantage.
- ✚ Computer literacy (Excel, PowerPoint, Word).
- ✚ Willing to work under minimum supervision (flexible and committed).



- ✚ Excellent persuasion and collaborative skills in working with stakeholders for programs sustainability.
- ✚ Driving license (Motorcycle ride license) is an added value.

## 6) Admin Offer

### Job Brief

The Admin Officer will support organizational management in day-to-day operations.

### Key Duties and Responsibilities:

- ✚ Manage data in spreadsheets and reports, keeping records up to date.
- ✚ Organize and schedule meetings and events.
- ✚ Supervise other staff and delegate responsibilities.
- ✚ Carry out clerical duties, including answering phones and preparing documents.

### Minimum experience and qualification:

- ✚ Good communication skills.
- ✚ Time management and prioritization skills to ensure efficient functioning of schedules and office systems.
- ✚ Experience of working with any reputable organization.

### Application modal:

Interested applicants meeting the requirements should submit their applications (Cover letter and CV in one PDF) to **redotanzania@gmail.com** / **info@redotanzania.or.tz**, including at least 3 reference contacts including your most recent/previous employer. The **Deadline** for receiving applications is **10/03/2024**, and only short-listed candidates will be contacted. Campaigning leads to automatic disqualification.

**Executive Director,  
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