



1. JOB TITLE: Regional Drivers

Chemonics seeks Regional Drivers for the USAID/Tanzania Lishe (Nutrition) Project. The five-year project aims to strengthen health and food market systems that promote the adoption of optimal nutrition-related behaviors across a range of stakeholders in targeted regions in Tanzania. We are seeking individuals who have a passion for making a difference in the lives of people around the world. The Regional Driver will be located in one of the Project's five regions of Njombe, Songwe, Rukwa, Katavi, and Kigoma. Travel to Lishe's other regional offices may be required.

Responsibilities:

- Driving assigned project vehicle daily, as assigned and/or preapproved by supervisor; including on scheduled field trips, project-related trips within the assigned region and other regions, and other driving assignments as required.
- Ensuring cleanliness of assigned vehicle.
- Checking assigned vehicle weekly to ensure that it is operational and safe to drive. On a weekly basis, checking the oil, radiator, fan belt, brake fluid, wipers, tires, lights, and signals.
- Initiating and supervising required repairs and routine maintenance of assigned vehicles
- Fulfilling project reporting requirements, including maintaining records on vehicle routing and condition.

- Ensuring passenger safety by obeying traffic laws, driving carefully, and ensuring each person in the vehicle wears a seatbelt.
- Other duties as assigned.

Qualification:

- Valid Tanzanian driver's license and good driving record required.
- Minimum five years of experience of driving work.
- Experience working for an international donor-funded project preferred.
- Understanding of auto mechanics required. Certification in mechanics or automobile maintenance beneficial.
- Demonstrated leadership, versatility, and integrity
- Excellent written and verbal communications skills in English.

Application Instructions:

Please submit your application and CV through this [link](#). Please submit your application as soon as possible, as candidates will be contacted on a rolling basis. This application will close on **Tuesday, June 4, 2024**. No telephone inquiries, please. Finalists will be contacted.

Chemonics is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factors

2. JOB TITLE: Human Resources and Operations Manager

Chemonics seeks a Human Resources and Operations Manager for the anticipated USAID-funded Malaria Vector Control Activity (MVCA). This activity seeks to identify and implement proven, evidence-based vector control approaches in Tanzania, in support of reducing the overall malaria burden and moving Tanzania closer to malaria elimination.

Working closely with the DCOP-Operations, the Human Resources and Operations Manager shall be responsible for ensuring smooth functioning of the project's human resource function, assist in supervision of some administrative staff, and ensure compliance with USAID regulations and local labor laws. Key tasks include but are not limited to: office facilities management and security, human resource duties as required below, and assisting the DCOP-Operations with various administrative and operations tasks.

Human Resources Responsibilities:

- Implement the recruitment and staffing needs of TMVCA in compliance with Chemonics and USAID guidelines.
- Draft approval requests in compliance with USAID guidelines.
- Develop and maintain confidential personnel files for all CCN/local staff in electronic and hard-copy format including but not limited to employment agreements and modifications, policy manuals, personnel trackers for all CCN staff.
- Schedule interviews and lead interview panels; provide feedback to all interviewed candidates and prepare the interview evaluation sheet.
- Ensure project compliance with local labor laws by conducting regular audits and keeping updated on local labor laws and HR best practices.
- Manage verification of biodata forms, preparation of offer letters and submission of approval documents to the PMU as required; ensure all recruitment documents are properly maintained in the project's hard copy and electronic files.
- Lead monthly timesheet submission for all staff with relevant backup documents and submit to Finance for payroll processing.
- Manage annual assessment process and ensure procedures are communicated and followed, from the initial performance reviews, to ensuring periodic supervisor-supervisee conversations are happening to the formal annual performance evaluations process.
- Serve as subject-matter expert in HR management and advise on HR actions to mitigate risk and protect the project and Chemonics.
- Manage the periodic analysis and improvement in human resources strategies, policies, and practices to support a dynamic team.

- Experience assessing staff capacity and identify training needs for continual professional development of junior staff preferred.
- Experience developing professional development and training programs preferred.
- Other HR-related tasks as assigned by his/her supervisor.

Operations Responsibilities:

- Assist the Finance team with the monitoring of field activities according to established procedures and calendars, as needed.
- Oversee the schedule of drivers to ensure appropriate and available transportation coverage including management of the selected vehicle hire service.
- Monitor office equipment service contracts, and other relationships with outside vendors that are related to office facilities, services, or equipment. Suggest and make improvements when needed.
- Proactively address physical/equipment maintenance issues in the office,
- Monitor project office systems and procedures and propose improvements where required.
- Operate with integrity and assurance of confidentiality, commitment to excellence, compliance with all USAID rules and regulations, contractual requirements, and Chemonics policies, systems, and values.
- Serve as a point of contact for the home office on delegated project office-related topics.
- Communicate changes or new initiatives to staff.
- Foster and demonstrates a workplace inclusive of creating opportunity, serving others, building trust, innovation, and exceeding expectations.
- Contribute to and/or lead as assigned periodic planning documents, progress updates and impact reports for USAID.
- Other Operations-related tasks as assigned by his/her supervisor.

Qualifications:

- Bachelor's degree in a relevant field of discipline required.

- Minimum of eight (8) years of experience in a project operation and or human resource's role.
- Experience working with USAID implementers and/or donor programming strongly preferred.
- Strong interpersonal skills and ability to work with culturally diverse staff, respectfully facilitate and navigate complex situations in a manner that promotes trust.
- Demonstrated track record of maintaining confidentiality and sensitivity while promoting a transparent and engaging work environment.
- Detail-oriented, proven organizational and coordination skills.
- Demonstrated application of problem-solving skills.
- Knowledge of Tanzania's operating environment is strongly preferred, especially labor law, ability to interpret local labor laws, and previous experience interacting with labor counsel preferred.
- Fluency in English required, Swahili desirable.
- Good knowledge of Human Resource management concepts, best practices, theories.
- High level of integrity and confidentiality.
- Attention to details, high degree of accuracy and thoroughness and monitor own or others work to ensure quality.
- Strong problem solving and conciliatory skills.
- Ability to lead and manage projects independently from start to finish.
- Strong commitment to Chemonics values including integrity, be able to exemplify and effectively communicate Chemonics' culture and values.

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Please submit your application through this [link](#) by **June 7th, 2024**. Candidates will be considered on a rolling basis. No telephone inquiries, please. Finalists will be contacted.

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sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factors.

3. JOB TITLE: Procurement and Logistics Assistant

Chemonics seeks Procurement and Logistics Assistants for the USAID Lishe (Nutrition) project. The five-year project aims to strengthen health and food market systems that promote the adoption of optimal nutrition-related behaviors across a range of stakeholders in targeted regions in Tanzania. We are seeking individuals who have a passion for making a difference in the lives of people around the world.

The Procurement and Logistics Assistants are responsible for providing effective support to the USAID Lishe (Nutrition) Project by assisting the Dar es Salaam-based Office Manager in maintaining the integrity and proper execution of project procurement processes in the regions. They are also responsible for the logistical arrangements of the regional team members and will work closely with technical team members and the Regional Administrative Assistants to plan and finalize travel arrangements. Overall logistical responsibilities include arranging air travel, booking hotel accommodations, organizing travel by road, overseeing maintenance of all project vehicles, and supervising the regional office drivers. The Procurement and Logistics Assistants will be based in one of the Project's five regions of Njombe, Songwe, Rukwa, Katavi, and Kigoma.

Responsibilities:

Procurement

- Ensuring that all project property is added to the project inventory tracker immediately upon acquisition, while also ensuring that the tracker is updated constantly to reflect an accurate accounting of all project items, values, and locations.
- Assisting Dar es Salaam-based Office Manager by gathering quotations and conducting market research for project procurements while adhering to all pertinent USAID and Chemonics policies.

- Assisting the Dar es Salaam-based Office Manager with drafting RFQs/RFPs, BPAs, and purchase orders.
- Tracking the periods of performance of service agreements and other related operations agreements.

Logistics

- Booking hotel reservations for regional staff for overnight travel from their home and for Dar es Salaam-based staff visiting the region.
- Reviewing hotel invoices for those hotels with which the Project has an account.
- Assist the Dar es Salaam-based Administrative Assistant with booking air tickets for regional staff and reviewing the corresponding invoices from the travel.
- Coordinating road travel for region-based staff, assigning Project drivers, and ensuring drivers check in when they reach their destinations.
- Reviewing fuel card top-up reconciliations for accuracy and ensuring project vehicles are not used for personal reasons.
- Working with the Regional Administrative Assistant to address office administration issues such as security guard oversight, access procedures, office maintenance, generator maintenance, etc.
- Producing work products in conformity with Chemonics', the Project's, and USAID's standards.
- Communicating information in a way that demonstrates a basic understanding of development assistance work, Chemonics culture, values, and practices, and the specific scope and nature of the USAID Lishe (Nutrition) project.
- Demonstrating maturity, dependability, integrity, and initiative to learn competencies and skills required for the job assignment.
- Contributing positively to a work environment that emphasizes teamwork, respect for differences, accepting and giving constructive feedback, and collaboration.
- Executing other assignments as requested by the supervisor or Senior Finance and Operations Director.

Qualifications:

- Bachelor's degree in supply chain management, business administration, or a relevant field required.
- Minimum of three years' experience working in a procurement role, or two years in a procurement role on a USAID-funded project.
- Experience planning logistical arrangements for office travel highly preferred.
- Proficiency in Microsoft office applications (Word, Excel, Outlook, and Teams), and the ability to accurately input data into various software applications in a manner that is easily referenceable by management.
- Knowledge of USAID procurement regulations, subcontract procedures, and good administrative skills is strongly desired.
- Ability to work with integrity both independently and as part of a team.
- Demonstrates leadership, versatility, integrity, strong organizational and work prioritization skills, and attention to detail.
- Ability to work in a professional and cordial manner with multi-national team, implementing and cooperating partners, and relevant NGOs and government agencies often under demanding/busy circumstances.
- Good interpersonal skills, honesty, patience, and commitment to excellence.
- Excellent written and verbal communications skills in English

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4. JOB TITLE: Finance Assistant

Chemonics seeks a Finance Assistant for the USAID/Tanzania Lishe (Nutrition) Project. The five-year project aims to strengthen health and food market systems that promote the adoption of optimal nutrition-related behaviors across a range of stakeholders in targeted regions in Tanzania. We are seeking individuals who have a passion for making a difference in the lives of people around the world. The Finance Assistant will be based in Dar es Salaam, Tanzania.

The Finance Assistant's primary responsibilities are bank reconciliations, filing/scanning, booking transactions for Project Accountant review, and uploading payments to the project's online banking platform. The Finance Assistant will assist the Project Accountant with a variety of administrative and accounting tasks as directed.

Responsibilities:

- Classifying receipts and disbursements in accordance with Chemonics' Chart of Accounts, and report project transactions using the project accounting software Abacus.
- Preparing monthly bank reconciliations.
- Calculating and paying required payroll taxes and social insurance to the proper authorities.
- Ensuring that all required documentation for VAT refunds is received by vendors prior to payment of invoices.
- Ensuring that proper documentation per the policy manual is in place for each transaction before issuing payments.
- Reviewing local expense reports for compliance with USAID and Federal Travel Regulations before reimbursement or travel advance reconciliation.
- Monitoring and making necessary efforts to reduce accounts receivable and accounts payable balances.
- Ensuring that the Chemonics' accounting voucher checklist and procurement documentation checklist are followed before payments are made to vendors and staff in accordance with USAID regulations and Chemonics procurement policies and procedures.

- Maintaining detailed and comprehensive accounting files for all project expenditures including but not limited to procurement, payroll, bank reconciliations, petty cash and other ad hoc reports; ensuring that, at all times, financial records are kept in accordance with Chemonics policy and procedures as set forth in its Field Accounting Manual (including scanning and printing of accounting documents).
- Conducting any other assignments as requested by supervisor.

Qualification:

- Bachelor's degree in Accounting, Auditing and Finance, or Business Administration
- One year of experience in a bookkeeping/accounting role.
- Knowledge and understanding of accounting principles, theories, practices, and terminology.
- Excellent communication skills, including interpersonal skills, and should communicate satisfactorily in written and oral English.
- Proficiency in Microsoft programs (i.e. Excel, Word, PowerPoint) and the ability to use various commercially available accounting software programs Strong organizational and work prioritization skills, attention to detail.
- Ability to work with integrity both independently and as part of a team.
- Ability to work in a professional and cordial manner with staff, implementing and cooperating partners, and relevant NGOs and government agencies often under demanding/busy circumstances.

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