



EMPLOYMENT OPPORTUNITIES

ORGANIZATIONAL BACKGROUND

CARE is a leading humanitarian organization dedicated to fighting poverty and social injustice with a special emphasis on women and girls. CARE Tanzania is part of CARE International, with the vision to seek a world of hope, tolerance, and social justice, where poverty has been overcome and people live in dignity and security. CARE International is a global force and a partner of choice within a worldwide movement dedicated to ending poverty. We are known everywhere for our unshakable commitment to the dignity of people. CARE Tanzania and partners contribute to the empowerment of the most marginalized and vulnerable rural women and girls to exercise their rights.

PROJECT BACKGROUND

Her Resilience, Our Planet project funded by Global Affairs Canada (GAC) aims to increase the socio-economic empowerment of women and female youth in gender responsive and ecosystem-sensitive agricultural sectors in five districts of two SAGCOT's geographic priority clusters: Iremi cluster (Iringa, Kilolo, Mufindi and Wanging'ombe districts) and Mbarali cluster (Mbarali district).

The 6-year Her Resilience, Our Planet (HROP) project will enhance the adoption of gender-responsive Climate-Smart Agriculture systems, biodiversity protective food systems for nature, and positive climate change adaptation by food insecure communities, especially women and youth. The project strives to increase the utilization of gender-responsive, Climate-Smart, and nature-positive agricultural business development resources and services by food insecure communities and enhance leadership and participation of women and female youth in the processes leading to gender-responsive, climate and nature-informed policies, strategies, plans, and budgets in SAGCOT area.

The project will be implemented by a consortium of six organizations: CARE, WWF and four local implementing partners: SAGCOT Centre Ltd (SCL), Tanzania Gender Networking Program (TGNP), Shahidi Wa Maji (SwM) and Conservation Farming Unit Tanzania (CFU-Tanzania) offering decades of experience in women's leadership, climate change adaptation and ecosystem conservation. This project will also harness learning from 15 years of joint programming by the CARE-WWF Alliance.

CARE Tanzania seeks to recruit dynamic qualified Tanzanians to fill five (9) positions for the anticipated Her Resilience, Our Planet project funded by Global Affairs Canada (GAC) based in Iringa.

POSITION TITLE: Senior Project Manager

REPORTS TO: Program Director

LOCATION: Iringa

JOB SUMMARY

The Senior Project Manager (SPM) will provide overall leadership and coordination for ensuring the accomplishment of the objectives of the Project. The SPM position will take a lead on execution of core activities by promoting the project to deliver on commitments in the Environment and Climate Action and the Growth that Works for Everyone Action Areas of the Feminist International Assistance Policy (FIAP) by supporting food-insecure women and youth in Tanzania's southern agricultural growth corridor to enhance their climate resilience. This will be achieved by tackling the barriers that women face to accessing and controlling the resources and knowledge necessary to adopt improved agricultural techniques, transforming the relations and structures that contribute to climate vulnerability by enhancing agricultural business development resources and services and supporting the enhanced leadership and participation of women and female youth in processes leading to gender-responsive, climate and nature-informed policies, strategies, plans and budgets in SAGCOT project sites.

The SPM promotes highest level of stakeholders' engagement including working closely with local government authorities and focal points at Ministries, Departments and Agencies to work for the project initiative and provide the necessary input into the project implementation of activities, establish, and maintains effective working relationships with key stakeholders, government, donors and NGOs working around the same project thematic areas.

In consultation with the supervisor the SPM manages the Her Resilience, Our Planet Project budgets and ensure the project is fully compliant with Grant agreement, CARE Canada and CARE Tanzania operation and finance procedures. The SPM is also responsible for identifying funding opportunities for ongoing and emerging project initiatives in this context and participate in the design of relevant projects initiatives.

KEY RESPONSIBILITIES AND TASKS

- Manages the entire project implementation planning process including the development and revision of annual plans and ensures timely implementation of the project activities in line with work plans and activity schedules.
- Submits annual plans as per established schedules to CARE Tanzania and CARE Canada.

- Takes the lead in the implementation of key project initiative processes and activities to achieve quality results.
- Strengthen relationship with government, stakeholders, alliances, and networks relevant to the project thematic areas and maintain collaboration with all implementing partners.
- Lead on the delivery of the project implementation and provide technical input in close collaboration with other team members.
- Maintains ongoing communication with project initiative stakeholders regarding project progress and challenges in consultation with Program Director.
- Adjusts project targets, strategies, resources, and delegation of responsibilities to ensure appropriate progress toward project initiative objectives.
- Continuously assesses project initiative's context, assumptions, and changes in the working environment to ensure that the focus, strategies, and activities remain relevant and to proposed adjustments when needed in collaboration with supervisor.
- Monitor, identify and advise on challenges and risks facing the implementation of the project.
- The SPM collaborates with the management to make strategic decisions and defines strategies to execute the decisions reached.
- Facilitates building the technical and managerial capacity of CARE staff and implementing partners in relevant technical areas to include gender responsive climate smart, biodiversity protection, gender mainstreaming, rights-based approaches, impact measurement, evidence generation, policy analysis and advocacy.
- Provide strategic and operational leadership on development and implementation of an advocacy and communication strategy to deliver impact in relation to HROP in Tanzania.
- Identify priorities for advocacy and policy actions to be implemented by the Project throughout its programming stages and work in collaboration with the Consortium members.
- Guide the project implementation teams across clusters to contextualize and comply with Global Affairs Canada regulations.
- Spearhead policy monitoring and analysis for the climate change sub sector in collaboration with other stakeholders and identify key policy recommendations and design appropriate messages for policy makers and stakeholders as per HROP objectives in collaboration with Consortium members.
- Support initiatives of local actors to influence and contribute to policy and strategy development on Climate Change adaptation and ecosystem conservation. Lead on influencing key external targets such as specific government departments and development partners, to strengthen policy and practice.
- Work with and guide consortium communications team and CO to strategize and implement the advocacy and communication plan.
- Ensure that advocacy print outs and electronic materials conform to CARE, Consortium members, Investors and Donor brand guidelines and meets the intended purpose.
- The SPM represents the project in various internal and external stakeholders' meetings.
- Identify and initiate new forms of partnerships to collaborate on opportunities, develop joint strategies for advocacy, enable policy dialogue and overall strengthen the governance of gender responsive climate smart efforts in the two clusters.
- Use evidence from gender responsive Climate smart and ecosystem restoration practices innovations and successes to influence policy makers.
- Organize, assist with management of project's funds and ensures efficient utilization of funds for maximum impact.
- In collaboration with finance staff contributes to preparation of annual budgets based on project initiative's proposal and ensures compliance with donor requirements.
- Ensure adherence to CARE's financial and administration (including property and procurement) policies and procedures.
- Create understanding among Project Initiative partners on the financial and procurement procedures, regulations and the respective donor requirements, and monitor compliance.
- Manage project's funds and ensures efficient utilization of funds for maximum impact with supervision from Program Director.
- With finance, conduct Budget Variance Analysis (BVAs) to monitor burn rates and red flags and adjust in implementation or budget re-alignments when needed.
- Collaborate with finance personnel and other relevant staff from consortium members to produce quality, accurate and timely financial reports per donor requirements.
- Create an enabling environment for smooth Internal and External Audit(s) and monitor and facilitate responsiveness to audit findings and recommendations.
- Monitor contractual requirements for fund acquisitions and expenditure reporting.
- Ensure effective close-out of project contract per CARE Tanzania's policy procedures using Project Close-out Checklist.
- Develop and implement the project's progress monitoring protocols for tracking project performance and decision making.
- Support in developing MEEL system to measure profitability and relevant indicators of targeted farmers with review of CARE International Global Indicators.
- In collaboration with MEEL team, coordinates the implementation with project baseline and final evaluation including collection of baseline and periodic data for tracking project performance and decision making.
- Ensuring the provision of quality data on a timely basis for internal project management and external reporting purposes.
- Contribute to dissemination of good practice and lessons learned from the organization's work and promote experience sharing and learning in the organization and among Consortium members and beyond.
- Prepare quarterly, and annual quality project progress reports by highlighting successes, challenges, lessons learned, and opportunities that emerges during project implementation, and this requires effective coordination with all consortium partners.
- Facilitate in preparing human interest stories, documentation and dissemination of achievements, lessons learned, and promising practices.
- Organise and conduct reflective learning forums (meetings, workshops, etc) internally and externally with project initiative stakeholders including consortium members and government.
- Facilitate forward accountability mechanisms to monitor the project quality and impact with those we work with.
- Keep up to date with developments in assigned technical/functional area, including policy developments and national strategic planning processes and ensure critical issues are mainstreamed in the proposed framework document.
- Shares monitoring data and information needed and actively participate in CARE's PIIRs exercise and make sure key global indicators are mainstreamed including indicator 16.

- Maintain up-to-date information on sector developments through on-going research and analysis of trends and issues for HROP project.
- Lead in the design, commission, and management of specific research under HROP.
- Facilitate the printing, publication and dissemination of research work and case studies specific for HROP in collaboration with Communication lead.
- Produce sector briefs based on policy research for learning purpose and Resource Mobilization
- Identifying future funding opportunities and synergies with ongoing project within and outside CARE Tanzania.
- Work with Resource Mobilization team to design new projects and provide technical expertise in natural resources and climate Change Adaptation.
- Collaborate with Resource Mobilization Team to prepare Resource Mobilization documents that align under HROP thematic areas.
- Establishes and maintains communication mechanisms with government, community, and project consortium members.
- Makes formal presentations to the counterparts about project's progress, challenges, lessons learned and needed adjustments.
- Maintains ongoing communication with project's stakeholders regarding project progress and challenges.
- Strengthening and maintaining relations with relevant government line ministries and private sector/research institutions to coordinate the adoption of the best approaches of gender responsive Climate Smart and ecosystem solutions.
- Shares good practices with other actors in country and internationally. Develops strong team spirit among CARE and partners to work for the project initiative and ensures ongoing personal development and learning.
- Promote Gender Equality, policy advocacy and rights-based programming initiatives.
- Perform any other duties as assigned by his/her supervisor.

EDUCATION QUALIFICATIONS

- Master's degree in agriculture, Natural Resources Management; Conservation ecology and management, Environment Management, Climate Change, or any other related field from a recognized University

EXPERIENCE AND SKILLS

- Minimum 10 years' experience in coordinating / managing complex programs working with government, INGOs and strong civil society partners.
- Minimum 5 years' experience or multiple years of expertise in one or some of the following areas: Policy lobbying and influencing, sustainable natural resource management, conservation, climate action, pastoralism and agriculture policy and livelihoods.
- At least 5 years of relevant work experience in Climate Smart and ecosystem conservation related.
- Minimum 5 years extensive line management experience, with previous responsibility for staff, resources, and contracts.
- 5 years Proven success in project cycle and adaptive management, including project designs, impact measurement and project reporting.
- Demonstrable achievements in delivering Governance and Gender transformation programming.
- Strong experience working with government institutions and other civil society partners, strong portfolio of successfully representing the organization and negotiating with key senior powerholders and policy makers in government.

TECHNICAL COMPETENCIES

- Demonstrated strategic planning skills, Project and Financial management, and organizational skills.
- Excellent report-writing and communication skills
- High levels of innovation, conceptual and analytical ability or creativity
- Computer skills in Microsoft Suite, specifically with Word, Excel and PowerPoint.
- Firm belief in teamwork, gender equality, natural resources or environmental and participatory approach and sustainable development.
- Strong capacity building / community empowerment skills
- Fundraising and facilitation skills
- Monitoring, Evaluation, Evidence and Learning skills with experience in monitoring and measuring impact.

POSITION TITLE: Project Manager Nature, Climate and Value Chain Development

REPORTS TO: Senior Project Manager

LOCATION: Iringa

JOB SUMMARY

The Project Manager Nature, Climate Change and Value Chain Development will work to coordinate achievement of agriculture component and Climate Change which depends on the development of effective and efficient value chains and equitable access to productive resources (finances, inputs and outputs markets). The position will be responsible to stimulate investments in agricultural value chains opportunities and provide operational support to achievement of restoration of Mbarali and Ihemi Clusters by improving climate resilience livelihoods within the cluster. S/he will facilitate the marketing systems development and strengthening linkages amongst the various value chain actors including small holder producers, agro-input suppliers, processors, business development service providers and off-takers. In collaboration with a diverse team of project consortium members including WWF, SAGCOT, CFU, TGNP, SWM and local government authorities, the position will strengthen the marketing and business development skills of smallholder farmers to enhance product quality and increase their competitiveness for market negotiations to secure better prices through their effective engagement in Farmer Field and Business Schools. Increase the capacities of farmers especially women and youth on climate change and adaptation, promote the use of climate information for agriculture planning processes and adoption of Climate Smart Agriculture to promote ecosystem restoration while increasing food security. With the engagement with TMA the position will support the facilitation of Participatory Scenario Planning for decision-making by women and female youth and formation of Farmer Field and Business School.

The Project Manager Nature, Climate Change and Value Chain Development plays a significant role in maintaining strong coordination among value chain actors, district authorities, private sector companies, traders, input dealers, local CSO's and farmer groups who will be part of Farmer Field and Business Schools. S/he will contribute into project goal of improving livelihoods of small-scale farmers especially women and youth by promoting and influencing the adoption of gender responsive climate smart agriculture and nature positive agriculture to promote food security and restoration of Great Ruaha River.

The position will report to Senior Project Manager, based in Iringa, and will receive technical input and support from CFU, WWF, SWM, SAGCOT while expected to maintain effective working relationships with other Consortium Members, S/he will maintain relationship with the Vice President Office, Ministry of Agriculture, and other relevant Ministries.

KEY RESPONSIBILITIES AND TASKS

- Make use of existing Farmer Field and Business Schools (FFBS) and/or mobilize new ones and recruit them as entry points for implementation of gender responsive Climate Smart and nature positive agriculture.
- Facilitate selection of lead farmers/paraprofessionals and capacitate them on gender responsive climate smart agriculture practices.
- Collaborate with project team to promote integration of the functions of FFBS and VSLA as a holistic approach to ensure that Agri-fund is available through collective or individual investment to access agriculture inputs and labor-saving technologies.
- Support Lead farmers in cascading Climate Smart Agriculture training to FFBS/VSLAs with close quality monitoring.
- Facilitate innovation, adoption and uptake of gender responsive climate smart agriculture technologies that enhance productivity and value of products.
- Identify and assess climate change adaptation practices and align them with pro poor market development planning in the relevant value chain sub-sector and build strong relationship with Tanzania Meteorological Authority (TMA for accessing regular climate information.
- Work closely with Tanzania Official Seed Certification Institute (TOSCI) to support champion farmers especially women and youth to produce Quality Declared Seed (QDS)
- Collaborate with CFU to build capacities of Village/Ward/District DRR on Climate Change and risk mitigation.
- Work with partners to promote implementation of Participatory Scenario Planning and promote the use of M-Kilimo by farmers.
- Promote youth entrepreneurs to become village-based inputs suppliers to enhance smooth access to agriculture inputs.
- Working with WWF and SAGCOT to promote investment in nature positive enterprises resilient to climate change.
- Facilitate farmers especially women and youth to attend national and international agriculture trade fair for learning, sharing Agriculture experiences and connections.
- Promote development of home gardening for nutrition purposes. Collaborate with WWF and other partners to conduct gender sensitive market analysis to inform market engagement activities including home gardening.
- Engage with Business Development Service providers to train women and youth in business planning, value additions and product diversification.
- Identify and link farmers with potential buyers including external markets.
- Facilitate prioritization of cluster level specific ecologically sound and market led value chains development which will contribute to ecosystem restoration efforts by the community in accordance with the value chain analysis's survey findings.
- Facilitate cluster level stakeholders' forums to address value chain constraints and maximize market development opportunities across the sub-sector nodes.
- Train, coach and mentor local market facilitators including Lead Farmers and Community Based Trainers (CBTs) to pursue effective market linkages between women and youth and private sector input suppliers in alignment with collective investment thinking and digital app marketplace development.
- Strengthen marketing and business development skills of smallholder farmers to improve product quality and be able to better manage interactions with output market dealers.
- Support building capacity of other value chain actors through training, mentorship and networking based on the needs and demands of the project.
- Engage relevant and key value chain actors within the project priority subsector (producers, input suppliers, transporters, processors, consumers etc.) to succeed on their respective value chain nodes.
- Contribute to development of a charter and guidelines for gender-responsive nature positive practices in alignment with Inclusive Green Growth (IGG) in collaboration with SAGCOT.
- Advocate and influence business development service providers to adopt the application of gender-responsive nature positive practices charter.
- Innovatively collaborate with partners, allies, LGAs and like-minded stakeholders to influence policy and achieve multiplied impact in market and value chain development.
- Collaborate with project team and WWF to contribute to development of nature positive enterprises market strategy.
- Strengthen relations with government decision makers, and with other relevant national agencies and stakeholders.
- Maintain working relations with relevant government line ministries and private sector / research institutions to coordinate the adoption and uptake of evergreen innovations and/or approaches in agriculture development, Climate resilient agriculture and nature positive.
- Facilitate linkages with financial services, manufacturers, technology suppliers and other service providers aiming to improve productivity and value addition.
- Contribute to the project's M&E functions, quarterly and annual reporting by highlighting successes, challenges, lessons learned and opportunities in Climate Smart Agriculture and Value chain programming within the respective project's area.
- Represent the project in various assigned learning and sharing meetings/workshops/conferences.
- Support activities relevant to her/his position implemented by all other consortium partners as per project plan.
- Work with others to support CARE's Mission.
- Perform any other duties as assigned by his/her supervisor.

EDUCATION QUALIFICATIONS

- Master's degree in agriculture, Agronomy, agribusiness, Conservation ecology and management, Climate Change, or any other related fields from a recognized University

EXPERIENCE AND SKILLS

- Minimum 7 years' experience in Value Chain development programming with climate change component.
- Minimum 5 years' experience or multiple years of expertise in one or some of the following areas: Policy lobbying and influencing, ecosystem conservation, climate action, pastoralism and agriculture policy and livelihoods.
- Intensive skills and experience in Climate Smart Agriculture programming
- Demonstrable achievements in delivering Governance and Gender transformation programming.
- Strong experience working with government institutions and other civil society partners, including international organizations.

TECHNICAL COMPETENCIES

- Demonstrated strategic planning skills, Project and Financial management, and organizational skills.
- Excellent report-writing and communication skills
- High levels of innovation, conceptual and analytical ability, or creativity
- Computer skills in Microsoft Suite, specifically with Word, Excel and PowerPoint
- Firm belief in teamwork, gender equality, natural resources or environmental and participatory approach and sustainable development.
- Strong capacity building / community empowerment skills
- Monitoring, Evaluation, Evidence and Learning skills with experience in monitoring and measuring impact.

POSITION TITLE: Monitoring, Evaluation, Accountability and Learning (MEAL) Manager.

REPORTS TO: Senior MEAL Manager

LOCATION: Iringa

JOB SUMMARY

The Monitoring, Evaluation, Accountability and Learning (MEAL) Manager will lead and support all Monitoring, Evaluation and Learning (MEAL) activities in ensuring a high and consistent standard and quality of M&E is delivered throughout CARE TANZANIA Program Strategies in line with the CARE GLOBAL VISION 2030 IMPACT AREAS and Indicators. He/She will manage the MEAL component of Her Money Ger Resilience project. The position will be responsible for implementing M&E systems including indicator targeting, tracking, and reporting according to donor and CARE standards, managing a data collection system, leading impact assessments and a learning strategy. In addition, MEAL Manager will work closely with the Impact and Communication Coordinator and lead/support the rolling out of evidence generations and related analysis. He/She will be supported by other project-based MEAL team members who will also support and perform MEAL tasks across the entire country office portfolio. He/she will also be responsible for leading the programs' initiative efforts to build program staff and partner's capacities in designing, monitoring, evaluation, impact measurement, reporting and learning. The position will also advise on suitable approaches to multiplying impact.

The MEAL Manager position therefore requires an extremely high level of technical capacity and intellectual flexibility as well as sufficient interpersonal skills to effectively manage the overlapping demands of this role. Expected to have technical capacities beyond traditional M&E techniques to be able to monitor and evaluate policy processes, private sector engagement, and partners engagement as well monitoring and articulating vertical linkages. The MEAL Manager is expected to maintain good working relationships with national government officials, donors, CARE International Members (CIMs) and relevant partner organizations, networks and alliances as relevant and also will be Working in collaboration with a diverse team of project consortium members including WWF, SAGCOT, CFU, TGNP, SWM, local government authorities and TMA.

KEY RESPONSIBILITIES AND TASKS

- Provide overall leadership and coordination of the MEAL activities in responding to requests and providing technical backstopping as required.
- Take overall responsibility for coordinating and planning activities of the MEAL based on program commitments and requests, as well as in relation to the M&E plan.
- Ensure the expertise across the team is available to all project staff and that development support is provided to build the overall capacity of the team.
- Develop the Capacity of Partner and Partner MEAL staff through training, workshops, and one to one visit to understand and undertake MEAL activities as per set standards, principles, and application of the centralized MEAL systems for accurate reporting.
- Provide support, coaching, mentoring on a continuous basis and develop a culture of team spirit.
- Coordinate and arrange meetings for project staff to review project achievements including Annual PIIRS Results, Projects Results through CARE TZ MEAL System and reflect on the projects and COs achievements trends as per Strategy and VISION 2030 targets.
- Work closely with project staff to ensure effective use of MEAL data and information in project implementation, communications, technical reports, and other materials.
- Continuous monitoring of project deliverables as per set projects objectives and indicators targets, review monthly, quarterly, and annual reports for approval.
- Monitor and ensure high standard and quality of MEAL functions throughout the project.
- Ensure collection of complete project data during project life and its storage in the shared drive is available for access all time.
- Ensuring that planning, monitoring, risk management/troubleshooting, learning, organizational development, and other strategies and system improvements are co-owned and part of every technical unit and program/project offices.
- Develop an organizational standardized evidence and data quality assurance checklist and approach to be used - (standard

- quality criteria's to be used to access evidence and data);
- Coordinate both internal and external Data Quality Assessment to ensure data is accurate and complete at each level of data collection and aggregation.
- Maintain quality and increased availability of evidence and data for CARE's own use and to complement MI strategy implementation.
- Strengthen and continue use of the CARE Centralized System (PIIRS, CARE TZ MEAL SYSTEM, CARE TZ SHARED SPACE, KOBOTOOL BOX etc by staff, partners and other stakeholders for data collection, management, and reporting.
- Provide technical support and ensure the use of different softwares including SPSS, STATA, Power BI and any other relevant software for data analysis and visualization.
- Facilitates training to project CARE staff and partner staff on the use of centralized MEAL system to ensure availability, timely submission, accuracy and quality.
- Support the team on the development of the Feedback and Accountability Mechanism Standard Operating Procedure in line with the CARE Tanzania Feedback and Accountability Mechanism Standard Operating Procedure.
- Facilitates the gathering of PIIRS data and compiles and coordinates the annual PIIRS submission, review, and adaptations of the data through project sense making session.
- Ensure there is proper MEAL tools and templates for collecting and reporting the project/initiative achievements to donor, CO management and other stakeholders.
- Support in the development of project models (log frame, M&E plan and MI evidence frameworks) in proposals and followup on the progress during project implementation.
- Strengthen capacity of partner and CARE program staffs on MEAL functions, tools, evidence generation documenting and reporting.
- Facilitate Impact measurement across the project by conducting timely evaluations and ensure projects outcome/impact data are available during the beginning and close out of the project.
- Coordinate project baseline, midterm review and endline evaluation. Ensure proper selection of external evaluations and provisions of technical guidance towards obtaining quality and high standard work.
- Facilitate data collection and analysis of the project data to ensure availability of accurate and quality data that informs projects and allows it to make programming decisions and support a process of adaptive management and continual improvement.
- Facilitate data collection and analysis of evidence that informs influencing and advocacy as aligned with the CARE TZ Strategy, Vision 2030, MI framework, as well as other initiatives adopted by the CO.
- Participate in program design and major project reviews, making sure that new designs mainstream best practices and learning and are aligned with CO MI framework.
- Support developing indicators and gathering evidence related to leveraging investments and integrating across projects.
- Develop a MEAL culture and strengthen accountability to application of best practices/learnings.
- Participate in country, sub-regional and regional MEAL group meetings as scheduled.
- Conduct Internal team meeting weekly, monthly, quarterly, biannually to plan, share progress, experiences, best practices, and challenges for improvements.
- Facilitate the development of Annual Work Plan and Budget for MEAL activities of the project.
- Apply and promote CARE's core values all the time, support Gender Equity and Diversity at workplace and of our partners and the community at large to ensure maximum benefit and outcomes for the vulnerable women and children we serve.
- Practice a behavior that is consistent with CARE's core values and promotion of gender equity and diversity goals.
- Play a leadership role in identifying and implementing initiatives that enhance CARE's commitment to gender and diversity.
- Review the existing gender analysis conducted and ensure the implementation of the project considers the gender analysis conducted during the design of the project.
- Ensure that gender and the role of women is mapped, understood, and promoted by different actors including addressing social norms.
- Assess the progress of the project towards Gender transformation, fill in the required tool including the gender marker tool and document evidence.
- Be proactive in ensuring that CARE's core values, code of conduct, and principles of gender equity and diversity (GED) are upheld throughout area of responsibility and provide leadership to others.
- Play an active role in support of resource mobilization, with a focus on quality and MEAL related components in program development and design.
- Perform any other duties as assigned by his/her supervisor.

EDUCATION QUALIFICATIONS

- A minimum of bachelor's degree in social sciences / development studies / information systems/ project management or any other related field from a recognized University.
- A master's degree will be an added advantage.
- Professional certificates on Project Management will be added advantage

EXPERIENCE AND SKILLS

- At least 7 years' experience of MEAL including impact measurement, knowledge management, research, evidence generation for policy, data analysis, cost benefit analysis, program quality and learning preferably in development organizations, and at a range of levels for local (micro) to national (macro).
- 5 years' experience in coordinating / managing complex programs working with government and civil society partners.
- Minimum 5 years of expertise in one or some of the following areas: land rights, conflict and policy, sustainable natural resource management, conservation, climate action, Civil society strengthening, and agriculture policy and livelihoods.
- At least 5 years of relevant work experience in evidence-based advocacy, policy formulation, creating networks, supporting social movements and representative civil society organizations.
- Extensive line management experience, with previous responsibility for staff, resources, and contracts.
- Minimum 5 years' experience of proven success in project cycle and adaptive management, including project designs, impact measurement and project reporting.

- Demonstrable achievements in delivering Governance and Gender transformation programming.
- Experience in conducting research and analyzing data for advocacy and policy related initiatives, as well as formulating policy recommendations.

TECHNICAL COMPETENCIES

- Ability to analyze and think critically, working constantly through iterative processes.
- Skills in qualitative and quantitative data collection, data management and analysis, including knowledge of computer software (e.g., MS Word, Excel, Power Point, statistical package such as SPSS, STATA, etc.).
- Knowledge in developing and implementing M&E frameworks, plans and in using logical framework and outcome mapping approaches.
- Demonstrated knowledge and experience in strategic planning and contextual analysis of relevant program areas.
- Ability to establish and nurture a proactive learning culture within the team and strong capacity building, training and facilitation skills.
- Ability to work and communicate with a range of stakeholders including policymakers and government officials, NGOs, the media, community representatives.
- Strong ability to engage with communities and capability in being proactive to organize community outreach activities.
- Strong portfolio of successfully representing the organization and negotiating with key senior powerholders and policy makers in government.
- Ensuring that gender and power dynamics related to monitoring and evaluation activities are taken into consideration.
- Ability to thrive in team environments, with a strong understanding of diversity and other cultures
- Excellent written and oral communication skills, with a fluent writing style and good knowledge and practical use of both English and Kiswahili

POSITION TITLE: Gender and GBV Coordinator

REPORTS TO: Senior Project Manager

LOCATION: Iringa

JOB SUMMARY

The proposed Project operation area, Women and female youth continue to experience all forms of GBV from duty-bearers and responsibility-holders that have been strongly entrenched in patriarchal norms that enforces GBV, fear of reprisal from the accused, and a lack of confidence in the justice system facilitate continued GBV and prevent reporting. The project also enhances Social Rights including the right to live a life free from violence, and the right to participate in cultural, social, and political life.

The Gender and GBV Coordinator will be responsible for implementing and oversight of gender equality activities in the project and support providing GBV awareness and prevention to survivors. This role includes strategic planning, technical leadership, capacity building, support, internal and external coordination, and representation of the project.

The Gender and GBV Coordinator expected to have strong experience on stakeholders' engagement including working closely with local government authorities and focal points at Ministry level, and capacity to establish/maintains effective working relationships with key stakeholders, government, donors, and NGOs working around the same project thematic areas. The role requires good partnerships and facilitation skills. Also position incumbent should have skills in working with community and family gatekeepers of social norms in the project area to facilitate social norm transformation toward gender equality.

KEY RESPONSIBILITIES AND TASKS

- Coordinate and ensure implementation of minimum standards on gender equality mainstreaming and Gender transformative approaches such as Social Analysis and Action, Community Score Cards, Engaging Men and Boys are fully implemented throughout the project.
- Support in implementing gender equality components of projects/program.
- Ensure that program activities are carried out with cultural sensitivity while promoting gender equality.
- Support and facilitate different gender equality analysis including gender analysis, gender audit, and gender market analysis.
- Ensure project activities integrate gender and social inclusion considerations with project partners.
- Establish a forum to discuss challenges and achievements in addressing GBV in the project.
- Provide technical inputs to support training and development of Training material to integrate gender transformative approaches.
- In collaboration with Country office Gender Coordinator to conducting GBV training for project staff and partner staffs
- Closely coordinate with project partners to ensure gender sensitization work is carried out under the CARE gender equality framework.
- Organizing and carrying out advocacy and campaigns for gender equality through implementing that lead to transformation.
- Contribute and share knowledge, information, best practices, and lessons learnt on gender equality in leadership and decision making.
- Review project gender equality outcome results achievements against indicator targets with a view to strengthening reporting, planning, implementation as well as decision making.
- Keep up to date project gender related data and reports for reference by the program team as well as other stakeholders.
- Act as gender focal point of the project to support conducive environment for better gender activities to take place in project area.
- Organize and coordinate training on leadership skills, address self-esteem, self-awareness, time management, stress management, and emotional intelligence and gender equality mainstreaming minimum standard.
- Work with Supervisor to identify and organize networks, forums where participants can connect with others for learning and capacity building, exchange ideas, and establish valuable connections within the community.
- Identifying GBV prevalence through secondary data analysis, types, risks in the project area, and barriers and propose mitigation measures.
- Identify priorities and audience for advocacy and policy actions to be implemented by the Project throughout its implementation stages.

- Spearhead gender policy and regulations monitoring and analysis in collaboration with other stakeholders and identify key policy recommendations and design appropriate messages for policy makers and stakeholders.
- Support Program Quality and MEAL unit in monitoring and measurement of the progress and impact on gender equality.
- Organize, assist with management of project's funds and ensures efficient utilization of funds for maximum impact.
- In collaboration with finance staff contributes to preparation of activity implementation budgets based on project initiative's proposal and ensures compliance with donor and Organization requirements.
- Ensure adherence to CARE's financial and administration (including property and procurement) policies and procedures.
- Create understanding among Project partners on the financial and procurement procedures, regulations and the respective donor requirements, and monitor compliance.
- Manage project's funds and ensures efficient utilization of funds for maximum impact.
- Create an enabling environment for smooth Internal and External Audit(s) and monitor and facilitate responsiveness to audit findings and recommendations.
- In support from MEEL and Program Quality unit, develop and implement the project's progress monitoring protocols for tracking project performance and decision making.
- Support in developing MEEL system to measure achievement relevant project indicators.
- In collaboration with MEEL unit, coordinates the implementation of project baseline and final evaluation including collection of baseline and periodic data for tracking project performance and decision making.
- Ensuring the provision of quality data on a timely basis for internal project management and external reporting purposes.
- Contribute to dissemination of good practice and lessons learned from the organization's work and promote experience sharing and learning in the organization and among stakeholders in collaboration with Communication Team.
- Organize and conduct reflective learning forums (meetings, workshops, etc).
- Establishes and maintains communication mechanisms with government, partners, and other stakeholders to enhance project achievement.
- Maintains ongoing communication with project's stakeholders regarding project progress and challenges.
- Strengthening and maintaining relations with relevant government line Ministries and other Women Led Organization /Women Rights Organization in Tanzania
- Link project stakeholders with regional and international processes related women voice and leadership.
- Shares good practices with other actors in country and internationally.
- Participate in mainstreaming gender in project activities to ensure women among the target beneficiaries of the project.
- Promote and enhance the Do no harm principle with beneficiaries and staff.
- Empower women, girls on gender equality.
- Practice behavior that is consistent with CARE's core values and promotion of gender and diversity goals.
- Be proactive in ensuring that CARE's core values, code of conduct, and principles of Reflection on Equality, diversity, and Inclusion (REDI) are upheld by the project team.
- Support project initiatives within CARE Tanzania to develop gender plans, ensuring policy agenda are known and coordinated in collaboration with senior project manager.
- Assist on information coordination, sharing and learning and in ensuring synergies between programs initiatives.
- Perform any other duties as assigned by his/her supervisor.

EDUCATION QUALIFICATIONS

- Degree in Gender and Development Social Science, Sustainable Development or any other related field from a recognized University
- Extensive gender-related training experience, including training local personnel in gender equality and related fields with four years of relevant experience in the field of gender related projects.
- Master's degree in Gender and development will be an added advantage.

EXPERIENCE AND SKILLS

- Minimum 6 years of work experience in gender work with an International Non-Governmental Organization (INGO)
- Strong experience in strategic planning and policy analysis and formulation.
- Demonstrated ability to develop and roll-out gender transformative approaches to project staff, beneficiaries and to partner organizations.
- Experience in capacity building and training in gender mainstreaming and gender transformation.
- Experience in developing and overseeing gender equality, GBV initiatives and integration GBV and protection measures into programming.
- Experience in analysis and assessment related to application of gender and youth marker.
- Experience in building capacity of partners for gender equality integration amongst power holders at various levels.
- Experience in training gender minimum standards in support of gender equality integration/mainstreaming.
- Experience in engaging men and boys to promote gender equality.
- Experience in capacity building of associations and champion individuals for policy advocacy and lobbying at national level and partnership building.

TECHNICAL COMPETENCIES

- Excellent understanding of gender issues and evidence generation for local and national level policy influence good understanding of gender and youth mainstreaming
- Ability to provide technical assistance in gender equality mainstreaming, women voice, and leadership.
- Highly conversant Gender Equality and women empowerment approaches
- An approach to mirror our core values: commitment, accountability, respect, effectiveness, and diversity.
- Ability to work and communicate with a range of stakeholders including policymakers and government officials, NGOs, the media, community representatives, service providers,
- Strong skills on developing success stories with gender and youth lenses.
- Ability to thrive in team environments, with a strong understanding of diversity and other cultures.

- Excellent written and oral communication skills, with a fluent writing style and good knowledge and practical use of both English and Kiswahili

POSITION TITLE: VSLA Coordinator

REPORTS TO: Senior Project Manager

LOCATION: Iringa

JOB SUMMARY

VSLA coordinator is responsible to lead CARE's VSLA model, support linkage to access to financial services to VSLA members. He is responsible for providing holistic support services to Village Savings and Loans Associations (VSLA), supporting the project team and the organization scale-up strategy development. Review and adapt basic financial and relevant technical training material. Conduct VSLA training for the partners, VSLA Facilitators and monitor step down training. Facilitate peer-to-peer support and ensure social cohesion within VSLA. In consultation with the Supervisor, the VSLA Coordinator for HER RESILIENCE, OUR PLANET project will ensure that compliance is maintained as per CARE Tanzania policies.

KEY RESPONSIBILITIES AND TASKS

- Prepare a detailed VSLA implementation plan and ensure the partners understand well and properly implement VSLA methodology. Ensure physical target achievements are as agreed; and review regularly the progress and maintain regular update of the workplan and track outputs.
- Facilitate and ensure establishment of VSLAs, strengthening of existence VSLA in the target communities.
- Lead and provide technical guidance on financial inclusion interventions and strengthen the engagements between the VSLAs and the private sector players.
- Identify technical capacity and challenges for the project participants and VSLA facilitators (CBTs), and staff's skills /knowledge on VSLAs, Business Management, etc. and plan for the relevant capacity trainings.
- Oversee and regularly monitor as well as provide technical support when the VSLAs are conducting the share purchase, social contributions and borrowing and repayment of loans to ensure proper documentation.
- Facilitate stakeholders, traders, and financial services providers engagements as part of establishing strategic linkages for VSLAs.
- Document lessons learned and capture stories of change on VSLAs. Consolidate/compile monthly, quarterly, and annual activity reports and special events showing achievements, lessons, constraints, and recommendations and submit to supervisor on agreed time. Maintain VSLA data base through CARE information systems in collaboration with Monitoring and Evaluation unit
- Review and adapt basic business, financial and relevant technical training material.
- Conduct VSLA training for the partners, VSLA Facilitators and monitor step down training.
- Facilitate peer-to-peer support and ensure social cohesion within VSLA.
- Participate in CARE Community on Financial Inclusion activities.
- Represent CARE on coordination meetings at LGA, community and wards.
- Contribute to CARE's resource mobilization efforts.
- Plan and conduct awareness creation meetings that will involve small-scale farmer production groups, VSLA group members, VEO, potential people and community at large in the operating area to let them understand on what HROP project is doing under program.
- Mobilize Saving and Credit groups or similar groups into Investment groups, build their financial skills and capacities and facilitate transformation of the Saving and Credit into business.
- Train VSLA or similar groups on Inclusive financial and business models that promote sustainable economic development and incomes of the SSPPs particularly women.
- Facilitate the rollout adoption of Intra and Inter collective investment model by VSLA or similar saving groups.
- Facilitate the identification of "ready to use" Saving Groups, assist in coordinating and supporting CBTs in reaching these groups and providing appropriate support.
- Maintain thorough understanding of the technical aspects of digital technology and provide linkage support to VSLAs.
- Identify priorities for advocacy and policy actions to be implemented by the Project throughout its implementation stages with close collaboration with other stakeholders in microfinance sector.
- Support Program Quality and MEAL unit in monitoring and measurement of progress.
- Learn CARE gender monitoring tools to smoothly documentation of behavior changes and support advocacy agenda.
- Organize, assist with management of project resources and ensure efficient utilization of funds for maximum impact.
- In collaboration with finance staff contributes to preparation of activity implementation budgets based on project initiative's proposal and ensures compliance with donor requirements.
- Ensure adherence to CARE's financial and administration (including property and procurement) policies and procedures.
- Create understanding among Project partners on the financial and procurement procedures, regulations and the respective donor requirements, and monitor compliance.
- Manage project's funds and ensures efficient utilization of funds for maximum impact.
- Create an enabling environment for smooth Internal and External Audit(s) and monitor and facilitate responsiveness to audit findings and recommendations.
- In support from MEEL and Program Quality unit, develop and implement the project's progress monitoring protocols for tracking project performance and decision making.
- Support in developing MEEL system to measure achievement relevant project indicators.
- In collaboration with MEEL unit, coordinates the implementation of project baseline and final evaluation including collection of baseline and periodic data for tracking project performance and decision making.
- Ensuring the provision of quality data on a timely basis for internal project management and external reporting purposes.
- Contribute to dissemination of good practice and lessons from the organization's work and promote experience sharing and learning in the organization and among stakeholders in collaboration with Communication Team.

- Organise and conduct reflective learning forums (meetings, workshops, etc).
- Establishes and maintain communication mechanisms with government, partners, and other stakeholders to enhance project achievement.
- Maintains ongoing communication with project's stakeholders regarding project progress and challenges under supervision of Project Supervisor.
- Strengthening and maintaining relations with relevant government line ministries and other Stakeholders
- Shares good practices with other actors in country and internationally.
- Participate in mainstreaming gender in project activities to ensure women among the target beneficiaries of the project.
- Promote and enhance the Do no harm principle with beneficiaries and staff.
- Empower women, girls on gender equality.
- Practice behaviour that is consistent with CARE's core values and promotion of gender and diversity goals.
- Be proactive in ensuring that CARE's core values, code of conduct, and principles of Reflection on Equality, diversity, and Inclusion (REDI) are upheld by the project team.
- Support project initiatives within CARE Tanzania to develop gender plans, ensuring policy agenda are known and coordinated in collaboration with senior project manager.
- Assist on information coordination, sharing and learning and in ensuring synergies between programs initiatives.
- Perform any other duties as assigned by his/her supervisor.

EDUCATION QUALIFICATIONS

- BSc/BA in business administration, agribusiness, agriculture extension or relevant field from an accredited university.

EXPERIENCE AND SKILLS

- Minimum of 3 years' field experience in related saving and credit groups and or sustainable investment or related activities.
- Post Graduate degree / Masters in relevant field.
- Experience in training communities and other stakeholders, particularly women.
- Good financial and organization skills
- Experience in developing or implementing business or investment models.
- Proven experience in VSLA or other Savings Groups methodology is mandatory.
- Proven experience working with Digital Applications is helpful, but not necessarily mandatory.
- Good computer skills (MS Office) such MS word and Excel.

TECHNICAL COMPETENCIES

- Financial skills particularly rural financing
- Good organization and coordination skills
- Demonstrated strategic planning skills, organizational and management skills.
- Good written and oral communication skills, with a good knowledge and practical use of both English and Kiswahili
- Demonstrated ability in financial management.
- Facilitation skills and capacity building skills particularly applied in community-based Settings.
- Training of local communities especially adult learning training
- Partnerships building skills.

POSITION TITLE: Impact and Communication Coordinator

REPORTS TO: Senior Project Manager

LOCATION: Iringa

JOB SUMMARY

The communications and impact coordinator will be responsible for demonstrating and communicating the impact of the project activities. Including developing the project communications strategies, Initiating the communication related activities including content gathering, packaging and dissemination that informs the public on the project's implementation, and learning. Also, communicating the project and CARE purpose in general and sharing progress and best practices while maintaining the organization's core purpose and brand identity. She/he will form an integral part of project implementation.

Impact and Communication Coordinator will frequently collaborate with the Communication Officer based in Dar es salaam, M&E/PQ team, and Project team, to plan and implement the project and Country office communication strategies and ensure timely submission.

KEY RESPONSIBILITIES AND TASKS

- Manage internal engagement and ownership of influencing plans and campaigns, including developing key multiplying project impact communication products.
- Manage communication and reporting requirements as per the government regulations and requirements.
- Create and support internal systems and processes for sharing information and championing learning, as well as building accountability to implementing best practices and lessons learnt.
- Manage PIIRS reporting, government, and donor reporting.
- Support the communications officer to update government reports, updating of internal and external communication platforms, as well as report tracking and posting to internal portals.
- Support in strengthening quality across all external communication products and presentations.
- Work closely with the communications officer on producing content that highlights the project and organization's impact.
- Design promotional materials such as flyers, brochures, roll up banners, PowerPoints and other Comms related materials, that will aid in increasing the brand and visibility of the project and Tanzania in general.
- Work closely with project managers to develop field events stories, and project participants success stories related to the project. Work closely with different media houses to design and disseminate audio – visual content, community activities, spot

messages, and key events related to the project.

- Work closely with the Monitoring and Evaluation team to collect, analyze, and report data on the project activities.
- Creating detailed impact reports and visual presentations to showcase the effectiveness of the project.
- Practice a behavior consistent with CARE's core values, and promotion of gender equity and diversity goals.
- Plays a leadership role in identifying and implementing initiatives that enhance CARE's commitment to gender and diversity.
- Actively support program development and resource mobilization, and efforts to strengthen the competitive advantage of the Country Office.
- Perform other duties as assigned by his/her supervisor.

EDUCATION QUALIFICATIONS

- University degree in Social Sciences, International Development, Public Policy, Political Science, or related area from a recognized institution.

EXPERIENCE AND SKILLS

- Minimum 2 years of directly relevant experience, with proven success across key responsibility areas.
- Established networks and relationships with key stakeholders.
- Experience working at middle level in international NGO.
- Strong analytical skills for impact measurement and reporting.
- Ability to think and operate strategically and creatively, and able to look at issues from various perspectives and provide thorough and quick guidance.
- Ability to work and communicate with a range of stakeholders including policymakers and government officials, NGOs.
- Demonstrated success in applying lobbying and political skills, i.e. persuasive, diplomatic, and articulate.
- Experience with media and making public statements and presentations.
- Excellent written and oral communication skills, with a fluent writing style and use of both English and Kiswahili, and a strong portfolio of communication materials across a range of mediums.
- Excellent computer skills – MS Word, MS excel, Window's Explorer, SharePoint, internet, Adobe Acrobat, Publisher and Outlook
- Proven ability to achieve and maintain a compliant organizational culture by partnering to provide practical standards of compliance that can be implemented and adhered to.
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities.
- Operational experience including planning, development, and implementation of operational activities.
- Ability to establish and maintain effective working relationships with people of different national and cultural backgrounds whilst remaining impartial and objective.
- Demonstrated experience with proposal development with range of international donors (i.e USAID, EU, DFID, CIDA).
- Ability to thrive in team environments, with a strong understanding of diversity and other cultures.
- Flexible, self-starter, sense of humor, team player, attention to detail.

POSITION TITLE: Administration and Procurement Officer

REPORTS TO: Head of Finance and Operations

LOCATION: Iringa

JOB SUMMARY

The Administration and Procurement Officer is responsible for timely provision, coordination and management of logistics, procurement and administrative support services to projects and staff of CARE Tanzania. Administration and Procurement Officer ensures that the Administration and operations function delivers the services and meets its commitments towards internal (i.e. staff) and external clients i.e. visitors, vendors) in time and within budget. Further the officer ensures the function meets its objectives in time in collaboration with the program team. The position is a petty cash custodian in the respective office.

RESPONSIBILITIES AND TASKS

- Ensure that all operational support functions in the Project Office run efficiently and effectively to meet the needs of the projects in a sub office.
- Ensured compliance in all administrative policies and procedures.
- Meet day-to-day demands of the Project Office, including, maintenance of office, lease renewals, security, and logistics for forwarding of goods, travel and accommodation support for staff and visitors.
- Prepare quarterly and annual management reports on the operational functions.
- Maintain coordination with key officials in the various local Government offices at the Project Office level.
- Ensure timely renewal of lease agreement negotiations of Project level and inform CARE CO about any changes regarding the rental agreement if any.
- Facilitate submission of administrative documents required for audit and respond to audit queries in relation to administration and procurement issues.
- Support ICT & Digital personnel to maintain effective Information Technology and communication service at the field office.
- Print out, document and disseminate information immediately to staff members by dispatch and periodically update the notice board with relevant communication and news from offices or from country office.
- Manage relations with staff, suppliers, District authorities, public utility companies and the public in order to maintain CARE's image and reflect CARE Tanzania core values.
- Over sees provision of outsourced service (security, cleaning, garbage collection etc.) according to the respective contract.
- Manage the vehicle and motorcycles fleet based in the Project Office
- Ensure proper and timely maintenance, services and repairs of motor vehicles and motorcycles to meet the Project Office needs.
- Liaise with CO Administrative and Logistics officer and ensure annually renewal of insurance for the vehicles and motorcycles.
- Track fuel monthly consumption for vehicles and motorcycles for preparation of monthly performance reports of vehicles and

motorcycles and advise accordingly.

- Manage the effective use of location vehicles and motorcycles fleet and monitoring their usage in accordance with CO policies.
- Manage continuous flow of power supply through smooth running and maintenance, repair and services of office generator,
- Liaise with Administration staff at Country Office to ensure travel and accommodation arrangements for CARE visitors, partners and staff from Project office are done in an efficient manner.
- Vehicle maintenance schedule is monitored and ensures regular service and repairs are undertaken at approved mechanics.
- Facilitate logistics support to CARE visitors, consultants, partners and staff when visiting field office.
- Facilitate logistics arrangements for workshops, meetings and conferences and payments of bills
- Manage procurement requisitions of Project Office and other offices while ensuring compliance to procurement policies and procedures are adhered to and implemented in accordance with CARE International policies and procedures
- Provide continuous and effective procurement support to the Project Office, ensuring that CARE Tanzania obtains best quality products and service at the most economical cost and in accordance with donor rules and requirements
- Negotiate and manage vendor contracts for the interest of the organization and relevant donors for the projects.
- Setup of vendors/suppliers in PeopleSoft System after approval by Procurement Committee
- Establish and maintain Project Office Approved Vendors' list (AVL) and manage Required Vendor contracts while ensuring compliance to CARE USA Anti-terrorism policy.
- Liaise with Project Managers and project teams to prepare procurement plan for submission to Procurement Office at Country Office and ensure Projects procurement requests are implemented in accordance with the approved plan, CARE policies, Donor rules and regulations and good practices on procurements.
- Supervise outsourced facility management service provider at the Project Office
- Purchase goods and services of Project Office through reviewing and processing of Purchase Requests and supervise them in accordance with CARE International Procurement Policy
- Ensures that CARE gets best deals for all purchases e.g accommodation, conference packages costs have been assessed and booked and recorded.
- Build capacity on procurement best practices and procedures.
- Operate as a member of the Procurement Committee
- Ensure preparation of timely procurement reports (weekly, monthly and quarterly), in accordance with donor and CARE Tanzania requirements
- Safety and Security Secondary Focal Point for the Project Office and a member of the Project Office Safety and security committee,
- Implement staff safety and security procedures and provide guidance to staff as required.
- Support Director of Administration and Operations on periodic Safety and Security assessment of the Project Office to ensure KPIs for Safety & Security are achieved.
- Ensure safety and security of CARE's non-expendable property as well as staff operating within the operational area and in Project Office.
- Ensure the office maintains occupational Safety Health environment and meets the required standards of OSHA
- In collaboration with Project Managers periodically implement the fire drill to staff in a Sub office
- Ensure compliance in safety and security policies, procedures and guidelines at the Project Office operational level is observed.
- Maintain security services and responsibility for security contracts of the office premises and property by ensuring that services such as telephones and electricity are effectively functioning and keeping them in order.
- Support Director of Administration and Operations to maintain an updated communications tree for Project Office staff.
- Oversee proper installation, maintenance and effective use of office capital equipment and machines.
- Ensure proper use of all office equipment, furniture and fixtures and other assets and are well maintained and inventories are in order.
- Ensure compliance with property management policies and procedures and advise the Head of Department for replacement of Project Office equipment.
- Maintain Inventory of Supplies in accordance with CARE policies and accounting good practice in inventory and stock management.
- Support responsible team for annual physical count in respective of Project Office on behalf of CARE Country office.
- Provide information for updating the Project Office assets and determine the loss and unregistered items and inform the Head of Department accordingly.
- Keep efficient records of goods receipts, stored and issued.
- Manage preventive maintenance of office building and equipment, ensuring the proper functioning of equipment and arranging for inventory control and disposal.
- Perform other duties as assigned by his/her supervisor.

EDUCATION QUALIFICATIONS

- Bachelor's degree in public/business administration or Procurement or equivalent combination of education and work experience from a recognized University

EXPERIENCE AND SKILLS

- 3 years' previous experience managing program support functions in an office with several projects funded with different donors with strict rules and regulations.
- Knowledge and experience of local laws governing operations of INGOs,
- Understanding of INGO and donors' policies and procedures related to the administration functions and standard operating procedures.
- Experience working with international non-Governmental Organizations

TECHNICAL COMPETENCIES

- Understanding of donor's rules, policies, and procedures as well as the country's laws related to the position's function.

- High level administrative and organizational skills, ability to prioritize heavy and varied workload and meet deadlines for routine tasks whilst coping with the unexpected
- Demonstrated management skills and ability to manage and motivate a team.
- Capability to foster an atmosphere which recognizes and respects CARE core values.
- Excellent report-writing skills
- Capacity Building and Facilitation skills
- Ability to work on own initiative, with a creative approach to problem solving.
- Strong level of attention to detail.
- Flexibility to adapt to new situations, with a positive attitude to working in an international organization.
- Communication Skills - Excellent interpersonal skills and ability to build partnerships and relationships in a multi-cultural environment.
- Work Management and Problem Solving - self-organized with ability to manage time and tight schedules, working effectively under pressure.

POSITION TITLE: Grants and Finance Coordinator

REPORTS TO: Award and Sub-award Manager

LOCATION: Iringa

JOB SUMMARY

The role of Grant and Finance Coordinator will be responsible for the day-to-day management of the assigned projects at Iringa Sub office in line with CARE International policies and guidelines as well as donor policies and guidelines. The critical role of the position is to ensure compliance with CARE Financial and Donor regulations on grants and budgetary requirements, ensuring accuracy and timely submission of financial reports and bills to donors. The Capacity building officer will ensure partner organization management capacity is enhanced, adequate management of sub grants and partner's financial agreements.

The Grant and Finance Coordinator will timely provide periodic analytical financial reports to Budget Holder on grants and partner expenditures, inform and advise the management on the financial performance of the grant.

RESPONSIBILITIES AND TASKS

- Ensure compliance with Donor's requirements as stipulated in agreements and contracts and CARE international policies.
- Ensuring that CARE Staff and Partners fully understand and follow best practice in managing grants.
- Ensuring that Donor specific requirements the project are fully understood and the implications for how grants and sub grants are managed are known by CARE staff and partner's staff.
- Monitoring compliance with best practice (including carrying out monitoring visits to partners and monitoring reporting information) and taking assertive corrective action as required, reporting any difficulties to the appropriate accountable manager.
- Keeping up to date with changes and new developments in relevant CARE International policies and procedures on Grants and Contract Management and proactively ensure relevant staff and partners are made aware and familiarized with changes and new developments.
- Compile and review required documents for Donor approved budget revisions each time there is an amendment to the award budget and submit to SSC, ensure alignment with the project, and approve for submission.
- Maintain of Grants and Contract Information Management
- Enforce the filing system and data base as per CARE Tanzania procedures manual, ensure documents are maintained in line.
- Conduct (continuing refresher) training to CARE and partner staff to ensure all award terms and conditions are understood and implemented properly.
- Support in implementation of Capacity building plan for improvement of partners' performance in financial management and compliance on DONOR and CARE policies.
- Ensure compliance is achieved in selection, engagement, monitoring and close out of sub agreements and will be responsible for.
- Liaising with CARE Program Coordinators and project Managers to understand projects implementation plans and potential partnering requirements.
- Ensuring that assessments of organizational capacity and due diligence have been carried out for all DMDP project partners, reviewed and approved by the DMC.
- Develop and implement organizational capacity building plan of the selected partners during the life of the Partner Agreement.
- Maintain a sub grants tracker for funds disbursed and liquidations received. An aging analysis of the remaining funds should be prepared monthly.
- Prepare Partner monitoring plan and share with the Senior BGCM and program coordinator for review and compile issues identified during monitoring and ensure corrective action is taken on issued identified.
- Ensure proposed modifications on Partner are timely completed prepared partner agreement modification including budget details as initiated by PC/PM and submit to PC for discussion with partners and further processes.
- Coordinate preparation of financial analysis and submission of financial reports to project leads, donors, and other stakeholders.
- Ensure projects financial reports are timely prepared reviewed before submission to the donor and act on any feedback from the donor on the submitted financial report.
- Provide Project with detailed Monthly Expenditure Reports and initiate BVA discussions with the project manager, act on recommendations to address noted spending variations.
- Review grants and contracts Payable/Receivable balances for the project and ensure timely follow up with the donor on anticipated funding for the project.
- Review proposed budget amendments submitted by project manager/coordinator and prepare budget modification for submission to Management team for approval, Once approval and submission to Donor.

- Support preparation of budgets and financial forecasts for grants proposals and ensure budgeting and financial forecasts are done accurately and in compliance with CARE policies and Donor requirements and ensure accurate and reasonable rates are consistently applied during budget development and budget assumptions are clearly defined in determining activities costs, operations costs and other charges including SPC.
- Submit the approved modification with required DAB adjustments for uploading to PS to SSC and ensure all the changes are communicated to responsible officers.
- Review Sub award modifications and DAB to ensure alignment with the approved grants and codes and submit to SSC and inform relevant staff once modification is completed.
- Support the Accounts Coordinator on month end closure process, prepare of accruals and payroll journals.
- Act as a backup Finance Analysts for the CO in the absence of the CO Finance Analyst.
- Support the Finance Analysis on facilitation of AP payments with SSC, recording of AR transactions in the system, bank charges and review reconciling items with SSC.
- Support the Accounts Coordinator in the review of the trial balance and ensure action is taken on outstanding issues identified during the review.
- Perform other duties as assigned by his/her supervisor.

EDUCATION QUALIFICATIONS

- A Minimum of a bachelor's degree in accounting /finance management and a full professional qualification such as ACCA, CPA, CIMA, ICSA etc. or its equivalent as a ' MUST'
- Master's degree in a relevant qualification like accounting, Finance or an MBA (Focus on Finance or accounting) is added advantage.

EXPERIENCE AND SKILLS

- At least 5 years' experience in grants, sub grants and budget management at similar level,
- Knowledge and experience with accounting software packages.

TECHNICAL COMPETENCIES

- Proficiency in Microsoft Office
- Experience in using accounting applications, Knowledge of People Soft software will of high advantage.
- Fluency in English and Kiswahili language (Verbal and written)
- Knowledge of Key donor's regulations, compliances and reporting standards
- Strong financial analysis and budgeting skills

POSITION TITLE: Drivers (2)

REPORTS TO: Administration and Logistics Officer

LOCATION: Iringa

JOB SUMMARY

This position is responsible for carrying out duties as a driver, effectively and efficiently, observing all current CARE vehicle and motorcycle policies and procedures. The driver will also be responsible for ensuring safety of the passengers, vehicle and the tools assigned to him/her and devising ways and maintaining high fuel efficiency and low maintenance costs.

RESPONSIBILITIES AND TASKS

- Carry out preventive maintenance checks of assigned vehicle(s) as per CARE's prescribed checklist.
- Ensure that the assigned vehicle(s) is road-ready and has sufficient fuel and levels of oil for daily use.
- Carry out all driving tasks as needed by the office and as assigned by the supervisor.
- Observe CARE always specified speed limits.
- Bring to the immediate attention of the supervisor all minor/major defects that have happened or been notice during the day or accidents that have happened that day. Present to the supervisor in writing the details of any accident.
- Record daily trips, fuel consumption, mileage, and timings in the "logbook" provided for the assigned vehicle.
- Record all servicing and repairs received in the 'service and repair book' provided for the assigned vehicle.
- Ensure that all loads being carried whether passenger or cargo is within vehicle limitations.
- Ensure that no unauthorized persons travel in a CARE vehicle without authorization.
- Ensure that all travel and vehicle documents are kept secure in the assigned vehicle.
- Be responsible to update and pay for one's own driving license and travel documents.
- Under any circumstance when the drivers are out of the office either after working hours or within the working hours the driver is supposed to place the car keys on the key's board.
- Ensure the safe parking; whenever possible when the vehicle is on duty, vehicle is on the way at night, during breakdowns and when it is not in use.
- Always verify the presence the vehicle logbook in the vehicle, discharge of responsibility forms, the tools and spare parts as mentioned and signed for by him/her in the logbook, a complete first aid kit. Masks, gloves, sanitizer and spare tyre(s) in good condition.
- In collaboration with the Project Office Administrator carry out the monthly check-ups as specified in CARE's vehicle policy and procedures.
- Give a good impression of CARE Tanzania to passengers, suppliers, visitors, government officials and any others who are contacted in the course of work
- Drive all passengers safely and securely to their destination, always complying with the laws of Tanzania, CARE Tanzania procedures
- Drive staff on short and long trips as per daily program requests.

- Drive at a speed which is adjusted to the road and weather conditions, and to drive with consideration for the safety of the passengers, other road users, the load, and the technical state of the vehicle.
- Wear a seat belt and ensuring that the passengers in the front seats also always wear their seat belts when the vehicle is in motion.
- Decide whether to attempt to cross a difficult section of road, to continue after a technical defect has been detected, or to delay the travel.
- Maintain and adhere to road traffic policies and procedures as per Tanzania Government laws.
- Immediately notify his/her superior as well as the local authorities in case of any accident in which he/she is involved.
- At all times, implement established safety and security measures/procedures.
- At all times, fully comply with established CARE vehicle management policy and procedures.
- Carry out other duties as required for the smooth running of the office.
- Assure the confidentiality of dispatches delivered or received and that all such dispatches are recorded correctly
- Carry out work responsibilities in such a way to promote the image and work of CARE.
- Request fuel and fill in the vehicle the correct amount of fuel requested and update the vehicle logbook when fuel is taken.
- Bring to the attention of the Country/program office any vehicle violations being committed by fellow drivers in the respective Office or any other CARE office.
- Ensure all necessary vehicle documents (e.g. insurance, registration documents, etc.) are present in the vehicle and up to date.
- To ensure that CARE Tanzania's vehicles are in good condition, mechanically sound and safe to drive
- Initiate the form for normal Planned Preventive Maintenance (PPM) and alert the Logistics Officer or the office administrator any defaults that occur in the vehicle.
- Immediately report any accidents or technical failure or damage and need for maintenance to the appropriate member of staff, and to note details in the vehicle logbook.
- Keep track of the scheduled service time of the vehicle, to make sure that servicing is performed on time.
- Accurately fill in the vehicle logbook with details of each journey
- Take care of vehicles tools and cleanliness.
- Ensure that vehicle safety and security devices/equipment are working properly.
- Take vehicles to the garage, drawing the mechanic's attention to the necessary repairs or the type of routine maintenance required; receiving quotations and checking they are appropriate
- Follow up to ensure that work is done on time; inspecting vehicles after repair or maintenance work has been completed to ensure that repairs are complete and to a good standard
- Be aware of the safety procedures that apply to own work and ensuring that they are implemented
- Ensure that assigned vehicle is completely equipped with a First Aid Kit, spare tyre, working flashlight and batteries, vehicle jack, wheel brace and a tool kit (spanner, wrench, tyre, removers, patch kit, etc).
- Ensure that all passengers take full responsibility by abiding by the safety rules and guidelines
- Ensure that all passengers use seat belts and secure any loose load.
- Strictly adhere to CARE driving regulations and Country traffic rules.
- Ensuring passengers take precautions and comply to Covid-19 protocols to prevent it
- Always observe the speed limits including the CARE standard speed limit.
- Ensure the vehicle doors and inside is cleaned, sanitized frequently for both driver's and passenger's safety and wellbeing
- Take responsibility for ensuring personal safety and security, giving due care and consideration to the impact of personal decisions on the safety and security of others
- Ensure that only allowed goods are transported in the organization's vehicles
- Perform any other duties as assigned by his/her supervisor

EDUCATION QUALIFICATIONS

- Certified driver from NIT (National Institute of Transportation)
- Secondary Ordinary Level Certificate
- Valid clean class B, C & D driving licence
- Vocational Trainings in Mechanics and or Automobile is added advantage

EXPERIENCE AND SKILLS

- 5 years' experience working as a Drivers in the International organisation, NGO, Private Company, Government sector whose nature of the job includes driving in remote areas with poor road infrastructure
- Experience in driving all types of vehicles (heavy and light)
- Basic auto mechanical skills
- Engaged and committed individual willing to abide by CARE's CORE values
- Mechanic background is a plus
- Good command of English language is desired.

TECHNICAL COMPETENCES

- Highly skilled in driving light and heavy vehicles.
- Competent at checking vehicle for problems and performing pre/post trip maintenance tasks.
- Known for demonstrating a high level of courtesy and professionalism to passengers and co-workers.
- Committed to helping passengers efficiently when loading and unloading their luggage.
- Well-versed in cleaning of both the inside and outside of vehicle.
- Proven record of picking up passengers and listening to their concerns.
- Able to give accurate and detailed information about routes and journey.
- Demonstrated ability to provide a secure environment for passengers and employer while in transit.
- Thorough understanding of motor vehicle engine functionality.

- Effective skills in keeping a record of miles travelled and filling of logbook.
- Data management knowledge, skills and experience

MODE OF APPLICATIONS:

Only a letter of application and updated CV including names of at least 3 reputable referees from previous jobs (preferable line Managers) with reliable contacts should be sent by email to **Human Resources Department TZAHumanResourcesDepartment@care.org** by CoB, **25th June 2024 at 1700hrs**. **The applicants should clearly state the Job title applied for in the subject line of the email.** Only shortlisted applicants will be contacted.

CARE is an equal opportunity employer promoting gender, equity and diversity. Female and people with disability candidates are strongly encouraged to apply. Our selection process reflects our commitment to the protection of children and vulnerable adults from abuse.