



1. Job Title: Procurement Officer (1 post)

Key Duties and Responsibilities

- Planning for the purchase of equipment, services & supplies of the organization
- Supporting administration activities
- Monitoring and enforcing procurement policy & procedures of the organization and updating accordingly.
- Managing comprehensive inventories and maintaining accurate record.
- Maintaining & updating supplier information such as qualifications, delivery times, product ranges etc.
- Researching and evaluating prospective suppliers
- Preparing budgets, cost analyses and reports
- Negotiation of contracts/ agreements
- Develop and maintain relationships with stakeholders
- Taking charge with daily activities of the procurement section
- Reviewing, comparing, evaluating and approving products & services
- Ensuring approved purchases are of sufficient quality and are cost efficient
- Creation of purchase orders and reconcile/resolve order discrepancies with suppliers
- Advise the organization and work on the key procurement software & system
- Performs any other duties as may be assigned by supervisor

Qualifications & Experience

- Master Degree /or Bachelor's degree in Procurement and Supply/Logistics Management from recognized institution.
- CPSP or equivalent qualification will be an added advantage
- Proven work experience in a procurement section (at least 2 years' experience)
- Computer literate on MS applications, MS Word, MS Excel, MS Outlook and Internet.

Skills

- Great relationship management
- Strong negotiations skills
- Understanding of risk management
- Analytical & strategic thinking
- Ability to adapt changes
- Good financial understanding
- Be familiar with technologies and systems
- Ability to collaborate effectively
- Impeccable time-management
- Transparency

2. Job Title: Data clerks (44 Positions)

Job Description:

The Data Clerk will work at the council level to ensure the timely entry of beneficiaries' reports for the DREAMS Project and Early Childhood Development (ECD), within one day.

After reception of the forms from the M&E officer while undertaking data verification to ensure accuracy and consistency of the data entered, reported, and submitted.

- Ensure that all files are arranged in a convenient system so that they can be retrieved quickly.
- Provide on-the-job training on data management to volunteers.
- Routinely collect data from the volunteers by using DREAMS Project appropriate monitoring and evaluation tools.
- Ensure data entry through com care.
- Ensure that files and other beneficiaries' documents are looked.
- Ensure that the data room/registry is always clean and free of dust and other harmful material

- Coordinate with the M&E and Case management team to ensure data quality and availability
- Data entry for all beneficiaries into the OVC computerized database and clinic care on a daily basis
- Perform any other duties as determined by the employer, his representative or DREAMS Project staff.

Experience, Qualifications and Knowledge

- Certificate in Health records and information management, Records and Archive management, Records Management, Information technology and data management, Health Informatics, Statistics, biostatistics.
- A minimum of two (2) years' experience working as a data entry officer in the HIV/AIDS program.
- Analytical and problem-solving skills, multi-tasking, and organizational skills.
- Ability to communicate fluently in both English and Kiswahili.
- Ability to work both individually and as part of a team with minimal supervision
- Ability to maintain confidentiality in all aspects' Strong attention to detail and Organizational skills with the ability to prioritize and multitask Job.
- Ability to maintain confidentiality in all aspects' Strong attention to detail Organizational skills with the ability to prioritize and multitask Job.

3.JOB TITLE: Project Accountant - 2 Post

Responsibilities

- Provide financial and administrative support in the design, implementation, and monitoring of project activities.
- Advise project staff on donor requirements; and provide training on financial management, recordkeeping, operational systems, and policies as needed.

- Maintain audit trail for all projects matters i.e. proper bookkeeping both soft and hard copies and proper filling of project documents.
- Ensure sufficient internal controls are maintained throughout the project life, i.e. Bank reconciliations and all expenses are with proper approvals.
- Maintain project fixed assets register.
- Develop and monitor budgets for the project.
- Effectively communicate with PASADA staff to ensure understanding of donor regulations, cost norms and requirements.
- Work with procurement process to ensure proper planning, purchasing and distribution of project items in compliance with PASADA Tanzania policies and donor regulations.
- Analyse project expenses, including PASADA Tanzania financial reports on monthly and quarterly bases
- Assess cost-effectiveness of methodologies proposed by the project.
- Supervise administrative staff.
- Ensure timely preparation and submission of complete, accurate financial reports and cash requests as per donor requirements.
- Oversee compliance of Donor financial policy guidelines.
- Oversee policies and procedure of Government of Tanzania relating to statutory requirements (PAYE, WHT, WCF, NSSF, HESLB) and any other income tax.

Qualification and Experience

- University degree in Accounting and Finance.
- At least three (3) years of experience working on donor-funded development programs and financial management.
- At least one (01) year in a supervisory role

- High understanding in procurement procedures
- Experience in projects related to the following intervention; Economic strengthening, Youth and Adolescent work, Case Management, Bi-Directional Reference, ECD, OVC issues and child protection.
- Fluency in English and Kiswahili

4. JOB Title: Assistant Youth Interventions Officer (5 Positions)

Job Summary:

The Assistant Youth Interventions is expected to coordinate all DREAMS, Orphans, and Vulnerable Children (OVC) Preventive interventions under the CSO and critically maintain smooth working relations with allocated schools implementing the interventions, schoolteachers, LGAs, community volunteers, and targeted beneficiaries.

The Assistant Youth Interventions will be located at the ward in the council, which implements DREAMS interventions to closely monitor all DREAMS and OVC Preventive activities in a particular ward.

Roles and Responsibilities

- Supervise DREAMS and OVC Preventive teachers and mentors and provide continuous mentoring and support to ensure delivery of high-quality DREAMS and OVC Preventive services.
- Conduct quality step-down training for teachers, mentors, and coaches to ensure well understanding of DREAMS and OVC Preventive components
- Conduct monthly mentorship and coaching visits to teachers to ensure quality delivery and address technical gaps related to service delivery.
- Ensure availability of adequate data collection and reporting tools to teachers, Coaching Boys into Men (CBIM) Coaches and Mentors including enrolment forms and services tracking also ensure all teachers have the training curriculums to enhance services delivery to AGYW and Boys enrolled.

- Collect and review completed data collection and reporting forms from schools and submit them to Youth Interventions Officer and M&E officer for data entry
- Work with Youth Interventions Officer to organize and facilitate monthly feedback review meetings with CBIM coaches and No Means No Worldwide Mentors, document and share proceedings.
- Work with Case Management Officer and Case Management Coordinators to follow up on services provisions to AGYW referred for secondary package services and those enrolled to comprehensive package services.
- Arrange the date, time, logistics, and participate in distribution of DREAMS and OVC
- Preventive kits to the beneficiaries at the schools.
- Participate in conducting review and verification of DREAMS and OVC Preventive items (procured by Pact), delivered to CSO, and monitor the distribution of items to eligible beneficiaries.
- Collect and document lessons learned, best practices, and success stories related to DREAMS and OVC preventive interventions for experience sharing with Pact, LGAs, and other stakeholders.
- Prepare and share regular implementation updates to the DREAMS Officer for inclusion in weekly, Monthly, and quarterly reports
- Conduct supportive supervision visits to visit DREAMS and OV preventive teachers to ensure delivery of high-quality DREAMS and OVC Preventive services, and to monitor and learn on the DREAMS and OVC Preventive interventions progress
- Establish, update, and maintain DREAMS and OVC Preventive files stored at schools.
- Perform any other relevant duties as assigned by the Youth Interventions Officer and CSO Project Manager.

Qualifications/Experience:

- Bachelor's degree in social work, Community development, or another related field
- At least 2 years of experience working in youth programming and community development.

- Knowledgeable in evidence-based youth programming for HIV prevention and responding to Gender Based Violence (GBV) and Violence Against Children (VAC) incidence (gender issues);
- Positive communication and organization skills.
- Self-management and Teamwork: ability to work independently and as a member of the team.
- Strong Language capability in both Kiswahili and English.

5. JOB TITLE: Driver

Location: Mbeya Region

Report to: Human Resource Manager

Position: (01)

Duration: 1 Year Renewable

Job Overview:

We are seeking a reliable and experienced Driver to join our PASADA Tanzania ACHIEVE project team. The successful candidate will play a crucial role in supporting the transportation needs of the project, ensuring the safe and timely delivery of personnel and materials to designated locations.

Responsibilities:

Transportation:

Safely operate project vehicles to transport project personnel, equipment, and materials to and from project sites.

Plan routes to optimize efficiency while adhering to project timelines.

Vehicle Maintenance:

Conduct regular vehicle inspections to ensure they are in proper working condition. Perform routine maintenance tasks, such as checking oil levels, tire pressure, and brakes.

Safety and Compliance:

Adhere to all traffic laws and regulations to ensure the safety of passengers and materials. Maintain a clean driving record and report any incidents or accidents immediately.

Communication:

Coordinate with project staff to understand transportation requirements.

Provide regular updates on transportation schedules and any deviations from the plan.

Documentation:

Maintain accurate records of vehicle mileage, fuel consumption, and maintenance activities. Complete all necessary paperwork, including trip sheets and expense reports.

Qualifications:

- Certificate of Secondary Education (Form Four Certificate) or equivalent qualification.
- Basic driving certificate from recognized institution and Advanced driver's certificate from National Institute of Transportation (NIT)
- Valid driving license with class C and a clean driving record.

Skills:

- Familiarity with local traffic laws and regulations
- Knowledge of basic vehicle maintenance and troubleshooting.
- Ability to work independently and responsibly.
- Strong communication and interpersonal skills.
- Flexibility in working hours to accommodate project needs.
- Ability to lift heavy objects and perform physical tasks related to the position.
- Previous experience in a similar role is preferred.

6. Job TITLE: Youth Interventions Officer (2 Positions)

Job Summary:

The Youth Interventions Officer will serve as an active member of the CSO program team for the implementation of ACHIEVE. This position will lead the implementation of DREAMS and Orphans and Vulnerable Children (OVC) preventive activities and any other youth HIV prevention activities in the respective Council under the ACHIEVE Project.

Roles and Responsibilities

- Oversee Assistant Youth Interventions officers and provide overall leadership for DREAMS

and OVC Preventive activities.

- Work closely with ACHIEVE Youth Interventions officer (Cluster/Zone Office), Local Government Authorities (LGAs), and school heads to ensure DREAMS and OVC Preventive interventions are well understood and supported
- Provide technical support and guidance to Assistant Youth intervention Officers to ensure they all have the required tools and skills to support the implementation of interventions including conducting coordinated monitoring of activities.
- Provide continuous supportive supervision and assist Assistant Youth intervention Officers to provide technical support to HURU teachers, mentors, and CIBIM Coaches to ensure quality delivery of DREAMS and OVC preventive services to Adolescent Girls and Young Women (AGYW) and Boys enrolled in the project
- Conduct verification visits to schools implementing DREAMS and OVC Preventive interventions to ensure quality delivery and address technical gaps to teachers through mentorship and coaching.
- Work with the ACHIEVE Youth Intervention Officer and Master Trainers to facilitate necessitated training for HURU teachers, Coaches, and Mentors.
- Organize and facilitate monthly meetings with CBIM coaches and No Means No Worldwide Mentors, document and share proceedings with the ACHIEVE Youth Intervention Officer (Cluster office)

- Organize and conduct council-level joint supportive supervision visits with Pact Cluster/zone office and LGAs to monitor and learn about the DREAMS and OVC Preventive interventions progress.
- Work with CSO Case Management Officer and Case Management Coordinators to follow up on services provisions to AGYW referred for secondary package services and those enrolled to comprehensive package services.
- Work with Assistant Youth Intervention Officers, Project Manager, and Pact Cluster Office to develop activities implementation schedule and monitor its implementation progress.
- Conduct thorough review and verification of DREAMS and OVC Preventive items (procured by Pact) and delivered to CSO, communicate with Project Manager Issues related to receive consignments
- Collect and document lessons learned, best practices, and success stories related to DREAMS and OVC preventive interventions for experience sharing with Pact, LGAs, and other stakeholders.
- Monitor data entry exercise to ensure all collected beneficiaries' information (enrolment forms) and sessions (HURU, CBIM and No Means No Worldwide sessions, financial literacy, Furaha, distribution forms) also pre and post-test have been entered into the system i.e., Comm care and DHIS2
- Prepare and share regular activities implementation updates and reports (weekly, Monthly, and quarterly)
- Perform any other relevant duties as assigned by the Project Manager.

Qualifications/Experience:

- Bachelor's degree in social work, Community development, or another related field At least 3 years of experience working in youth programming and community development.
- Knowledgeable in evidence-based youth programming for HIV prevention and responding to Gender Based Violence (GBV) and Violence Against Children (VAC) incidence (gender issues);
- Positive communication and organization skills;
- Self-management and Teamwork: ability to work independently and as a member of the team.
- Strong Language capability in both Swahili and English

Job Application Procedure:

Please send your application letter along with the updated curriculum vitae (CV) in one document to recruitment@pasada.or.tz

In your CV, please indicate three reputable referees. Send your application before 23rd June,2024

The application letter should be addressed to.

Executive Director,

PASADA Tanzania,

P. O. Box 70225

DAR ES SALAAM, Tanzania.

NB: Hand delivery will not be considered