PASS
PRIVATE AGRICULTURAL SECTOR SUPPORT

JOB PROFILE: ASSISTANT OFFICER - ADMINISTRATION AND PROCUREMENT

JOB TITLE	**Assistant Officer - Administration and Procurement**
JOB GROUP	**Assistant Officer**
JOB GRADE	**F**
FUNCTION DEPARTMENT	**Finance and Administration**
REPORTS TO	**Senior Officer - Human Resources and Administration**

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The Administration Officer with Procurement Expertise role is to oversee and manage the Trust's administrative functions in addition to handling procurement activities efficiently. The role holder will ensure smooth operations within the Trust by effectively managing administrative tasks and acquiring necessary goods and services through the procurement process.

MAIN RESPONSIBILITIES

1. Administrative Support
    - Coordinate lease agreement management for all the Trust's office locations.
    - Manage the Trust's Motor Vehicles both at the Head Office and Zones.
    - Assist in preparing and monitoring budgets related to administrative and procurement activities.
    - In collaboration with management, ensure that the Trust is compliant with the Occupational Safety and Health Act (OSHA)
    - Coordinate the acquisition and renewal of relevant municipal licenses for the Trust as required.
    - Oversee the management of externally managed staff, working closely with the vendors to address any issues that may arise.
    - Supervise the Trust's cleaning service providers to ensure that the highest levels of hygiene and cleanliness are maintained at both Head Office and Zonal Offices.
    - Assist in the daily operations to ensure that the Trust's HQ runs efficiently and effectively.
2. Procurement Management
    - Provides technical advice to the Procurement Committee and Management on all matters pertaining to procurement operations (policy, guidance and procedures).
    - Secretary to the Procurement committee.

- Manages all procurement activities for PASS Trust.
- Monitors the schedule/timing of bid processing as per the approved Annual Procurement Plan.
- Recommends evaluation teams and negotiation teams for approval by the MD or the MD's delegate.
- Prepares and reviews a range of procurement-related documents (bid documents/Invitation for quotations) for compliance purposes; and providing guidance and training to user departments.
- In collaboration with requesting/user units/departments, assists in the preparation or review of Specifications/ Terms of References, Scope of Works or Services for inclusion in the bidding documents or requests for proposals before their issuance to the prospective bidders/consultants
- Ensures that all bidders/consultants are evaluated on their performance for record and reference purposes.
- In collaboration with the Finance department, ensures that the organization's procured assets are properly received and recorded.
- In collaboration with the Finance Department, assist in maintaining and updating PASS Trust's asset register on regular basis by ensuring that all newly procured materials and other assets are being recorded before being used or issued to users.
- Ensure the highest standards of probity are maintained in all procurement activities and Procurement principles as articulated in the Procurement Operations Manual are adhered to by all involved in the procurement process
- Performs any other duty as may be assigned by the immediate reporting superior (depending on the title of the superior).
- Coordinates all organizational procurement.
- In collaboration with requesting/user departments, assists in preparation of action plans, budgets, specifications, Terms of References, Scope of works and finally develops implementable Annual Procurement Plans for all procurements under his/her responsibility.
- Oversees the receipt and registering of all procurement requisitions for the procurement of Goods, Works, Non-Consultancy and Consultancy services.
- Ensures that all requirements for procurement of Goods, Works, Non-Consultancy and Consultancy services have been properly approved as per laid down procedures.
- Work in close cooperation with the other units/departments (Finance Department etc etc) to Coordinate all contractual matters of interest to PASS Trust.
- Identify cost-saving opportunities and recommend efficient procurement strategies.
- Archive and maintain accurate and up-to-date documentation related to procurement processes in digital format.
- Preparation of procurement reports.
- Support internal and external audits and reviews by providing necessary documentation and information.

Job Specifications

Academic Qualifications

1. Bachelor's degree majoring in Procurement or Bachelors Degree in Procurement or Supplies Management from a recognized and reputable higher learning institution
2. Professional qualification (CPSP, CIPS or equivalent).
3. Membership to the Procurement and Supplies Professionals and Technicians Board (PSPTB) and must be registered in the "Authorized or Approved" Category.

Functional Skills

1. Procurement Planning and Execution
2. Supplier Management and Negotiation
3. Contract Management
4. Administrative Support
5. Budgeting and Financial Management
6. Compliance and Records Management
7. Communication and Presentation Skills
8. Interpersonal Skills
9. Problem-solving and Decision-making
10. Teamwork

Key Competencies

1. Attention to detail, ability to multitask while maintaining accuracy and precision in administrative and procurement tasks.
2. Proactive, flexible and adaptable, with the capacity thrive while working both independently and as well as part of a team in a fast-paced, dynamic environment.
3. Commitment to upholding ethical standards and transparency in procurement practices.
4. Willingness to collaborate with colleagues and stakeholders to achieve common goals.
5. Proactive approach to identifying challenges and proposing solutions.
6. Dedication to meeting the needs of internal and external stakeholders through responsive and efficient service.
7. Familiarity with procurement software and systems as well as proficiency in MS Office Suite.
8. High ethical standards and commitment to upholding integrity and professionalism in all business dealings of the Trust.
9. Commitment to the Trust's vision, mission and values, with a passion for driving positive social impact.

Relevant Experience

1. Minimum three (3) years of practical experience in administrative and procurement roles in a public, private or Non-Governmental Organization (NGO).
2. Sound knowledge of procurement principles, practices and regulations.
3. A person who has not gone through fulltime higher learning training but holding a professional qualification such as CPSP or CIPS or their equivalent with the one (1) year practical experience will also be considered for this role.

HOW TO APPLY

1. Interested candidates should submit their letter of application, updated CV with three referees and their contact details, academic and professional certificates in PDF format in a single attachment.
2. All applications should be channeled to the email address **recruitment6@genoservices.co.tz** not later than **22nd July 2024**.
3. The applicants should clearly state the job title applied for in the subject line of the email.

PASS

PRIVATE AGRICULTURAL SECTOR SUPPORT

JOB PROFILE: BUSINESS DEVELOPMENT EXECUTIVE

JOB TITLE	**Business Development Executive**	**FUNCTION DEPARTMENT**	**Business Development**
JOB GROUP	**Officer**	**REPORTS TO**	**Senior Officer – Business Development**
JOB GRADE	**E1**		

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The role of the Business Development Executive is to develop and grow business under the guidance of the Senior Officer – Business Development, manage the credit guarantee risks, the zonal administration roles and client account relationships with the Trust's partner institutions.

MAIN RESPONSIBILITIES

1. Develop and review business plans, carry out pre-evaluations of proposals presented for support and assist entrepreneurs in improving on their proposals into Business Plans of acceptable standards.
2. Assist clients in obtaining credit facilities from collaborating Banks.
3. Promote and inform stakeholders about the Trust's role at meetings with potential clients, at visits, in the office, through handouts, posters, advertising etc.
4. Liaise with relevant key local authorities to identify and promote investments in agriculture and agribusiness in the zones. This will include the Agriculture Ministry, Chamber of Commerce, Agricultural officers, traders, processors etc.
5. Design and establish feasible models for activities at smallholder farmer levels, including diversification of crops, improvement of production practices.
6. Monitor the performance of the clients in relation to respective business plans and budgets as the customer experience champion for the zones.
7. Manage the credit guarantee portfolio risks.
8. Identify and develop solutions for bottlenecks in agriculture performance e.g., market access, processing, appropriate mechanization.
9. Report to the management on progress according to the agreed procedures.
10. Control the fixed asset register, update and ensure the availability of the physical tags on the assets.
11. Ensure the Credit Portfolio quality is maintained at the standard 5% within the acceptable range.
12. Ensure petty cash is effectively managed, recorded, analysed and allocated to the correct cost centres. Petty cash payment should be properly authorized, and replenishment done regularly and should be balanced daily.

13. Ensure that receipts are issued for cash received and banked intact, petty cash is always under lock and properly safeguarded.
14. Responsible for banking transactions except signing of cheque and any other funds transfer documents regarding the Trust's bank accounts.
15. Assist in office administration, Customer Contracts and Credit Guarantees recording, Monitoring & Evaluation and data quality capture in the zone.
16. Execute all the IGG strategies as the champion of the zonal office.
17. Execute office administration duties.
18. Manage to ensure all revenue leakages are attended and all PASS Trust revenues are collected.

Job Specifications

Academic Qualifications

1. Bachelor's degree or postgraduate qualification in economics, agricultural economics, business administration, Finance, Accounts, Banking or related field from a recognized university or college.
2. Professional qualification and related extensive experience in business development/analysis and Sales is desirable.

Functional Skills

1. Selling and negotiation skills
2. Planning and organizing skills
3. Strong interpersonal skills
4. Analytical and information management skills
5. Good communication and presentation skills
6. Good credit appraisal and accounting skills
7. Project management skills
8. Customer experience and relationship management skills
9. Monitoring and evaluation skills
10. Time management skills
11. Problem-solving skills
12. Teamwork

Key Competencies

1. Excellent understanding and in-depth knowledge of the agricultural sector in Tanzania and worldwide as well as agricultural lending principles, products and market dynamics.
2. Ability to prospect for potential clients, promote the Trust's services and assist with business plan development.
3. Excellent interpersonal and communication skills, with the ability to build rapport and clearly convey information to diverse audiences, including farmers, clients/partners and management.
4. Highly organized and able to manage multiple tasks and meet deadlines efficiently.
5. Attention to detail in order to ensure accuracy in financial records management as well as project management, monitoring and evaluation.

6. Analytical mindset with the ability to gather and interpret market data, identify trends and make data-driven decisions.
7. Demonstrated experience in developing successful business plans with proven track record of acquiring new clients/partners, expanding market share, and driving revenue growth.
8. Passionate about agricultural development and supporting entrepreneurs with strong cultural sensitivity and ability to work effectively within the local community.
9. Experience in managing client relationships and delivering excellent customer experience.
10. Proactive, flexible and adaptable, with the capacity to thrive while working both independently and as well as part of a team in a fast-paced, dynamic environment.
11. Excellent problem-solving skills and the ability to think creatively to overcome challenges and seize opportunities.
12. Proficiency in CRM and credit appraisal/management software as well as Microsoft Office applications specifically high knowledge in the use of excel in data analytics.
13. High ethical standards and commitment to upholding integrity and professionalism in all business dealings of the Trust.
14. Commitment to the Trust's vision, mission and values, with a passion for driving positive social impact.

Relevant Experience

1. Minimum three (3) years' experience in business development and or relationship banking at officer level.
2. Knowledge of agricultural financing and experience in facilitation of lending to smallholders including experience in preparing business plans suitable for Lending.
3. Good knowledge and experience in Tanzanian agriculture and agribusiness development, business planning, project analysis, evaluation and monitoring.
4. Demonstrable experience in agricultural supply chain interventions for enhancement of micro, small and medium scale agricultural development.
5. Demonstrated knowledge of banking and SME finance operations, agricultural finance or rural development initiatives is an advantage.
6. Familiarity with regulatory requirements, compliance standards, and risk management practices in the financial services industry.
7. Demonstrable knowledge and skills in credit appraisal/analysis especially those related to agricultural finance for corporate, emerging corporate businesses, SMEs, cooperatives, smaller holder farmers, etc.

HOW TO APPLY

1. Interested candidates should submit their letter of application, updated CV with three referees and their contact details, academic and professional certificates in PDF format in a single attachment.
2. All applications should be channeled to the email address **recruitment7@genoservices.co.tz** not later than **22nd July 2024**.
3. The applicants should clearly state the job title applied for in the subject line of the email.

PRIVATE AGRICULTURAL SECTOR SUPPORT

JOB PROFILE: MANAGER - BUSINESS DEVELOPMENT

JOB TITLE	**Manager - Business Development**
JOB GROUP	**Managerial**
JOB GRADE	**C2**
FUNCTION DEPARTMENT	**Business Development**
REPORTS TO	**Senior Manager - Business Development**

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The role of the Manager - Business Development is to oversee the zonal key performance strategic goals that include zonal employees' supervision, development and attainment of Business growth goals, manage the Trust's Credit Guarantee portfolio risks, deliver a delightful customer experience and manage client account relationship with partner institutions within their jurisdiction.

MAIN RESPONSIBILITIES

1. In close liaison with the Trust's Director of Business Development, plan the Business operation program for the zone in accordance with the overall Trust's Annual business plan and ensure that key performance indicators are achieved.
2. Implement the Trust's strategy of acquiring and maintaining the credit guarantee portfolio and fulfilling clients' requests, proper maintenance, recovery solutions where necessary in a professional manner.
3. Carry out pre-evaluations of proposals presented for support and assist entrepreneurs to improve the proposals into Business Plans of acceptable standards. The utmost care must be taken to ensure proper screening and analysis of applications to control the level of default to a maximum of 5% per officer, for the Zone and the Trust in general.
4. Identify entities, key stakeholders and partners in the Agri value chain with potential to bring impact in the agriculture sector.
5. Create business development plans and forecast targets and growth projections from the available business pipeline.
6. Liaise with colleagues to develop new business and marketing strategies to achieve the desired business key performing indicators.
7. Implement an acquisition strategy focused on building and maintaining high quality with long-term relationships with customers.
8. Proactively build and maintain effective working relationships with all agricultural/agri-business

stakeholders in the respective Zone to develop the visibility and growth of the Trust's business.

9. Liaise with relevant key local authorities in the respective zone to identify and promote investments in agriculture and agribusiness in the zone which include Agriculture Ministry, Chamber of Commerce, training centers, MVIWATA, Agricultural officers, Traders, processors etc.
10. Market the Trust's products and services, promote and inform stakeholders of the Trust's role in the agricultural sector at meetings with potential clients, visits to clients, participating in key stakeholders' forums and financial institutions etc.
11. Monitor the performance of the Zone's Loan portfolio, follow up with partner financial institutions, track and identify portfolio guarantees from partner financial institutions as well as analyze and report on classification of loan portfolio.
12. Undertake supervisory role to support portfolio management and support services, including preparing reports and briefs, coordinating resources, maintaining documentation and contributing to the implementation and monitoring of portfolio plans.
13. Supervise BDOs (Business Development Officer) to monitor performance of the clients to ensure that implementation of the investments is as proposed in the respective business plans and budgets. If not, ensure remedial measures are taken promptly.
14. Ensure daily zonal operational activities are managed in an effective and efficient manner.
15. Review work performance of staff in the zonal offices including their development, deployment, appraisal, training and welfare in line with the Trust's objectives.
16. Execute the zonal employee's supervision to ensure they comply to the Trust's human resources policies and procedures.
17. Articulate business knowledge and ensure zonal teams advise clients on financial and economic trends that could affect their businesses and assist clients to acquire credit facilities from collaborating Banks.
18. Liaise with the Business Development Officer to ensure that the proper books of accounts are maintained including basic accounting controls like daily verification of cash in hand, bank reconciliation statements and accounting of receipt/payments for the Zone.
19. Ensure that Zone assets - office equipment, stationery etc. are in proper order, paying specific attention to the safety of vehicles ensuring strict control on movement of same through logbooks and ascertain that they are used for official purposes only.
20. Ensure that expenditures incurred are within limits of the sanctioned budget and within the approved as well as timely submission of various periodical reports - finance and accounting, operational results as required for monitoring and evaluation framework.
21. Manage the budget under this docket which includes recommendation of invoices for payments and proposals/quotes, preparation of budgets for the zone and give inputs to the overall Trust's activity plans and budgets.
22. Identify opportunities within the Trust's ecosystem whilst ensuring that all necessary and relevant Trust records are kept and updated as required.
23. Identify and develop solutions for solving bottlenecks in agricultural value chains e.g., production, market access, processing, appropriate mechanization etc.
24. Ensure that the Zone's activities adhere to the approved Trust policies and procedures as given in government manuals, staff regulations, human resources manual, finance and accounting manual etc.
25. Attend events such as exhibitions and conferences that will provide constructive linkages to the agriculture stakeholders.
26. Promote Inclusive Green Growth (IGG) practices to customers and partner banks in the Trust's working environment.
27. Manage to ensure all revenue leakages are attended and all PASS Trust revenues are collected.

Job Specifications

Academic Qualifications

1. Bachelor's degree in Economics, Business Administration, Agricultural Economics, Finance, Accounts, Banking or related field from a recognized University.

2. Professional qualification and related extensive experience in business development/Sales is desirable.

Functional Skills

1. Selling and negotiation skills
2. Strong interpersonal and networking skills
3. Analytical and information management skills
4. Good communication and presentation skills
5. Strategic planning skills
6. Leadership skills
7. Customer experience and relationship management skills
8. Excellent problem-solving skills
9. Teamwork

Key Competencies

1. Excellent understanding and in-depth knowledge of the agricultural sector in Tanzania and worldwide as well as agricultural lending principles, products and market dynamics.
2. Excellent interpersonal and communication skills, with the ability to build rapport and influence key stakeholders.
3. Strategic thinker with a results-oriented mindset and a track record of achieving business growth targets with demonstrated experience in developing and executing successful business development strategies in the agricultural sector.
4. Exceptional negotiation skills and the ability to navigate complex deal structures and partnerships.
5. Analytical mindset with the ability to gather and interpret market data, identify trends and make data-driven decisions.
6. Leadership abilities with experience in managing and motivating teams to achieve common goals.
7. Proven track record of acquiring new clients/partners, expanding market share, and driving revenue growth.
8. Experience in managing client relationships, conducting client needs assessments, and delivering tailored solutions.
9. Proactive, flexible and adaptable, with the capacity to thrive while working both independently and as well as part of a team in a fast-paced, dynamic environment.
10. Excellent problem-solving skills and the ability to think creatively to overcome challenges and seize opportunities.
11. Adaptability and resilience in the face of change, with the ability to embrace new technologies and market trends to stay ahead of the curve.
12. Proficiency in CRM and credit appraisal/management software as well as Microsoft Office applications specifically high knowledge in the use of excel in data analytics.
13. High ethical standards and commitment to upholding integrity and professionalism in all business dealings of the Trust.

14. Commitment to the Trust’s vision, mission and values, with a passion for driving positive social impact.

Relevant Experience

1. Minimum seven (7) years’ experience proven experience in business development, credit analysis and or relationship banking with a minimum of three (3) years at managerial level.
2. Good knowledge and experience in Tanzanian agriculture and agribusiness development, business planning, project analysis, monitoring and evaluation.
3. Knowledge in agricultural financing and experience in facilitation of lending to smallholder farmers including experience in negotiating with banks.
4. Demonstrable experience in agricultural supply chain interventions for enhancement of micro, small and medium scale agricultural development.
5. Demonstrable knowledge and skills in credit appraisal/analysis especially those related to agricultural finance for corporate, emerging corporate businesses, SMEs, cooperatives, smaller holder farmers, etc.
6. Familiarity with regulatory requirements, compliance standards, and risk management practices in the financial services industry.

HOW TO APPLY

1. Interested candidates should submit their letter of application, updated CV with three referees and their contact details, academic and professional certificates in PDF format in a single attachment.
2. All applications should be channeled to the email address **recruitment4@genoservices.co.tz** not later than **22nd July 2024**.
3. The applicants should clearly state the job title applied for in the subject line of the email.

PRIVATE AGRICULTURAL SECTOR SUPPORT

JOB PROFILE: SENIOR MANAGER – BUSINESS DEVELOPMENT

JOB TITLE	**Senior Manager - Business Development**	**FUNCTION DEPARTMENT**	**Business Development**
JOB GROUP	**Managerial**	**REPORTS TO**	**Director – Business Development**
JOB GRADE	**C1**		

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The role of the Senior Manager – Business Development is to develop business growth under the guidance of the Director – Business Development, manage the Trust's credit guarantee risks, credit guarantee portfolio risks, deliver a delightful customer experience and manage client account relationships with partner institutions.

MAIN RESPONSIBILITIES

1. Manage the quality of the Credit Guarantee Portfolio to the quality required.
2. Assist the Director of Business Development in preparation of Board business related reports and presentations.
3. Institute appropriate Credit Guarantee underwriting to assure portfolio quality.
4. Manage the HQ Lending institution relationships at a sound level.
5. Assist to encapacitate leadership and training to Zonal Officers in liaison with the Human Resources Office.
6. Institute the Zonal Offices to ensure they advocate Inclusive Green Growth (IGG) practices to customers and partner banks including the Trust's working environment. All IGG resilient features must be practiced.
7. In close liaison with the Director of Business Development, plan the Business operation program for the Trust in accordance with overall Business Strategy, annual business plan and ensure that the key performance indicators are attained and/or exceeded.
8. Manage Zonal operations and set annual key performance indicators based on the Trust's annual strategy, budget and ensure that the agreed targets are achieved.
9. Follow up, support and liaise with the Trust's Zonal offices to ensure effective business growth and efficient relationships with bank officers at branch level, establish new business, business plans preparation and efficient submission of business plans to banks.
10. Proactively build and maintain effective working relationship with all agricultural/agri-business

stakeholders in all areas of the Trust's operation to develop the visibility and growth for the Trust's business.

11. Assist the zones in identification of demand for assistance and support from target groups in accessing finance from banks. This will cover SMEs in Primary and Secondary agriculture including Agro processing.
12. Assist zones in designing and establishing of feasible models of activities for the smallholder farmer's levels, including diversification of crops, improvement of production practices etc.
13. Promote the role of the Trust during meetings with partner institutions, stakeholders, Potential clients etc., reaching out to them by distributing different promotional materials like handouts, posters etc.
14. Make proposals for corporate clients in agribusiness looking for the Trust's Support to obtain credit facilities from collaborating banks.
15. Make pre-evaluation proposals presented for support and assisting entrepreneurs in improving on proposals into business plans of acceptable standards.
16. Review business proposals received from zones, ensuring quality of business proposals presented to Director of Business Development for recommendation and approval.
17. Aid Zonal offices in identification of potential clients engaged in agriculture value chain with a challenge to access financing.
18. Assist Agro- enterprises clients to obtain credit facilities from collaborating banks.
19. Ensure timely submission of various periodical operation reports, operational results as required for the monitoring and evaluation framework.
20. Monitor the performance of the clients in relation to respective business plans and budget.
21. Ensure timely preparation and submission of all periodic reports to management, Board of Trustees and other stakeholders.
22. Identify and develop solutions for solving bottlenecks in agriculture value chains e.g., production, market access, processing, appropriate, mechanization etc.
23. Plan, organize and manage the Trust's marketing events such as sponsorship/donation, new product launches, outlet opening, annual reports, press releases, announce the Trust's Outreach and impact to community and other activities that the Trust supports to gain public attention through media.
24. Cooperate with the Director of Business Development to implement an effective Quality assurance check on all work done by all zones. Ensure that no work goes out of the office that has not been assessed and approved.
25. Manage to ensure all revenue leakages are attended and all PASS Trust revenues are collected.

Job Specifications

Academic Qualifications

1. Bachelor's degree in Business Administration, Agricultural Economics, Finance or related field from a recognized University.
2. Professional qualification in business development, sales or project management is desirable.
3. A Master's degree (e.g., MBA) is an added advantage.

Functional Skills

1. Selling and negotiation skills
2. Strong interpersonal and networking skills
3. Analytical and information management skills
4. Excellent communication and presentation skills
5. Excellent analytical skills

6. Strategic planning skills
7. Advanced leadership skills
8. Customer experience and relationship management skills
9. Excellent problem-solving skills
10. Teamwork

Key Competencies

1. Excellent understanding and in-depth knowledge of the agricultural sector in Tanzania and worldwide as well as agricultural lending principles, products and market dynamics.
2. Excellent interpersonal and communication skills, with the ability to build rapport and influence key stakeholders.
3. Strategic thinker with a results-oriented mindset and a track record of achieving business growth targets.
4. Exceptional negotiation skills and the ability to navigate complex deal structures and partnerships.
5. Analytical mindset with the ability to gather and interpret market data, identify trends and make data-driven decisions.
6. Leadership abilities with experience in managing and motivating teams to achieve common goals.
7. Demonstrated experience in developing and executing successful business development strategies in the agricultural sector.
8. Entrepreneurial spirit with proven track record of acquiring new clients/partners, expanding market share and driving revenue growth through innovation and creating value in the agricultural lending space.
9. Experience in managing client relationships, conducting client needs assessments, and delivering tailored solutions.
10. Excellent problem-solving skills and the ability to think creatively to overcome challenges and seize opportunities while embracing new technologies and market trends to stay ahead of the curve.
11. Proficiency in CRM and credit appraisal/management software as well as Microsoft office applications.
12. Proactive, flexible and adaptable, with the capacity to thrive while working both independently and as well as part of a team in a fast-paced, dynamic environment.
13. High ethical standards and commitment to upholding integrity and professionalism in all business dealings of the Trust.
14. Commitment to the Trust's vision, mission and values, with a passion for driving positive social impact.

Relevant Experience

1. Proven experience of ten (10) years' or more in business development, sales or relationship management roles within the financial services industry, preferably in agricultural lending or agri-business related sectors.
2. Minimum five (5) years' demonstrated leadership experience in management positions.
3. Demonstrated knowledge of banking and SME finance operations and agricultural finance is an added advantage.
4. Demonstrable knowledge and skills in credit appraisal/analysis especially those related to agricultural finance for corporate, emerging corporate businesses, SMEs, cooperatives, smaller holder farmers, etc.
5. Familiarity with regulatory requirements, compliance standards, and risk management practices in the financial services industry.

HOW TO APPLY

1. Interested candidates should submit their letter of application, updated CV with three referees and their contact details, academic and professional certificates in PDF format in a single attachment.
2. All applications should be channeled to the email address **recruitment1@genoservices.co.tz** not later than **22nd July 2024**.
3. The applicants should clearly state the job title applied for in the subject line of the email.

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PRIVATE AGRICULTURAL SECTOR SUPPORT

JOB PROFILE: ACCOUNTS EXECUTIVE

JOB TITLE	Accounts Executive
JOB GROUP	Officer
JOB GRADE	E2
FUNCTION DEPARTMENT	Finance and Administration
REPORTS TO	Senior Officer - Finance and Accounts

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The Accounts Executive at PASS Trust Tanzania Office role is to maintain the financial integrity and operational efficiency of the Trust. Reporting directly to the Senior Finance and Accounts Officer, the Accounts Executive is responsible for a range of financial activities, including but not limited to fixed asset management, petty cash management, bank and VAT account reconciliations, tax compliance, budgeting and financial reporting for both Head Office and zone operations.

MAIN RESPONSIBILITIES

1. Maintain an accurate and up-to-date fixed assets register for Head Office.
2. Manage petty cash, ensuring proper recording, analysis, allocation to correct cost centers, authorization and secure storage under lock, with daily balancing.
3. Perform custodian functions for petty cash minimum reserves and important official documents.
4. Prepare all payments, promptly issue receipts for deposits and record them accurately on a daily basis.
5. Ensure adherence to approval limits in all financial transactions.
6. Input all financial data into the accounting system and ensure proper backup and filing of financial vouchers/documents daily.
7. Assist in the timely and accurate preparation of necessary periodic financial reports.
8. Conduct bank account reconciliations, follow up on unresolved issues (reconciling items) with bankers and execute all banking activities as assigned by the Senior Finance and Accounts Officer.
9. Manage accounting and budgeting functions for zones.
10. Monitor and verify office supplies, telephone usage and utilities bills against budgetary allocations on a monthly basis.
11. Prepare monthly/quarterly zonal financial reports with budgetary analysis in a timely manner.
12. Manage monthly reconciliation of payables and receivables ageing.
13. Monitor and control staff imprest.

14. Control and reconcile the Trust's Value Added Tax (VAT) accounts.
15. Ensure compliance with the regulatory authorities and tax laws (TRA, NSSF, WCF).
16. Digital archiving of all financial documents (scan, save and maintain backups).
17. Reconciliation of ageing reports from banks with Business Development department.
18. Develop, update and maintain the Trust's asset register ensuring all assets are accurately recorded, depreciated and disposed of in compliance with the policy accounting standards.
19. Ensure accurate and timely preparation of payroll payments while adhering to relevant deadlines for statutory deductions.
20. Carry out daily operations as assigned by management to ensure that the finance and account unit runs efficiently and effectively.

Job Specifications

Academic Qualifications

1. Advanced Diploma or Bachelor's degree in Accounting, Finance or Banking and Finance.
2. Professional certification such as ACCA, CPA-T or equivalent qualification is an added advantage.
3. Additional certifications in taxation are an added advantage.

Functional Skills

1. Effective communication and interpersonal skills
2. Financial reporting skills
3. Budgeting skills
4. Risk management skills
5. Financial analysis and forecasting skills
6. Problem-solving skills
7. Financial report writing skills
8. Planning and organizational skills
9. Time management skills
10. Teamwork

Key Competencies

1. Excellent numerical and analytical skills with meticulous attention to detail.
2. Effective written and verbal communication skills to enable preparation and presentation of quality financial reports.
3. Ability to prioritize tasks and manage workload efficiently.
4. Integrity and ethical behavior in handling financial information.
5. Adaptability and willingness to learn new tasks and procedures.
6. Problem-solving skills and ability to troubleshoot issues independently.
7. Strong understanding of accounting principles, financial reporting standards, and regulatory requirements.

8. Prior experience in accounting or financial management roles, preferably in the nonprofit sector or similar organizations, would be beneficial.
9. Knowledge of Tanzanian tax laws and financial regulations is desirable.
10. Proficiency in utilizing accounting software and advance proficiency in Microsoft Excel for data analysis, reporting, and financial modeling, leveraging its functionalities for comprehensive and insightful financial reporting thus enhancing efficiency and effectiveness in financial operations.
11. Commitment to upholding the highest standards of ethical conduct and integrity in financial management practices, ensuring transparency, accountability, and compliance with regulatory standards.
12. Proactive and self-motivated, with the ability to work both independently as well as part of team and thrive in a fast-paced, dynamic environment

Relevant Experience

1. Minimum (two) 2 years of relevant experience in accounting, finance or related field.
2. Familiarity with basic accounting processes and procedures is advantageous.
3. Experience with accounting software or ERP systems is a plus.

HOW TO APPLY

1. Interested candidates should submit their letter of application, updated CV with three referees and their contact details, academic and professional certificates in PDF format in a single attachment.
2. All applications should be channeled to the email address **recruitment5@genoservices.co.tz** not later than **22nd July 2024**.
3. The applicants should clearly state the job title applied for in the subject line of the email.

JOB PROFILE: SENIOR MANAGER – CREDIT RISK

JOB TITLE	**Senior Manager - Credit Risk**	**FUNCTION DEPARTMENT**	**Business Development**
JOB GROUP	**Managerial**	**REPORTS TO**	**Director - Business Development**
JOB GRADE	**C1**		

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The Senior Manager – Credit Risk's role is to assess and mitigate potential credit risks associated with lending activities undertaken by the Trust. The role holder will be responsible for analyzing credit data and financial information to make informed decisions on approving or denying credit applications, determining credit limits, and establishing risk management policies and procedures to protect the Trust's financial interests.

MAIN RESPONSIBILITIES

1. Develop and implement credit risk policies and procedures in line with regulatory requirements and best practices.
2. Assess and analyze credit applications, evaluating the creditworthiness of borrowers and determining appropriate lending terms.
3. Conduct thorough credit risk assessments, including financial analysis, industry risk evaluation, and collateral assessment.
4. Monitor the lending portfolio to identify potential risks and trends and take proactive measures to mitigate identified risks.
5. Review and recommend credit proposals to the delegated authority, ensuring compliance with credit policies and risk appetite. The utmost care must be taken to ensure proper reviewing of applications before approval to control the level of default to a maximum of 5% for the Trust.
6. Collaborate with various departments such as business development, internal audit, risk and compliance, and finance to ensure effective credit risk management across the Trust.
7. Provide guidance and training to business development team on credit risk assessment techniques and best practices.
8. Manage all claims submitted by the lending institutions and ensure appropriate measures as per the credit guarantee contract are taken prior to any claims settlement.
9. Advise the board and management on all default risks, actions taken and mitigations with regards to credit risk.
10. Manage the entire ageing credit guarantee profile together with the data analyst and Finance and Administration Department to ensure appropriate provisions are booked in the books of accounts.

11. Initiate negotiations and appropriate solutions with the lending institutions, including restructuring and rescheduling of facilities to ensure customer/ clients resolve their credit challenges and meet their repayment obligations.
12. Develop and maintain credit risk models and tools to enhance the accuracy and efficiency of credit decision-making.
13. Prepare regular reports and presentations on credit risk metrics, portfolio quality and emerging risk trends for senior management and board review.
14. Stay updated on industry developments, regulatory changes and market trends affecting credit risk management practices.
15. Ensure all revenue leakages pertaining to credit risk portfolios are attended to.

Job Specifications

Academic Qualifications

1. Bachelor's degree in Finance, Accounting, Economics, Business Administration, or related field.
2. A Master's degree or professional certification (e.g., PRM, FRM, CRM) is an added advantage.

Functional Skills

1. Strong understanding of credit risk principles, lending practices, and regulatory requirements.
2. Proficiency in financial analysis, risk assessment techniques, and credit scoring models.
3. Excellent communication and interpersonal skills, with the ability to collaborate effectively across departments and levels of the organization.
4. Analytical mindset with strong problem-solving skills and attention to detail.
5. Ability to thrive in a fast-paced environment and manage multiple priorities effectively.
6. Leadership Skills
7. Teamwork

Key Competencies

1. Ability to analyze complex financial data and identify key risk factors.
2. Capability to make informed decisions based on thorough analysis and evaluation of risks.
3. Thoroughness and accuracy in assessing credit applications and risk profiles.
4. Flexibility to adapt to changing market conditions and regulatory requirements.
5. Collaboration with cross-functional teams to achieve the Trust's objectives.
6. Capability to lead and mentor junior staff members in credit risk management practices.
7. Proficiency in credit appraisal/management software as well as Microsoft Office applications specifically high knowledge in the use of excel in data analytics.
8. Proactive, flexible and adaptable, with the capacity to thrive while working both independently and as well as part of a team in a fast-paced, dynamic environment.
9. High ethical standards and commitment to upholding integrity and professionalism in all business dealings of the Trust.
10. Commitment to the Trust's vision, mission and values, with a passion for driving positive social impact.

Relevant Experience

1. Minimum of ten (10) years' experience in credit risk management or a related field, preferably within the financial services industry and with a minimum of five (5) years' at managerial level.
2. Demonstrated track record of success in evaluating credit risk and implementing risk management strategies.
3. Experience with credit scoring models, financial analysis tools, and regulatory compliance requirements.
4. Previous experience in managing credit portfolios and assessing credit quality across various industries and market segments.

HOW TO APPLY

1. Interested candidates should submit their letter of application, updated CV with three referees and their contact details, academic and professional certificates in PDF format in a single attachment.
2. All applications should be channeled to the email address **recruitment2@genoservices.co.tz** not later than **22nd July 2024**.
3. The applicants should clearly state the job title applied for in the subject line of the email.

PRIVATE AGRICULTURAL SECTOR SUPPORT

JOB PROFILE: SENIOR OFFICER - INFORMATION AND COMMUNICATION TECHNOLOGY

JOB TITLE	**Senior Officer - Information and Communication Technology**
JOB GROUP	**Senior Officer**
JOB GRADE	**D2**
FUNCTION DEPARTMENT	**Finance and Administration**
REPORTS TO	**Manager - Information and Communication Technology**

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The Senior Officer - Information and Communication Technology is responsible for overall ICT strategic planning, development of applications, system administrator governance, ICT support, automation/ digitization and innovations.

MAIN RESPONSIBILITIES

1. Develop organization's application and support of application.
2. Develop, maintain, and ensure timely data backup is done for all critical systems.
3. Training users on new and existing systems to enhance their efficiency.
4. Evaluating, Implementing, and managing the best practice for ICT systems security and Governance.
5. Ensure that there is data synchronizing between DR Site and production site.
6. Provide support on PASS systems by liaising with vendors to resolve business issues pertaining PASS TRUST
7. Ensuring a secure environment for equipment and safe operation in PASS environment.
8. Ensuring compliance and adherence to purchase of system equipment, machinery and software as per terms, conditions and warranties.
9. Advice ICT Manager for innovations and acquisition of system hardware, software, machinery, equipment and services.
10. Manage and ensure critical systems and all peripheral systems are up and running at an acceptable threshold to support business and operations.
11. Ensuring safe and proper control of access to Server Room and Disaster Recovery Site.
12. Develop and review quarterly system Compliance and Risk Self-Assessment Templates.

13. Ensure all systems and services are compliant with CIA security practices
14. Updates compliance database/system with compliance findings by internal auditors, External Auditors and Risk personnel.
15. Liaise with all departments to provide all requisite system reports.
16. Identify and manage ICT risk and execute DR Site test for critical systems to ensure business continuity and data security.
17. Ensure proper custody of system data logs, security logs, and CCTV footage.
18. Ensure the Trust's physical security gadgets are properly maintained, monitored and comply with the Trust's Physical Security Policy.
19. Perform any other duty that you may be assigned by ICT Manager.

Job Specifications

Academic Qualifications

1. Bachelor's degree in information communication technology or any other related disciplines.
2. Professional IT Certification will be an added advantage

Functional Skills

1. Excellent interpersonal and communication skills
2. Customer Service skills
3. Excellent problem-solving skills
4. Analytical and information management skills
5. Planning and Organizational Skills
6. Keen attention to detail
7. Teamwork

Key Competencies

1. High level skills and knowledge working in a virtualised, Microsoft server environment and Linux.
2. Knowledge of development of applications, ERP systems and API.
3. High level skills and knowledge of networks in a complex environment.
4. Help desk skills with an emphasis on customer service and user training.
5. Focus on control and compliance
6. Pro activeness and innovative in solving issues
7. Passion for managing support activities, maintaining control by being alert to, and proactively handle, (potential) issues that may disturb operations, solving issues by involving key stakeholders.
8. Self-driven, values based innovative, independent adaptive and results oriented person with the capacity to thrive in a dynamic and fast-paced environment.
9. Knowledge of current trends and developments in information and communication technology.
10. High ethical standards, integrity and a commitment to upholding professional standards of conduct.
11. Commitment to the Trust's vision, mission and values, with a passion for driving positive social impact.

Relevant Experience

1. At least four (4) years of experience in financial institution
2. Experience of more than 1 year in programming of web applications
3. Experience in administration of applications.
4. Experience in administration of ERP system will be an advantage
5. Knowledge in SQL commands and scripts will be an added advantage
6. Experience in support of Core System(s) will be an added advantage

HOW TO APPLY

1. Interested candidates should submit their letter of application, updated CV with three referees and their contact details, academic and professional certificates in PDF format in a single attachment.
2. All applications should be channeled to the email address **recruitment3@genoservices.co.tz** not later than **22nd July 2024**.
3. The applicants should clearly state the job title applied for in the subject line of the email.