



## **1. JOB TITLE: Procurement and Logistics Assistants**

### **Location: Dar Es Salaam**

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

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

#### **RESPONSIBILITIES:**

##### ***Procurement***

- Ensuring that all project property is added to the project inventory tracker immediately upon acquisition, while also ensuring that the tracker is updated constantly to reflect an accurate accounting of all project items, values, and locations.
- Assisting Dar es Salaam-based Office Manager by gathering quotations and conducting market research for project procurements while adhering to all pertinent USAID and Chemonics policies.
- Assisting the Dar es Salaam-based Office Manager with drafting RFQs/RFPs, BPAs, and purchase orders.
- Tracking the periods of performance of service agreements and other related operations agreements.

### ***Logistics***

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

- Contributing positively to a work environment that emphasizes teamwork, respect for differences, accepting and giving constructive feedback, and collaboration.
- Executing other assignments as requested by the supervisor or Senior Finance and Operations Director.

### **QUALIFICATIONS:**

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

### **APPLICATION INSTRUCTIONS**

To apply, please submit your CV and application through this.

[\*\*APPLY HERE\*\*](#)

Applications must be submitted by **Wednesday, September 4<sup>th</sup>, 2024**, however, please submit your application as soon as possible, as candidates will be contacted on a rolling basis. No telephone inquiries, please. Finalists will be contacted.

## **2. JOB TITLE: Data Entry Clerks**

### **Location: Dar Es Salaam, Tanzania**

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

The Data Entry Clerks are responsible for assisting the USAID Lishe (Nutrition) Regional MEL coordinators with timely processing of MEL data into the Project systems each month. The Data Entry Clerk will directly assist the Project by inputting a high volume of paper-based data from various sources such as Community Health Workers, Peer Support Groups, and Farmers and Training into the USAID Lishe (Nutrition) Project's CommCare database, ensuring that all necessary data is entered, cleaned, submitted, and properly maintained. The Data Entry Clerks will be located in the project regions of Njombe, Songwe, Rukwa, Songwe and Katavi.

The Data Entry Clerk will work from their respective regional offices for five days a month, between approximately the 15th and 25th of each month.

#### **RESPONSIBILITIES:**

- Maintain the Project database by entering new and updated beneficiary information.
- Review source documents before data entry.

- Prepare source data (Community Health Workers, Peer Support Groups, Farmers and Training) for computer entry by compiling and sorting information.
- Establish entry priorities.
- Process Community Health Worker, Peer Support Group, Farmer, and Training documents by reviewing data for deficiencies.
- Resolve inefficiencies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Maintain data entry requirements by following data program techniques and procedures.
- Keep records and storage of entered hard copied data in lockable cabinets.
- Clean files to eliminate duplication of data.
- Contribute to team efforts by contributing to data-entry related tasks as needed.

#### **QUALIFICATIONS:**

- Diploma or certificate in computer science, statistics, records management, information technology, health information management, and or related disciplines
- Demonstrates knowledge of databases and mobile data collection processes
- Experience in the use of CommCare and/or Kobo Collect
- Strong understanding of records management procedures and organization skills Experience using Microsoft Office Suite, various spreadsheet software, and database programs
- Thorough understanding of the need to keep sensitive information confidential.
- Excellent attention to detail and ability to maintain accuracy while working in fast-paced environments.

#### **APPLICATION INSTRUCTIONS:**

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