



Internship for Tanzania Private Sector Strengthening Project

The USAID-funded Feed the Future Tanzania Imarisha Sekta Binafsi (Private Sector Strengthening) project in Tanzania, implemented by Tetra Tech International Development, is currently accepting expressions of interest for three (3) internship positions. These positions will be located in the main offices in Dar es Salaam, Iringa, Morogoro and Mbeya.

Position Description:

The objective of the internship is to support the project's team working with youth and grantees in Morogoro and Zanzibar making follow-ups, writing reports, and communications while providing interns with valuable opportunities to strengthen their work skills and refine their career goals.

The internship is conceived as a four-phased learning process. Phase I covers the first month of each internship rotation. During this phase, the intern will receive an orientation to basic project management and youth work, meet staff, and review program expectations and expected outcomes. Every effort will be made to customize internship opportunities to meet the specific interests, skills and capacities of each intern. In Phase II (the second month of the internship), interns will assess current project activities, engage more closely with youth and grantees, and fully participate in fieldwork opportunities. In Phase III (the third month), interns will continue their involvement in fieldwork, assisting youth and grantees, and providing reports. In Phase IV (months 4 to 6), interns will have the opportunity to develop special projects and conduct research on areas of interest. This includes producing research and white papers on PSSP issues and priorities, such as gender equity, social inclusion, and climate change.

Interns are welcome to apply for different types of internships, including those related to monitoring, evaluation and learning; administration and finance; communication; grants management and public and private sector advocacy, partnership and support.

The internship may include activities such as those noted below:

Responsibilities:

- * Support the MEL/CLA Specialist to conduct data validation and verification for the data submitted by implementing partners.
- * Develop/adopt a plan for project-related support supervision in M&E for staff and partners; organize and undertake visits/meetings with collaborating partners on M&E as required; check data quality with partners & staff.
- * Support implementing partners in data collection on a regular basis to measure achievement against the performance indicators; the Intern will subsequently update the MEL/CLA specialist on pending/unsubmitted data and make follow-up accordingly.
- * Support project progress reporting for monthly, quarterly & project end reports and contribute to the project's annual reports.
- * Support the MEL/CLA Specialist to identify lessons learned and develop case studies to capture qualitative outputs of the project; provide advice to the supervisor on improving project performance using M&E findings for knowledge management; review project reports to capture lessons learned and best practices related to our work.
- * Assist in developing content for USAID and grantee social media accounts to enhance the Institute's visibility and promote knowledge sharing.
- * Support the compilation of stories for the project's newsletters, success stories, and videography; capture newsworthy impact photos at events and functions; assist in drafting press releases, and other related materials for external stakeholders.
- * Support the coordination of high-level national and regional events (meetings, forums, and workshops).
- * Conduct research on climate-smart approaches and gender, youth and social inclusion - related best practices in Tanzania, and link them to PSSP efforts to strengthen these cross-cutting practice areas; help develop research reports and conduct desk research to support field activities.
- * Help the team build capacity of youth through innovative ideas and strengthen cross-learning and collaboration between youth and grantees.

Minimum Required Qualifications:

- * Minimum completed bachelor's degree in any relevant discipline (BSC Agriculture, BSC Agribusiness, BSC Economics, BA Sociology, BA Statistics, BA Finance, BA Procurements, BSC Agriculture Extension, BA Mass Communications) with either one (1) year of work experience (previous internship/volunteer experience) or a master's degree in progress.
- * Computer literate in Microsoft Office (Excel, Word, PowerPoint etc) with excellent organization skills, interpersonal skills, and attention to detail.
- * Fluency in English, both written and spoken.
- * Tanzanian nationals are strongly encouraged to apply.

To be considered, please submit the following:

- * Cover Letter
- * CV

Please ensure that only the requested documents noted above are submitted. Only candidates who have been selected for an interview will be contacted. **No phone calls, please.**

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