



ADRA Tanzania is committed to transforming lives and fostering sustainable development and disaster relief. As an integral part of the global ADRA network, we emphasize health, education, livelihoods as a triangle of wellbeing for humanity. We consider targeted interventions to the most vulnerable as God's demonstration of love and compassion. Linked to the Seventh-day Adventist Church, ADRA Tanzania collaborates with local communities to promote self-reliance, social justice, and human dignity. The organization's projects focus on critical areas such as livelihood, clean water, food security, healthcare, and education, aiming to create long-lasting positive impact for the most vulnerable communities. Through these initiatives, ADRA Tanzania strives to empower individuals and communities to achieve a better quality of life.

ADRA Tanzania in partnership with the network office in Maryland USA, Latter Day Saints and the SDA Church in Tanzania is planning to implement a 6-Months *Tanzania Initiative for Flood Affected Communities (TAIFA Communities) Project* in Pwani region. The **TAIFA Communities project** focuses on addressing this humanitarian challenge by providing food assistance to 600 extremely vulnerable households in Rufiji in addition to renovating 4 most affected schools as well as providing scholastic supplies to 2800 school-going children aged 6-17 from the most vulnerable households.

The project intends to hire for new positions as described below:

Date of Issue: **Wednesday October 9, 2024**

Application Deadline: **Monday October 14, 2024**

1. Position: Project Accountant – TAIFA Project

Project Duration: 6 Months

Location: Rufiji, Pwani, Tanzania

Job Overview: ADRA Tanzania is seeking a dedicated Project Accountant to manage financial transactions and reporting for the TAIFA Project. The Project Accountant will ensure accurate financial records, compliance with donor regulations, and support project managers in budget management and forecasting.

Duties and Responsibilities:

- Maintain project financial records and prepare financial reports.
- Monitor project expenditures and ensure adherence to budgets.
- Support the Project Coordinator in financial planning and forecasting.
- Ensure compliance with ADRA and donor financial policies.
- Conduct internal audits and financial reviews as required.
- Provide financial analysis and recommendations to improve cost-efficiency.
- Liaise with Finance Manager and ensure timely submission of financial reports.

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field. CPA qualification preferred.
- Proven experience as a Project Accountant or similar role, ideally in NGO or humanitarian sectors.
- Familiarity and or knowledge in Sun-Systems financial software.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work effectively in a multicultural environment.

[CLICK HERE](#) to apply and submit your CV, copies of academic transcripts/certificates, awards and licenses plus a cover letter **(in PDF Format)** outlining your motivation to perform the stated role. Please provide at least 3 relevant references preferably of your most recent employers.

Only shortlisted candidates will be contacted.

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2. Position: Project Coordinator

Duration: Six Months

Location: Rufiji, Pwani, Tanzania

Job Overview: The Project Coordinator will lead the initiative in collaboration with relevant stakeholders including local government, school managers, contractors, local leaders and other civil society organizations. Specifically, the Project Coordinator is to spearhead delivery of planned relief services to the flood-affected communities, ensuring effective planning, implementation and reporting of the project to achieve its objectives in a timely manner.

Duties and Responsibilities:

- Develop and manage comprehensive project plans and budgets.
- Coordinate with local authorities, NGOs, and community leaders to ensure effective implementation.
- Oversee participatory identification of the most vulnerable households to benefit from the project, ensuring transparency and accountability.
- Monitor and evaluate project progress, providing regular feedback to government leaders and disaster management committee.
- Ensure compliance with donor requirements and organizational policies.
- Manage project staff, providing guidance and support to achieve project goals.
- Address and resolve any issues or challenges that arise during project implementation.
- Conduct risk assessments and develop mitigation strategies.
- Facilitate community engagement and beneficiary feedback mechanisms.
- Compile and submit monthly progress reports and a final report at the end of the project.

Qualifications:

- A minimum of bachelor's degree in project management, Disaster Management, Development Studies, Humanitarian Assistance, or related field.
- Minimum 4 years' experience in managing humanitarian projects, preferably in emergency response contexts.
- Strong leadership and team management skills.
- Excellent communication, coordination, and interpersonal skills.
- Ability to work under pressure and in challenging environments.
- Fluency in English and Swahili is required.
- Ability to conduct field pre and post project assessment and write report writing skills.
- Sufficient Knowledge on Cash and Voucher Assistance programming

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3. Position: Logistics Assistant/Driver – TAIFA Project

Project Duration: 6 Months

Location: Rufiji, Pwani, Tanzania

Job Overview: ADRA Tanzania is looking for an experienced Logistics Assistant/Driver to support the Project Coordinator in logistics planning, procurement and transport/driving assignments for the TAIFA Project in Rufiji. The Logistics Assistant/Driver will ensure safe and efficient vehicle operations, assist with logistics and procurement and contribute to the smooth implementation of project activities.

Duties and Responsibilities:

- Safely transport project staff, materials, and equipment as required.
- Maintain vehicles in good condition and perform routine checks.
- Assist with logistics for project activities, including procurement and delivery.
- Adhere to and ensure that even other staff adhere to traffic laws and safety standards.
- Support administrative tasks as assigned by the Project Coordinator or Finance manager.
- Provide logistical support during emergencies/evacuations and or during field visits.

Qualifications:

- Valid driver's license (class B, C, D) with a clean driving record.
- Proven experience as a Project Driver or similar role.
- Knowledge of local roads and routes.
- Ability to work effectively under pressure.
- Strong communication and teamwork skills.
- Knowledge on procurement and or logistics management.
- High school diploma or equivalent education is required

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4. Position: M&E Officer– TAIFA Project

Project Duration: 6 Months

Location: **Rufiji, Pwani, Tanzania**

Job Overview: ADRA Tanzania is seeking a dedicated M&E Officer to support the implementation of the AGILE project aimed at protecting vulnerable groups and advocating against violence and exclusion. The Project Officer will assist in project planning, coordination, monitoring, and reporting to ensure the successful protection and empowerment of vulnerable beneficiaries.

Duties and Responsibilities:

- Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.
- Develop baseline data for each project component and for all project indicators.
- Collect data on a regular basis to measure achievement against the performance indicators
- Maintain and administer the M&E database; analyze and aggregate findings. •
- Support project progress reporting, project mid-term review and final evaluation.
- Identify lessons learned and conduct outcome harvesting for the project.
- Provide advice to the supervisor on improving project performance using M&E findings
- Ensure compliance with project objectives, timelines, and quality standards.
- Provide the Project Manager with management information she/he may require.
- Facilitate community engagement and feedback mechanisms to ensure that people of concerned are listened to and their issues addressed professionally.
- Perform any other official duties that may be assigned from time to time by the Project Coordinator or Programs Director.

Qualifications:

- Minimum three years' experience executing M&E for international organization implementing programs.
- BS degree in Statistics, Demography, Epidemiology or other related discipline, including social sciences.

- Detailed knowledge of key M&E concepts, tools and best practices; experience working with both quantitative and qualitative data collection and analysis methodologies; familiarity with routine management of information systems

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5. Position: Construction Supervising Engineer

Project Duration: 6 Months

Location: Rufiji, Pwani, Tanzania

Role Overview: ADRA Tanzania is seeking an enthusiastic Building Construction Engineer to provide technical expertise and oversee and coordinate structural construction activities of the contractor (s) to ensure efficient and effective project execution in 5 schools. Reporting to the Project Management Committee (PMC), this role involves providing technical guidance, resource management, and ensuring compliance with quality standards and project deadlines.

Duties and Responsibilities:

- Develop TORs and technical specifications for the planned construction renovation works.
- Develop bid application documents for building contractors
- Participate in bid evaluation and interviews in order to select the best suited applicant (s).
- Provide technical oversight and coordination of contractors' work through project coordination meetings and other means; monitor progress against

project schedules; recommend allocation of resources as required to accomplish project goals.

- Provide technical guidance and regular updates to the Project Management Committee (PMC).
- Develop and provide contractors with engineering standards, procedures, and best practices to ensure quality and compliance with industry regulations.
- Monitor project progress, identify potential bottlenecks or issues, and take proactive measures to mitigate risks and ensure timely completion.
- Conduct regular performance evaluation of contractors' work, providing feedback and correctional guidance while updating PMC.
- Manage engineering budgets, including resource allocation, procurement and cost control, to optimize project outcomes within financial constraints.
- Stay updated with the latest advancements in engineering technology and industry trends, and recommend innovative solutions to enhance productivity and competitiveness.
- Foster a culture of safety and compliance among contractors ensuring adherence to all regulations.
- Any other assignments given to her/him by the Country Director of PMC.

Qualifications:

- Bachelor of Science degree in civil engineering or related course from an accredited college or university in engineering.
- Eight (8) years of progressively responsible experience in professional engineering, including two (2) years of experience in a project supervisory role.
- Special Qualifications: Practicing License from Tanzania Engineers Registration Board (ERB). Specific licensure or certification in the Building and Construction field.
- Preferred Qualifications: Experience and or certification in project management.
- Proven knowledge and skills in budgeting and cost management in construction projects

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to perform the stated role. Please include at least 3 references i.e., most recent employers or clients you have worked for.

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6. Position: Cash and Voucher Assistance (CVA) Officer

Project Duration: 2 Months

Location: Rufiji, Pwani, Tanzania

Role Overview: ADRA Tanzania is seeking an experienced CVA Officer for the food assistance intervention under TAIFA project. The CVA Officer will be responsible for the planning and coordination of all Cash and Voucher assistance activities in the project. The post holder will have to comply with the strategic orientations as well as the programmatic and administrative standards defined by ADRA and the donor(s).

Duties and Responsibilities:

- Participating in defining the vulnerability criteria for CVA beneficiaries and the methodology for targeting these beneficiaries.
- Orienting project staff and relevant stakeholders on planned CVA method.
- Lead market analysis and/or feasibility study for a cash intervention model
- Plan and coordinate and report on all cash and voucher distribution activities
- Participate, in collaboration with the M&E officer Post Distribution Monitoring (PDMs) meetings and other surveys aimed at improve the implementation of CVA activities.
- Coordinate awareness-raising among target communities on the effective use of assistance received;
- Carry out any other tasks assigned by the hierarchy.

Qualifications:

- Bachelor Degree in economic sciences, statistics, social sciences, project/program management or equivalent.

- CVA related training (Calp Level II, PECT)
- Strong experience in CVA programming is required
- At least two-year experience of successfully implementing and coordinating humanitarian emergency response operations that include CVA intervention.
- Advanced computer skills in data base applications is required, working knowledge of basic statistics and word processing, spreadsheet and other standard software packages and systems
- Strong communication and interpersonal skills.
- Strong organizational skills and attention to detail.
- Ability to work effectively in a multicultural team environment.
- Proficiency in MS Office, particularly Excel.

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