

# We are Hiring!

## AGRIBUSINESS DEVELOPMENT MANAGER



### Education Requirement:

- Bachelor's Degree in Agricultural Development, Agribusiness, Agricultural Economics, Economics, or a related field.
- A Master's Degree is an added advantage.

### Minimum Years of Experience:

- At least 5 years of experience in agricultural development or agribusiness management.

### Relevant Experience and Skills:

- Proven experience in managing agricultural projects, working with farmers, and implementing agricultural development initiatives
- Experience in the Tanzanian agricultural sector or other similar markets.
- Demonstrated success in agricultural value chain development, sustainable agriculture practices, or agricultural innovation.

### Main Responsibilities:

- Develop and implement strategic plans to promote agricultural growth and sustainability.
- Identify key development areas and create programs to support farmers and agribusinesses.
- Collaborate with government agencies, NGOs, and private sector partners.
- Oversee the planning, execution, and monitoring of agricultural projects.
- Build relationships with farmers, government bodies, and key stakeholders.
- Act as a liaison between the Chamber and the agricultural community to ensure their needs are represented in Chamber policies and initiatives

### Send your Cv to:

[recruitment@faharimedia.co.tz](mailto:recruitment@faharimedia.co.tz)

### Deadline:

15/10/2024



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# We are Hiring!

## INDUSTRIAL DEVELOPMENT MANAGER



### Education Requirement:

- Education: Bachelor's Degree in Business Administration, Commerce, Economics, International Trade, Marketing, or a related field.
- Knowledge of private sector development is a plus.

### Minimum Years of Experience:

- At least 5 years of relevant experience in industrial development, manufacturing, or production management.

### Relevant Experience and Skills:

- Proven experience in leading and managing industrial projects
- Experience in the Tanzanian industrial sector or other similar markets
- Demonstrated success in industrial development initiatives, such as setting up new production lines, improving manufacturing processes, or leading industrial expansion projects.

### Main Responsibilities:

- Develop and implement strategies to enhance the industrial sector in Tanzania.
- Identify trends, opportunities, and challenges within the industrial landscape.
- Set goals and performance indicators for industrial development initiatives.
- Oversee project planning, implementation, and evaluation to ensure timely and quality completion.
- Build and maintain relationships with stakeholders, including government bodies, industry groups, and community organizations.

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# We are Hiring!

## LEGAL OFFICER



### Education Requirement:

- Bachelor's degree in Law (LL.B) from a recognized university, Law school certified

### Experience:

- At least 2 years of experience in legal workings

### Main Responsibilities:

- Provide legal advice to the organization's management and various departments on legal rights, obligations, and risks.
- Interpret laws, rulings, and regulations affecting the organization.
- Draft, review, and negotiate contracts, agreements, and other legal documents to ensure they align with the organization's interests and comply with relevant laws.
- Prepare and review internal policies and procedures to ensure legal compliance.
- Ensure that the organization complies with all applicable laws, regulations, and internal policies.
- Identify and mitigate legal risks associated with the organization's operations.
- Represent the organization in legal proceedings, including court cases, arbitration, and mediation.
- Manage relationships with external legal counsel and coordinate with them on complex legal matters.

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# We are Hiring!

PERSONAL ASSISTANT TO THE  
PRESIDENT & EXECUTIVE DIRECTOR



## Education Requirement:

- Diploma in secretarial course/Bachelor's degree in Business Administration, Communications, or a related field is preferred, knowledge of private sector development is an added advantage

## Experience:

- At least of 2 years of experiences a Personal Assistant, Executive Assistant, or in a similar administrative role.
- Exceptional organizational and time-management skills.

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## Main Responsibilities:

- Manage the Executive Director's calendar, including scheduling meetings, appointments, and travel arrangements.
- Coordinate and prioritize meetings, ensuring optimal time management.
- Prepare and provide daily schedules and briefs to the Executive Director.
- Serve as the primary point of contact for the Executive Director, managing incoming and outgoing communications.
- Screen and prioritize emails, phone calls, and other correspondence, responding on behalf of the Executive Director when appropriate.
- Draft, edit, and proofread documents, reports, and presentations.
- Organize and prepare materials for meetings, including agendas, presentations, and follow-up documents.
- Attend meetings, take minutes, and ensure action points are captured and communicated effectively.
- Coordinate logistics for both internal and external meetings, including booking venues and arranging catering.
- Plan and organize the Executive Director's travel, including booking flights, accommodations, transportation, and itineraries.



# We are Hiring!

**INTERNAL AUDITOR**



## Education Requirement:

- A Bachelor's Degree in Accounting, Finance, Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or equivalent professional qualifications

## Minimum Years of Experience and Skills:

- At least 5 years of experience in auditing.
- Proficiency in audit software and financial analysis tools.
- Strong knowledge of International Financial Reporting Standards (IFRS)
- Strong analytical, problem-solving, and decision-making skills
- Excellent communication skills, with the ability to present audit findings to senior management and the Board of Directors

## Main Responsibilities:

- Develop and implement a comprehensive annual internal audit plan
- Conduct risk assessments to identify potential areas of concern within the organization's operations.
- Plan and perform audits in line with established auditing standards and guidelines
- Evaluate the effectiveness and efficiency of the internal controls, governance processes, and risk management systems
- Review financial statements and records to ensure accuracy and compliance with applicable laws, regulations, and internal policies.
- Conduct audits of financial transactions, including revenues, expenditures, assets, and liabilities.
- Assess the accuracy and integrity of accounting records and financial report

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# We are Hiring!

RESEARCH, PLANNING, POLICY, PROJECTS  
AND RESOURCE MOBILIZATION MANAGER



## Education Requirement:

- Bachelor's Degree in Project Planning, Management and Community Development, Business Administration, Economics, or a related field.
- Certification in project management is an added advantage.

## Minimum Years of Experience:

- Minimum of 5 years in project coordination, management, or a related field.

## Relevant Experience and Skills:

- Strong experience in planning, executing, and monitoring projects.
- Proven success in managing projects in the commerce, industry, or agriculture sectors.
- Experience working with government agencies, private sector partners, and community organizations.
- Proficiency in project management software (e.g. Microsoft Project, Asana, Trello)

## Main Responsibilities:

- Facilitate communication and collaboration between departments to ensure strategic alignment.
- Develop comprehensive project plans, including timelines, resource allocation, and budgeting.
- Set milestones and performance indicators for project success.
- Identify project risks and develop mitigation strategies.
- Oversee day-to-day project activities and monitor progress.

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# We are Hiring!

**PUBLIC RELATIONS AND INFORMATION TECHNOLOGY MANAGER**



## Education Requirement:

- Bachelor's degree in Public Relations, Mass Communication, Marketing or related field. Tanzanian private sector knowledge is added advantage.

## Experience:

- At least 5 years previous experience in Private and vibrant Business Sector as Public relations Officer or above
- Experience gained in Private and Business sectors preferred

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## Responsibilities and Duties

- Handle all aspects of planned publicity campaigns, PR, and marketing activities.
- Organize commercial events such as exhibitions and B2B meetings to help members expand their businesses.
- Provide information on new promotion opportunities and PR campaign progress to the business community.
- Act as a link between head office and respective officers by disseminating economic and trade bulletins and special publications.
- Conduct market surveys and research on activities of interest to the business community.
- Provide sectorial budget input into the annual business plan.
- Offer advisory services to the business community regarding agriculture and the environment.
- Manage media outlets, including websites and social media platforms.
- Write, edit, and produce presentations, reports, articles, journals, newsletters, and brochures for both internal and external use.
- Assist the Business Development Manager in preparing presentations and speeches.