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## 1. JOB TITLE: Procurement & Administrative Assistant

- *Posted 17-Nov-2024 (EST)*
- *International Programs and Operations - 000IPO*
- *Mbeya, TZA*
- *Regular Full -Time*
- *Africa*

Lutheran World Relief, which is part of Corus International, has been present in Tanzania since 1963. Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. In Tanzania, Corus operates under IMA World Health. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the cycle of poverty and lead healthy lives. Further details about the organization can be found at: <https://corusinternational.org>

We are seeking to recruit a Procurement & Administrative Assistant for a five-year USDA project that is designed to develop and transform small and medium enterprise (SMEs) poultry value chain into sustainable commercial business in Tanzania. The project will strengthen the feed sector and incorporating climate smart technologies; Improved animal health management practices; Capacity building in agricultural finance services; and strengthen of the extension and service providers. The positions will be based at the project office in **Mbeya, Tanzania**.

### **Position Summary:**

The Procurement & Administrative Assistant will work closely with Director of Finance and Administration, Grants and Compliance Senior Manager and Grants and Compliance Senior Officer. S/he will report to the Director of Finance and Administration, and will be responsible for planning, implementing and managing administrative and procurement related activities. S/he will also be responsible for managing communication and front office related activities.;

### **Administrative:**

- Perform day-to-day administrative activities with regards to standard operating procedures, resources, tools and quality standards.
- Working closely with program team, organize several workshops, seminars and meetings
- Maintain all administrative files including travel clearances/itineraries, visa requests, consultant transport and lodging information, and all other non-accounting related documentation
- Ensure security clearance, travel authorization, tickets etc for field visit of project official;
- Assist in security management of the office and project assets through monitoring of security guard;
- Support in arranging hotel accommodations, car-hire, cellphone airtime and for project staff as needed.
- Manage the local insurance contracts for office properties/assets

### **Procurement:**

- Assess procurement requirements, prepare procurement plans, draft specifications and initiate procurement process.
- Assist in preparation of procurement / tender documents for RFQs, RFPs, procurement;
- Arrange meetings to evaluate tenders and quotation documents.
- Check quality of goods received and ensure that procured items are delivered properly as per specification as well as contract agreement and deal with performance evaluation of vendors;
- Assist in ensuring timely procurement of goods/logistical requirement and services
- Support the project's procurement efforts, including technical procurements and procurements related to office administration by assisting with Procurement Actions Requests, quotation solicitation, and Purchase Orders
- Support the Procurement team with drafting project procurement documents including solicitations, negotiation memos, consents to subcontract, and waivers.
- Regularly updating and maintaining the project trackers, procurement and inventory.
- Submit completed procurement packages and invoices for payment to finance team in coordination with Operations and Procurement Manager.

- Maintain clear and concise procurement files that document project compliance with USDA rules and regulation, and LWR policies and procedures that affect the procurement process.
- Monitor subcontracts and purchase orders issued to vendors and follow-up as necessary to ensure compliance with terms and conditions and provide regular status reports to applicable staff.
- Upload all procurement documentation to project SharePoint and shared drive.
- Maintain any vendor tracker in coordination with the finance team.

### **Qualification & Experience**

- Bachelor's degree in business administration or equally relevant field preferred.
- Minimum of two years of experience in working in procurement of commodities and services for a FCDO or other donor-funded projects preferred, ideally with experience in Tanzania
- Excellent verbal and written and communication skills.
- Totally self-reliant and disciplined to follow through on assigned duties with minimal supervision
- Excellent time management
- Demonstrated versatility, and integrity.
- Proven experience developing new organizational systems and tools required, with a strong command of Microsoft Office required.
- Ability to work in a professional manner with fellow staff members, visitors, and the public.
- Fluency in Swahili preferred, English is required.

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## **2. JOB TITLE: Human Resource Officer**

- *Posted 17-Nov-2024 (EST)*
  - *International Programs and Operations - 000IPO*
  - *Mbeya, TZA*
  - *Salary*
  - *Regular Full -Time*
  - *Africa*
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We are seeking to recruit the following positions for a five-year USDA project that is designed to develop and transform small and medium enterprise (SMEs) poultry value chain into sustainable commercial business in Tanzania. The project will strengthen the feed sector and incorporating climate smart technologies; Improved animal health management practices; Capacity building in agricultural finance services; and strengthen of the extension and service providers. The positions will be based at the project office in **Mbeya, Tanzania**.

### **Position Summary:**

Human Resource Officer will work closely with the Regional HR Business Partner, s/he will serve as the HR focal point between office staff, management and U.S Headquarters, ensure legal compliance in all areas of Human Resources in conjunction with statutory legislation. Additionally, s/he will work closely with the Program Director, Regional HR/Admin, Finance & Admin Manager on HR key result areas.

### **Roles and Responsibilities:**

- Working closely with Regional HR, ensure that country office adhere to employment standards, and LWR policies and procedures.
- Responsible for staff payroll, , NSSF and other benefit processing and management.
- Working closely with Regional HR, support with the development of personnel guidelines, manage, and implement personnel policies and procedures.
- Handle project recruitment, selection which includes, preparation and advertising internal and external vacancies and liaising with candidates and management at different stages of the recruitment process and onboarding of all employees.
- Initiating and following up on reference checks, ensure that other background checks e.g. Bridger are performed before offers are send to successful candidates.
- Managing confidential employee records which include updating information on all staff members on HRMIS. This includes contract management performance records, salaries and benefits. Counsel and advice staff on personal and work-related issues including providing guidance and direction to management team and employees on human resource related topics.
- With support from regional HR, work with staff and management to facilitate staff development and training opportunities.

- Communicate and ensure compliance and consistency with office practices and policies and compliance with all employment related laws
- Assist Regional HRon disciplinary management, follow up and documentation.
- Manage staff benefits and act as the key liaison person with the insurance companies with regards to Medical and any other Insurances
- Manage Leave and ensure appropriate leave authorization and administration as per policy
- Manage and update HRIS e.g. EDSS , ADP, Application Pro and Culture Amp etc.
- Maintain staff files in a confidential and safe manner

#### Education & Experience:

- Bachelor's degree on Human Resources Management, Law, Business Administration, Sociology or related field
- Minimum 3 years of relevant HR experience.
- Experience required working with USG-funded programs, good understanding of Tanzania Labor laws, NGO Act and other relevant laws.
- HR Professional Membership will be an added advantage.
- Exceptional interpersonal skills
- Strong Administrative, organizations skills
- Organized and able to work well under pressure
- Demonstrated ability to interact professionally with culturally and linguistically diverse staff, clients, and consultants
- Strong communication skills with Fluency in spoken and written Swahili and English
- Ability to carry out independent work, to take initiative, and to use good judgment.
- Strong PC skills to include knowledge of Microsoft Word, Excel, PowerPoint, Outlook, internet research and database use.
- Ability to interact with professionals at all levels located in different parts of the world

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### **3. JOB TITLE: Feed and Animal Health Lead**

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- *International Programs and Operations - 000IPO*
- *Mbeya, TZA*
- *Regular Full -Time*
- *Africa*

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We are seeking to recruit a Feed and Animal Health Lead for a five-year USDA project that is designed to develop and transform small and medium enterprise (SMEs) poultry value chain into sustainable commercial business in Tanzania. The project will strengthen the feed sector and incorporating climate smart technologies; Improved animal health management practices; Capacity building in agricultural finance services; and strengthen of the extension and service providers. The positions will be based at the project office in **Mbeya, Tanzania**.

### **Position Summary**

Reporting to the Deputy Chief of Party, the Feed and Animal Health Lead is the principal lead on poultry feeds, feed formulation, additives and concentrates, and lead on poultry health, vaccinations, treatment, and biosecurity. Supervises effective climate, smart approaches to enhance crop supply for feed. S/he will be the main point of contact in engagement with the GoT's Ministry of Livestock and Fisheries Development and Ministry of Agriculture. She will have the following specific duties and responsibilities;

- Build the capacity of feed millers to have a regular, consistent supply of feed ingredients (maize, soybean, alternatives) for their feed operations
- Provide education to feed millers on the importance of testing every batch of feed produced
- Train or coordinate training of feed millers with food safety, Good Manufacturing Practices (GMP) and Hazard Analysis Critical Control Point (HACCP) to enhance quality standards
- Promote GAHP and biosecurity risk management practices among poultry farmers
- Strengthen TVLA, VCT, and MLDF systems for detecting and reporting diseases
- Train public and private sector vets and animal health professionals on disease outbreaks, management, and prevention
- With the Digital Lead, strengthen the capacity of the Poultry Desk, DVS, MLDF and TVLA to develop a climate-sensitive, robust poultry disease monitoring and surveillance system.
- Provide support on animal health and production activities to improve sustainable poultry production and productivity related to animal feeds and

feeding, breeds and breeding, animal health management, poultry housing, and waste management.

- Prepare and edit reports, manuals, and guidelines for animal health and animal feed.

### **Required Skills and Experience**

- Degree in agriculture, Veterinary Medicine, Animal Health, Livestock feed, agronomy or a related area.
- Six years' experience in animal health/husbandry practitioner in the poultry/livestock sector in the public or private sector.
- Prior experience in developing training curricula and materials; training knowledge preferred.
- Well organized, detail-oriented, and able to work independently.
- Ability to work with wide range of individuals in the public and private sectors.
- Fluency in English and Swahili (written and spoken)

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