
VACANCY ANNOUNCEMENT

TAHA is an apex private sector member-based organization mandated to develop and promote horticulture (flowers, fruits, vegetables, spices, herbs and horticultural seeds) in Tanzania. TAHA's goal is to improve the growth and competitiveness of horticultural industry in the country for social and economic gains. TAHA is a unified voicing platform for Tanzania horticulture, representing farmers at all levels, processors, exporters and service providers in the horticultural industry in Tanzania.

Activity background

TAHA is currently implementing a 5-year USAID funded project called "Tuhifadhi Chakula". The purpose of the Project is to reduce food loss and waste and resultant climate effects for improved food security and livelihoods. The project is focusing on reducing food loss and food waste by addressing post-harvest handling issues within key value chains with major contribution to Tanzania food security basket. The project will implement interventions around four (4) main thematic areas, which are improve food handling, storage and value addition at producer and commercial levels, facilitate market access to ensure agricultural goods reach consumers, inform, and promote policy and regulatory frameworks that reduce food loss and waste and strengthen local organizations capacity to lead on post-harvest management.

TAHA is seeking for a motivated and experienced Tanzanian to fill positions as described below.

Position: Monitoring, Evaluation and Learning Specialist

Reporting to: Monitoring, Evaluation and Learning Manager

Duty station: Arusha, Tanzania (1)

Position summary

The Monitoring, Evaluation, and Learning Specialist will be responsible in developing and implementing an effective MEL Plan in collaboration with project stakeholders, oversee data collection, analysis, and reporting, ensuring project progress is tracked and aligned with objectives.

Duties and Responsibilities

- Support the MEL Manager in implementing the project's Monitoring, Evaluation, and Learning Plan (MEL Plan) in collaboration with project technical staff and partners.
- Assist in managing the project's results framework, including indicators, targets, and data collection methodologies, ensuring alignment with the project's overall objectives.
- Provide technical support in the design of annual monitoring surveys, including probabilistic sampling strategies, and analyze quantitative data.
- Contribute to designing qualitative studies, interviews, and interactive tools to generate qualitative information and analysis.
- Assist in developing and maintaining databases to manage the indicator framework and ensure smooth data sourcing from project stakeholders.
- Develop and implement digital data collection tools and methodologies for monitoring and evaluating project activities and results.
- Assist in the collection, cleaning, and validation of project data, ensuring accuracy and consistency.
- Set up and maintain systems for real-time data collection, integrating digital platforms such as Kobo Toolbox, Comcare, or ODK.

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- Collaborate with the MEL Manager and IT team to troubleshoot and optimize digital data collection systems.
- Conduct in-depth analysis of project data using advanced statistical tools such as Power BI, STATA, R, or Python to generate actionable insights.
- Design and develop dynamic, interactive dashboards using Power BI, ensuring visual clarity and alignment with project objectives.
- Create data visualizations for quarterly and annual reports to illustrate trends, key performance indicators (KPIs), and progress toward goals.
- Automate data processing pipelines for recurring reports and dashboards to improve efficiency.
- Provide insights and recommendations based on data analysis to inform project decision-making and strategic planning.
- Train project staff and partners on data analysis techniques and the effective use of visualization tools like Power BI.
- Conduct capacity-building sessions on statistical analysis, survey design, and digital data collection tools.
- Support partners and stakeholders in understanding and interpreting data visualizations to inform decision-making processes.
- Prepare and submit regular reports on project progress, including visual summaries of data trends and insights.
- Maintain and update a repository of interactive dashboards and visual tools for knowledge sharing across the organization.
- Systematically document and disseminate project insights, ensuring reports include visual storytelling to communicate impact.

Qualifications and skills

Degree Level	Master's or bachelor's degree in Monitoring and Evaluation, Social Sciences, Development Studies, Statistics or related field.
Experience	Proven experience of at least 5 years in monitoring and evaluation, preferably in projects related to international development or nonprofit organization.
Key Skills	High level of leadership, interpersonal, communication, presentation, technical and strong analytical skills including a demonstrated ability to interact effectively and collaboratively, Computer skills and problem-solving skills.

Position: Market Access Facilitator

Reporting to: Market Access Coordinator

Duty station: Dodoma (1), Zanzibar (1)

Position summary

The Market Access facilitator is responsible for support in developing and implementing marketing strategies, facilitating access to markets, and ensuring compliance with local and regional market standards to enhance the competitiveness of horticultural value chain actors in the allocated area of project implementation.

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Scope of work

- Plan and support implementation of different activities such as B2B, B2C and marketplace meetings etc. to foster market linkages in the value chain.
- Develop various approaches to increase the volume of sales and investments in the selected value chains in the region.
- Work closely with key actors including farmers, AMCOS, buyers, traders, off-takers, processors, and financial institutions to maximize the trade opportunities and market linkages in the value chain.
- Develop on ground linkages between farmers and processors with markets through collective market approaches.
- Support development and adoption of postharvest technologies in the value chain such as models for common use facilities, simple machines, packhouses & sheds etc.
- Conduct market intelligence survey on available horticultural product opportunities in the region and inform the sector.
- Promote and conduct capacity building on the usage of a Marketing Intelligence System (MIS) and TARIC
- Support developing market requirements guidelines for different markets (Domestic & Export) and periodically check that these requirements are disseminated to farmers for easy markets access facilitation.
- Prepare periodic trend to inform buyers/off-takers on the availability of horticultural products facilitate to business linkages to value chain actors.
- Support value addition activities to reduce food losses through advice to processors on adding value to highly demanded processed products.
- Support addressing market challenges affecting the sale of various crops around the areas of assignment though capacity building to farmers, AMCOS, Offtakes and processors.
- Collect and analyze market driven data to inform stakeholders on various marketing aspects.
- Design and ensure effective execution of market capacity building activities around farmers, processors, and traders.
- Prepare high quality activity reports, periodic reports, collect, and package success stories and learnings for sharing with the Project.
- Participate in the establishment of data collection mechanisms and tools for monitoring and evaluation.
- To perform any other duties as assigned by the supervisor.

Qualifications and skills

Degree Level	Bachelor's degree in business management, Marketing, Agribusiness and Agricultural Economics, Business Administration, Economics, or any other related field.
Experience	At least 4 years of experience working in Agricultural/Horticultural sector in sales, sourcing and marketing of agricultural commodities or similar roles.
Key Skills	Excellent written and verbal communication skills. Good planning & coordination, management, and leadership skills. Strong interpersonal skills and the ability to build and maintain effective relationships with stakeholders.

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Position: Value Chain Development Officer

Reporting to: Value Chain Development Specialist

Duty station: Njombe (I)

Position summary

The Value Chain Development Officer is responsible for working with farmers to determine the best method to improve extension and production techniques for improved crop yields, and work with farmers to resolve crop challenges.

Scope of work

- Mobilize farmers into formal groups/associations and register them with TAHA.
- Establish a crop cluster for Good Agricultural Practices (GAP) training, agro dealers and market linkages.
- Set up demonstrations on farming practices, improved production technologies, harvesting and post – harvest techniques.
- Establishing and managing farmers' collection and distribution centers to ensure they operate commercially and sustainably.
- Introduce innovative horticultural practices that empower farmers with technical skills and capabilities through business-oriented extension services.
- Prepare and coordinate technical training programs, farmer field days, workshops, exchange visits and other farmers networking events.
- Identifying relevant new methods, develop training materials and technologies of irrigation, harvesting, processing, storage, cooling and transporting horticulture products to the market.
- Conduct periodic surveys to farmers to identify production, harvesting and transportation constraints and develop mechanisms of addressing such constraints.
- Organize Farmer Field Days, where farmers can share production practices and experiences.
- Realize and coordinate the potential of other value chain within the region.
- To identify market opportunities at the local, regional & international levels.
- Develop and implement strategies for sustainable market linkages at local, regional and international markets. Understand key market and production requirement for aligning the demand and supply sides for market linkage processes.
- Create market opportunities and provide a range of marketing options for small scale producers.
- Conduct assessment of farmers and SMEs to identify their business capacity gap and propose the most economic and sustainable methods of addressing them.
- Coordinate market/business interactive sessions between farmers, traders and other relevant actors for the purpose of market linkages, networking, and learning purposes.
- Work with other TAHA- departments in identifying marketing challenges and opportunities and advice the best ways of addressing them.
- In collaboration with stakeholders involved in collection centres under your area and other TAHA departments (Business Environment, Finance) assume the role of facilitating collection centre business model development and implementation for operationalization of centres.
- Maintain solid relations between TAHA, and Local Government Authorities (LGAs) and other ground partners in the respective areas.

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- Identify and coordinate ground partners in and ensure resources are aligned with other ground partners for bigger/tangible results and impact.
- Identify and engage relevant potential horticultural actors/partners within your area and advice the best way of working/partnering with them.
- Ensure quality and timely reports are produced and shared with relevant parties in close collaboration with the Programs and M&E Departments.
- Represent TAHA and the industry in events related to production, technology and innovation.

Qualifications, skills and experience

A Bachelor's or master's degree of Science in Agronomy, Horticulture, Agriculture general, Applied Agricultural extension and Crop production and Management

- Minimum of 4 years of experience in agricultural development, with a focus on horticulture and crop production
- Proficiency in modern agricultural techniques, including Good Agricultural Practices (GAP), irrigation, harvesting, and post-harvest management.
- Strong understanding of horticultural practices, including knowledge of innovative and sustainable methods.
- Experience in establishing and managing farmers' groups, collection, and distribution centers.
- Familiarity with market analysis, linkages, and marketing strategies for agricultural products.

Position: Administrator

Reporting to: Senior Officer HR and Administration

Duty station: Unguja, Zanzibar (I)

Overview: Administrator will be responsible for seamless operation of the project in Zanzibar by providing essential administrative support to project staff, managing administrative processes, and contributing to the overall efficiency and effectiveness of project execution.

Scope of work

- Provide administrative assistance to project staff, including scheduling meetings, arranging travel, preparing documents, and managing communication.
- Act as a central point of contact for administrative queries and requests from project team members and external stakeholders.
- Assist in maintaining project calendars, deadlines, and reminders to ensure timely completion of tasks.
- Organize and maintain project-related documents, files, and records, both in physical and electronic formats.
- Ensure the proper version control of documents and facilitate their accessibility for team members.
- Coordinate logistical arrangements for project events, meetings, workshops, and conferences, including venue booking, catering, and equipment setup.
- Assist in the planning and execution of project-related travel arrangements for team members and stakeholders.
- Draft, review, and edit project-related communications, emails, and official correspondence.
- Maintain open channels of communication within the project team, ensuring that relevant information is shared effectively.
- Collaborate with the finance team to track project-related expenses and assist in budget monitoring.

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- Manage procurement requests for administrative supplies and services in alignment with project guidelines.
- Maintain accurate records of project-related administrative activities, expenditures, and progress.
- Establish and maintain positive relationships with internal and external stakeholders, including partners, vendors, and service providers.
- Facilitate communication between project staff and stakeholders to ensure smooth coordination.
- Perform and other duties as assigned by supervisor.

Qualifications and skills

Degree Level	Bachelor's degree in Business Administration, Management or any other related field
Experience	Proven work experience of at least 4 years in administrative roles, preferably in project or team support.
Key Skills	Proficiency in office software and tools (Microsoft Office suite, project management software, etc.). Strong organizational skills with an attention to detail. Excellent communication, interpersonal, and time management skills. Ability to work independently, manage priorities, and meet deadlines. Analytical mindset with problem-solving abilities. Adaptability and flexibility in a dynamic project environment.

Position: Value Chain Development Assistant (Internship position)

Reporting to: Value Chain Development Officer

Duty station: Mbeya (1), Morogoro (1), Njombe (1), Tanga (1) & Unguja-Zanzibar (1)

Overview: The Value Chain Development Assistant is responsible for supporting and ensuring on ground operational efficiency of the project value chain components. This role encompasses support defining project operational activities, in alignment with the project value chain framework and the Overall Workplan implementation.

Scope of work

- Under guidance of VCDOs support and provide Agronomic skills and knowledge to project beneficiaries especially farmers in collaboration with project partners including the government.
- Lead on developing and managing beneficiaries/stakeholder's database and share with the Value Chain department
- Support VCDOs to plan, prepare activity plans and organize on ground activities implementation
- Undertake on ground Project activities implementation of all project components including building capacity of all project beneficiaries in post-harvest management, value addition and climate smart Agriculture.
- Work closely with Value Chain Development Department Administration to support onground administrative activities
- Under guidance of VCDOs support the implementation of strategies to reduce food loss and waste, focusing on post-harvest handling, storage, and processing practices.
- Collaborate and work closely with Value Chain Development department staff in planning the implementation of various activities on ground.
- Identify on ground available post-harvest technologies and link them with farmers, processors, and other stakeholders.

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- Support the development of training programs (TOTs) for stakeholders (farmers, processors, distributors, and community-based organizations (CBOs/AMCOSs) involved in the value chains, aiming to enhance their skills and knowledge on post-harvest management for cascading effect.
- Participate in the technical implementation of on ground sub-awardees activities, ensuring adherence to implementation and achieving project objectives.
- Support in the development of quarterly reports and other regular reports on the progress of value chain development activities.

Qualifications and skills

Degree Level	A bachelor's degree of Agronomy, General Agriculture degree and Extension Services.
Experience	At least 1 year of experience working in agricultural sector.
Key Skills	High level of leadership, interpersonal, technical, and analytical skills including a demonstrated ability to interact effectively and collaboratively with a broad range of public and private sector counterparts and other key stakeholders.

Position: Communications Assistant (Internship position)

Reporting to: Communications Specialist

Duty station: Arusha (I)

Overview: The Communications Assistant is responsible for supporting the Communications Department in all tasks related to internal and external communication. This role is designed to provide practical work experience and the opportunity to contribute to the organization's communication strategy.

Scope of work

- Provide administrative assistance to project staff, including scheduling meetings, arranging travel, preparing documents, and managing communication.
- Act as a central point of contact for administrative queries and requests from project team members and external stakeholders.
- Assist in maintaining project calendars, deadlines, and reminders to ensure timely completion of tasks.
- Organize and maintain project-related documents, files, and records, both in physical and electronic formats.
- Ensure the proper version control of documents and facilitate their accessibility for team members.
- Coordinate logistical arrangements for project events, meetings, workshops, and conferences, including venue booking, catering, and equipment setup.
- Assist in the planning and execution of project-related travel arrangements for team members and stakeholders.
- Draft, review, and edit project-related communications, emails, and official correspondence.
- Maintain open channels of communication within the project team, ensuring that relevant information is shared effectively.
- Collaborate with the finance team to track project-related expenses and assist in budget monitoring.
- Manage procurement requests for administrative supplies and services in alignment with project guidelines.
- Maintain accurate records of project-related administrative activities, expenditures, and progress.
- Establish and maintain positive relationships with internal and external stakeholders, including partners, vendors, and service providers.

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- Facilitate communication between project staff and stakeholders to ensure smooth coordination.

Qualifications and skills

Degree Level	Bachelor's degree in Communications, Journalism or related field or any other related field
Key Skills	<ul style="list-style-type: none"> Knowledge of Designing using applications like Adobe etc Knowledge in photography/videography Writing for and efficient use of social media. Experience in writing for horticulture is an added advantage

Application Procedure

Interested and qualified individuals should send their applications enclosing detailed;

- Application letter.
- Curriculum vitae (not exceeding 4 pages).
- Copies of qualification certificates.

The cover letter to be addressed to;
Human Resources and Administration Manager,
TAHA,
P.O. Box 16520,
ARUSHA.

Application Instructions.

- Submission:** All applications must be submitted via email to the following address: recruitment@taha.or.tz.
- Subject Line:** In the subject line of your email, clearly state the position you are applying for. For example: "APPLICATION FOR MONITORING, EVALUATION AND LEARNING SPECIALIST POSITION."
- Deadline:** The deadline for submitting your application is Sunday, 29th December 2024. Applications received after this date will not be considered.
- Adherence:** Please carefully adhere to all instructions provided above. Failure to comply with these instructions may result in your application not being reviewed.

Remuneration

The successful candidate will be remunerated according the TAHA salary scale, and in alignment with the candidate's qualifications and professional experience. Other employment benefits will be as per the organization's policy.

Please note: TAHA is an equal opportunity employer that welcome all qualified candidates to apply for the open positions. TAHA is committed to creating a diverse and inclusive workplace where all employees feel valued and respected.

Only shortlisted candidates will be contacted.