



## 1. JOB TITLE: PROJECT MANAGER

### Job Description

Sustainable Agriculture Tanzania (SAT) is seeking a highly motivated and experienced Project Manager to lead and oversee project activities while ensuring alignment with SAT's mission of promoting Agroecology practices. The Project Manager will be responsible for the successful planning, execution, monitoring, and evaluation of the project, collaborating with stakeholders, managing budgets and resources, supervising a professional team, and facilitating capacity-building programs.

### Responsibilities

- **Reporting:** Prepare regular progress reports, financial reports
- **Project Leadership:** Lead the planning, implementation, monitoring, and evaluation of the project to ensure its successful execution.
- **Stakeholder Engagement:** Collaborate with government agencies, NGOs, community leaders, and other stakeholders to ensure alignment and support for project goals.

- **Team Management:** Manage a team of professionals and field staff to ensure efficient project delivery and foster a positive working environment
- **Capacity Building:** Oversee the design and implementation of training programs aimed at equipping youth with agricultural skills and knowledge.
- **Resource Management:** Manage project budgets, resources, and expenditures to ensure financial sustainability and accountability.
- **Monitoring and Evaluation:** Develop and implement systems for monitoring project progress, evaluating outcomes, and identifying areas for improvement.

## **Skills and Qualifications**

- **Project Management:** Proven experience in managing complex projects, including planning, budgeting, and coordination.
- **Leadership:** Strong leadership and interpersonal skills with the ability to motivate and inspire teams towards achieving project objectives.
- **Stakeholder Engagement:** Excellent communication and negotiation skills with the ability to build and maintain relationships with diverse stakeholders.
- **Agricultural Expertise:** Understanding of agricultural practices, value chains, and challenges faced in the agriculture sector.
- **Monitoring and Evaluation:** Proficiency in developing and implementing monitoring and evaluation frameworks to track project progress and outcomes.
- **Problem-Solving:** Ability to identify challenges, propose innovative solutions, and adapt strategies to changing circumstances.
- **Cultural Sensitivity:** Respect for diverse cultures and communities with the ability to work effectively in multicultural environments.

## **Qualifications:**

- Bachelor's degree in agriculture, Development Studies, Project Management, or related field. Master's degree in agriculture, Development studies or Project management.

- At least 5 years of experience in project management, preferably in agriculture or development projects.
- Demonstrated experience in leading teams, managing budgets, and delivering results in challenging environments.
- Strong computer skills, including proficiency in Microsoft Office Suite and project management software.
- Fluency in English and Swahili, both written and spoken.

All applications should be directed to the **Executive Director, Sustainable Agriculture Tanzania (SAT), P.O. Box 6369, Morogoro**. Applicants must apply online through the link below where more information is available on required documents and the process. **Deadline will be 10th January 2025**. Only shortlisted candidates will be contacted for interviews.

SAT is an equal opportunity employer and encourages all qualified candidates to apply, irrespective of gender, nationality, religious and ethnic backgrounds. In person applications or phone calls will lead to automatic disqualification.

**APPLY HERE**

## **2. JOB TITLE: OPERATIONS AND ADMINISTRATION MANAGER**

### **Job Description**

SAT is seeking a dedicated and experienced Operations and Administration Manager to oversee and enhance our organization's daily operations and administrative functions. The ideal candidate will ensure operational efficiency,

manage resources effectively, and support the organization's mission and objectives.

## Responsibilities

- **Operational Oversight:** Supervise daily operations to ensure efficiency and adherence to organizational policies.
- **Administrative Management:** Oversee administrative functions, including record-keeping, office management, and coordination among departments.
- **Financial Coordination:** Assist in budget planning, monitor expenditures, and ensure financial procedures align with organizational goals.
- **Human Resources:** Manage recruitment, training, and performance evaluations to maintain a productive and motivated workforce.
- **Policy Implementation:** Develop and enforce operational policies and procedures to enhance productivity and compliance.
- **Stakeholder Engagement:** Liaise with partners, donors, and other stakeholders to foster relationships that support SAT's mission.

## Skills and Qualifications

- Bachelor's degree in accounting and finance, Bachelor's degree in Business Administration, Bachelor's degree in Management with a Masters of Business Administration or other relevant postgraduate qualification.
- Minimum of 5 years of consecutive experience in accounting operations and administrative management, preferably within the NGO sector.
- Strong understanding of financial management and budgeting processes.
- Excellent leadership, organizational, and communication skills.
- Proficiency in office software and management information systems.
- Commitment to sustainable agriculture and environmental conservation.

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