



Career with BRAC International

BRAC is an award-winning international non-governmental development organisation, with the vision of a world free from all forms of exploitation and discrimination, where everyone has the opportunity to realize their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programmes to assist poor and disadvantaged communities in low-income countries, including in conflict-prone and post-disaster settings. It is an organisation of and for the people of the Global South, pioneering new development and social enterprise approaches to equip communities to achieve prosperity. As well as being the world's biggest NGO by number of staff and people directly reached, BRAC has regularly been ranked the number one NGO in the world by the Geneva-based NGO Advisor, an independent organisation committed to highlighting innovation, impact and governance in the non-profit sector. BRAC retained the top spot in 2020 among the top 500 NGOs for the fifth consecutive year.

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BRAC Maendeleo Tanzania is part of a leading development organization that started its operations in 2006 in Tanzania, focusing on thematic areas of Agriculture, Youth and Women Empowerment, Food Security and Livelihood

About the Programme

The MasterCard Foundation in partnership with BRAC International (BI) is implementing an initiative that will create a positive and measurable impact for 1.2 million adolescent girls and young women and 9.5 million people across seven countries in East and West Africa, including Ghana, Kenya, Liberia, Rwanda, Sierra Leone, Tanzania, and Uganda.

There is mounting urgency to support adolescent girls and young women (AGYW) living in poverty, which has been further amplified by the global pandemic. Through this partnership, scalable economic development approaches will be delivered in communities to foster the agency and voice of AGYW. They will have the opportunity to fulfill their aspirations, achieve sustainable livelihoods, and engage in advocacy issues.

BRAC International is implementing an integrated and holistic model to address the various life cycles of a young woman living in poverty, ensuring she is able to transition safely from adolescence to adulthood. She will be equipped with the appropriate skills, tools, and access to finance to effectively exercise her agency and build a fulfilling and productive livelihood.

BRAC International is seeking applications from competent, dynamic and self-motivated individuals to fill the following position in **BRAC Maendeleo Tanzania**.

Position: Assistant Finance Manager

Job Location: Dar es salaam, Country Office.

Purpose of this job:

The purpose of this position is to support the Finance Manager in ensuring effective financial reporting, budget management, and compliance with donor and statutory requirements for AIM. The Assistant Finance Manager will be overseeing the Finance Officer and Regional Finance Managers, ensuring smooth financial operations and accurate record-keeping across programs.

Responsibilities

- Assist in preparing cost management and financial reports for MasterCard Grants and other international donors under the guidance of the Finance Manager.
- Supervise the Finance Officer and Regional Finance Manager in monthly reviews of budget performance, expense forecasting, and tracking commitments against approved budgets.
- Ensure compliance with donor fund expenditure, recording, and accounting standards, providing guidance to reporting staff.
- Oversee the preparation and coding of payment vouchers and general journals by the Finance Officer for posting into the accounting system ahead of month-end closures office.
- Review monthly bank reconciliations prepared by the Finance Officer and ensure accurate financial records for internal and external stakeholders.
- Support the production of timely and accurate monthly and quarterly financial reports and schedules for review by the Finance Manager, incorporating input from the Regional Finance Manager.
- Ensure the Regional Finance Manager maintains financial records in compliance with internal policies, administrative procedures, and local statutory requirements (e.g (e.g., Tanzania Revenue Authority filings).
- Assist in preparing documentation and information for annual audits and statutory tax remittances, with support from supervised staff.
- Maintain financial accounting systems for accounts payable, accounts receivable, credit control, and petty cash, ensuring monthly reconciliations by the Finance Officer.
- Help safeguard employee payroll and financial information in compliance with current legislation, with oversight of team processes
- Support process improvements by documenting procedures and identifying inefficiencies in financial workflows, collaborating with the Finance Officer and Regional Finance Manager.
- Collaborate with field offices, program anchors, and head office teams to ensure seamless financial operations, leveraging the Regional Finance Manager's regional insights.
- Perform any other tasks assigned by the Finance Manager.

Safeguarding Job Responsibilities

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.

- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so

Required Experience.

- Minimum 3 years of progressive experience in accounting and finance roles, preferably within an international NGO.
- Certified public accountant (CPA) or in Final stage
- Bachelor's Degree: Finance, Accounting, or related field.
- At least 1 year of supervisory experience managing small teams (e.g., 2-5 people).
- Experience supporting financial reporting and compliance for donor-funded projects.

Skills And Competencies

- Strong understanding of financial reporting, budgeting, and reconciliation processes.
- Proficiency in Microsoft Office (Advanced Excel), accounting software (e.g., QuickBooks), and internet tools.
- Knowledge of donor compliance, IFRS, IAS, and Tanzania tax laws.
- Excellent interpersonal and leadership skills for managing teams and collaborating across departments.
- Fluency in English and Swahili (written and spoken).
- Analytical skills for identifying trends and supporting process improvements.
- Knowledge of Tax and tax regulations

Employment Type: Contractual

Salary: Negotiable

If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

Candidate needs to email their CV with a letter of interest mentioning educational grades, years of experience, current and expected salary at: bimcf.tanzania@brac.or.tz

Please mention the name of the position in the subject bar.

Only complete applications will be accepted and shortlisted candidates will be contacted.

Application deadline: 30th March, 2025

BRAC is committed to safeguarding children, young people and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System. BRAC is an equal opportunities employer



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BRAC Maendeleo Tanzania is part of a leading development organization that started its operations in 2006 in Tanzania, focusing on thematic areas of Agriculture, Youth and Women Empowerment, Food Security and Livelihood

About the Programme

The WFP (World Food Programme) has awarded BRAC Maendeleo Tanzania with a Smallholder Sorghum and Sunflower Development Project locally named Vijana Kilimo Biashara (VKB) to be implemented in Simiyu region addressing the challenges facing the smallholder farmers in sorghum and sunflower value chains. Specifically, the project will be implemented in 2 districts of Meatu and Maswa (Simiyu). The project anticipates reaching 15,000 people including young people and adult farmers.

BRAC International is seeking applications from competent, dynamic and self-motivated individuals to fill the following position in BRAC Maendeleo Tanzania

Position (01): Agribusiness Officer

Job Location: Maswa

Purpose of this job:

The Agribusiness Officer will lead and oversee all agribusiness components of the Vijana Kilimo Biashara Project (VKB). This position aims to ensure that agribusiness development activities align with the project's objectives of enhancing youth and women engagement, increasing incomes, and promoting sustainable agricultural practices. The Agribusiness Officer will be instrumental in linking farmers to markets, enhancing value addition, and building the capacity of farmer groups to operate as competitive agribusiness entities.

Responsibilities:

Technical and Implementation Support:

- Provide strategic direction for the agribusiness components of the VKB Project, ensuring alignment with project goals and stakeholder expectations.
- Identify and implement innovative agribusiness models to enhance the competitiveness of project beneficiaries in the sorghum and sunflower value chains.
- Facilitate market access by linking farmers and farmer groups to local, national, and international buyers.
- Support value addition initiatives, including processing, packaging, and branding, to improve the marketability of sorghum and sunflower products.
- Work closely with private sector actors, farmer organizations, and agribusiness service providers to strengthen value chain linkages.
- Design and implement training programs for farmer groups on business planning, financial literacy, marketing, and cooperative management.
- Develop tools and materials to improve record keeping and decision-making among farmer groups.
- Create tailored business plans to support the growth and success of small, medium, and micro agribusinesses.
- Coordinate the aggregation of produce from smallholder farmers to ensure consistent supply volumes for market demand.
- Establish and strengthen aggregation centers to streamline collection, sorting, and distribution processes.
- Collaborate with farmer groups to improve quality control and storage practices at aggregation points.
- Build partnerships with government agencies, financial institutions, NGOs, and other stakeholders to support project implementation.
- Represent the VKB Project in forums, workshops, and meetings related to agribusiness development.
- Collaborate with the M&E team to track progress on agribusiness activities and assess their impact on project outcomes.
- Prepare and submit regular progress reports, including success stories, challenges, and lessons learned.
- Promote the adoption of innovative technologies and practices that enhance productivity and profitability.
- Ensure that agribusiness initiatives are environmentally sustainable and socially inclusive.

Safeguarding Responsibilities:

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation
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EDUCATIONAL REQUIREMENTS

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

SKILLS AND COMPETENCIES

- Strong understanding of gender issues in agriculture and rural development.
- Experience in gender training and capacity-building initiatives.
- Proficiency in data collection, analysis, and reporting with a focus on gender-disaggregated data.
- Excellent communication, facilitation, and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders.

EXPERIENCE REQUIREMENTS:

- At least 5 years of experience in agribusiness development, value chain analysis, or market linkages, agricultural financing, preferably in projects targeting youth and women.

Employment type: Contractual

Salary: Negotiable

If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

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Please mention the name of the position and your preferred region in the subject bar.

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Application deadline: 03.April.2025.

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Position (01): Gender Officer

Job Location: Maswa

Purpose of this job:

The Gender Officer will support the implementation of gender interventions under the Kijana Kilimo Biashara Project. The role involves mainstreaming gender considerations in all project activities, ensuring the active participation of women and youth, and fostering gender equity within the sorghum and sunflower value chains. The Gender Officer will work closely with project stakeholders, including farmers, partner organizations, and government officials, to promote inclusive and equitable agricultural development.

Responsibilities:

Technical and Implementation Support:

- Develop and implement a gender integration strategy for the Kijana Kilimo Biashara Project.
- Ensure that project activities align with gender equity objectives and address the unique needs of women and youth farmers.
- Conduct base-line, midterm and end-line gender analysis of the project, and conduct gender capacity needs assessment among the staff
- Organize and conduct gender training and awareness sessions for project staff, farmer groups, and stakeholders.
- Build the capacity of women and youth to actively participate in agricultural value chains
- Develop gender-sensitive indicators and tools to monitor and evaluate project interventions.
- Collect and analyze gender-disaggregated data to assess project impact on women and youth.
- Collaborate with local government, community-based organizations, market actors and other stakeholders to promote gender-inclusive agricultural practices.
- Serve as the project's gender focal point, representing the project in gender-related forums.
- Prepare regular reports on gender-related activities, achievements, and challenges.
- Document success stories and lessons learned in promoting gender equity within the project.
- Contribute to dissemination of good practice and lessons from the organization's work and promote experience sharing and learning in the organization and among stakeholders in collaboration with Communication Team.
- Review the project's gender equality outcome results against indicator targets to enhance reporting, planning, implementation, and informed decision-making.
- Promote the adoption of technologies and practices that reduce the workload of women and increase their productivity.
- Foster the engagement of man and boys of the communities as change makers for gender equality in agriculture
- Provide technical advice to the project team on gender-sensitive approaches to agricultural development.
- Ensure adherence to safeguarding policies and guidelines to protect project participants, particularly women and youth, from any form of exploitation, abuse, or harassment.
- Provide training and awareness sessions for staff and stakeholders on safeguarding and SEA prevention.
- Develop and maintain a reporting mechanism for SEA incidents and ensure proper documentation and response.

Safeguarding Responsibilities:

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EDUCATIONAL REQUIREMENTS

- Bachelor's degree in Gender Studies, Social Sciences, Agriculture, or a related field.

SKILLS AND COMPETENCIES

- Strong understanding of gender issues in agriculture and rural development.
- Experience in gender training and capacity-building initiatives.
- Proficiency in data collection, analysis, and reporting with a focus on gender-disaggregated data.
- Excellent communication, facilitation, and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders.

EXPERIENCE REQUIREMENTS:

- At least 3-5 years of experience in gender mainstreaming within agricultural or rural development projects.

Employment type: Contractual

Salary: Negotiable

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