



## **Career with BRAC Maendeleo Tanzania**

BRAC is an award-winning international non-governmental development organization with the vision of a world free from all forms of exploitation and discrimination, where everyone can realize their potential. As a global leader in developing and implementing cost-effective, evidence-based programs, BRAC aims to assist poor and disadvantaged communities in low-income countries, including those in conflict-prone and post-disaster settings.

Founded by Sir Fazle Hasan Abed in Bangladesh in 1972, BRAC expanded its reach outside Bangladesh in 2002, beginning its first program in Afghanistan. Since then, BRAC has reached millions of people in 11 countries across Asia and Africa. Its holistic approach to development spans a range of programs, including microfinance, education, health, agriculture, gender, and human rights.

BRAC is widely recognized for its success, having been ranked the world's number one NGO by the Geneva-based NGO Advisor for five consecutive years, starting in 2016. As the largest NGO globally by staff numbers and people directly reached, BRAC continues to pioneer new development and social enterprise approaches, empowering communities to achieve prosperity.

**BRAC Maendeleo Tanzania** is part of this globally recognized development organization, having started its operations in Tanzania in 2006. The focus areas of BRAC Maendeleo Tanzania include 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 aims to 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: Ghana, Kenya, Liberia, Rwanda, Sierra Leone, Tanzania, and Uganda.

This initiative addresses the urgent need to support adolescent girls and young women (AGYW) living in poverty, an issue made more pressing by the global pandemic. Through this partnership, scalable economic development approaches will be introduced to foster the agency and voice of AGYW, allowing them to fulfill their aspirations, achieve sustainable livelihoods, and engage in advocacy.

BRAC International is implementing an integrated and holistic model to address the life cycles of young women living in poverty, ensuring they transition safely from adolescence to adulthood. This includes equipping them with the necessary skills, tools, and access to finance to exercise their agency and build fulfilling livelihoods.

**Position: Regional Monitoring & Learning Officer (01)**

**Location: Morogoro**

**Purpose:**

To support Monitoring activities and enhancing learning in Accelerating Impact for Young Women (AIM) program in Dodoma Region which aims to foster the agency and voice of adolescent girls and young women (AGYW) to act on their aspirations, to enable AGYW to engage in sustainable livelihoods and Create an enabling environment for AGYW, including support for AGYW to engage in advocacy.

The Monitoring and Learning Officer shall provide technical assistance to in-country staff pertaining to M&E and build capacity in the country mission by identifying and supporting the implementation of effective, cost efficient and meaningful Monitoring & learning systems. The officer will work closely with program staff and partners to collect data, analyze results, and report on the program's outcomes.

**Main job responsibilities:**

- To perform this job successfully an individual must be able to perform each essential duty satisfactorily.
- Assist the program team in the execution of M&E Plan, support with participants' database management, and verification of project MIS report.
- Ensure development and testing of all data collection tools and reporting formats for Accelerating Impact for Young Women in Africa-AIM project and share with the relevant project team and Monitoring and Learning team.
- Conduct Program quality monitoring data collection, analysis and reporting using project's as per BI guidelines.
- Conduct quality control of the data through random verifications and validations
- Participate in the development of the performance indicators and support the team with tracking the progress and document learnings.
- Lead in the project monitoring process (both process and outcome monitoring), document findings and share recommendations for learning and continuous improvement of the project.

**Capacity building development to the project team**

- Coordinate, support and facilitate training, workshop and meetings related to Monitoring and Learning across the organization, community and implementing partners.
- Capacitate the team in securing and archiving of supporting documentation of accomplished project activities including trainings and distributions disaggregated by gender, disability status and location.

**Documentation and reporting**

- Compiles analyses data for specific Monitoring and learning touch points reports, and disseminate to relevant stakeholders.
- Holding/attending regional level review and reflection workshop, document findings and share with project and monitoring team as per the need.

**Safeguarding Responsibilities**

- Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitation to achieve the program goals on safeguarding implementation.
- 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 and encourage others to do the same.

**Required skills/capacity:**

- Interpersonal skills with ability to work both collaboratively and independently.
- Organizational skills, with ability to work and meet deadlines.
- Attention to detail and accuracy.
- Written and verbal communication skills

**Educational requirements:**

- University Degree Preferably Information Technology, Statistics, Economics, Computer Science, Mathematics, or any other related fields.

**Experience:**

- Minimum 2 years of experiences in the field of monitoring in national or international organizations
- Experience in using digital devices (tablet or cell phone) and platforms such as KOBO collect for data collection
- Expertise in analyzing data using statistical software such as SPSS, ENVIVO and STATA, GIS
- Experience in designing tools and methods for data collection, analysis, and reporting

**Employment type: Contractual**

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](mailto:bimcf.tanzania@brac.or.tz).

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

**Application deadline: 25th April 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.*



## 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.

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed. It started its first programme outside of Bangladesh in Afghanistan in 2002, and has since reached millions of people in 11 countries in Asia and Africa. BRAC has a holistic approach to development that uses a wide array of programmes and social enterprises, including in microfinance, education, health, agriculture, gender and human rights. BRAC believes that every person has inherent potential, and when an enabling environment is created and that potential is unleashed, even the poorest can become agents of positive change in their own lives, for their families and their communities.

**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: Senior Audit Officer**

### **Job Location: Mbeya and Mwanza regions.**

Purpose of this job:

To support the Mission of Internal Audit function in the Organization. That is enhancing and protect organizational value by providing risk-based and objective assurance, advice and insights.

### **Responsibilities**

- Assist in the preparation of the project audit annual plan in coordination with the Internal Audit Manager and contribute to its successful implementation.
- Conduct risk-based audits in regional offices and field locations in line with the approved audit plan.
- Submit timely Audit reports to the Internal Audit Manager on progress and field observations
- Participate in special assignments such as investigations, reviews, and spot checks response to identified risks or requests from management.
- Document, evaluate and test systems and controls to determine their adequacy and effectiveness, ensuring compliance with policies and procedures, reliability and integrity of information, and safeguarding of assets.
- Conduct entry and exit meetings with auditees and management to discuss the audit process including planning, execution, and conclusion—as well as to present and agree on audit observations, root causes, recommendations, and corrective action plans with clear timelines and responsible personnel.
- Prepare comprehensive and clear audit working papers, observations, and draft reports.
- Prepare and submit periodic (monthly/quarterly) summary reports of audit progress, key issues identified, and audit recommendations to the Internal Audit Manager.
- To discuss with Head of Internal Audit and Internal Audit Manager the major risks or audit findings identified during the course of audit.
- To carry out annual physical asset and inventory verifications in all offices.
- To attend and participate actively in the training organized by the Internal Audit Department
- Undertake any other tasks assigned by the Internal Audit Manager or Head of Internal Audit that contribute to the objectives of the audit function.
- Perform any other tasks assigned by the Audit 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
- Ensure all audit activities reflect safeguarding considerations.

### **Required Experience.**

- Relevant Experience with at least 3 years in internal auditing, preferably within donor-funded or NGO environments.
- Professional Certifications, i.e., CIA/CPA/ACCA will be an added advantage.

### **Skills And Competencies**

- Holder of a bachelor's degree in the field of Accounting, Commerce, Auditing, Finance, Risk, Compliance, Project management or related discipline from a recognized University/Institution.
- Proven knowledge of auditing standards and procedures, laws, rules and regulations
- Proven knowledge of donor-funded projects and compliance requirement
- High attention to detail and excellent analytical skills
- Sound independent judgement and high level of confidence and integrity
- Computer literate with advanced level knowledge of Microsoft Applications (Excel, Word, and PowerPoint)
- Ability to manipulate large amounts of data and compile detailed reports.
- Excellent understanding of internal control system and knowledge of risk-based approach to internal auditing
- Excellent communication, writing and presentation skills with the ability to produce original well-composed reports.

**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](mailto: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: 30<sup>th</sup> April, 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*