



UNIVERSITY OF IRINGA (UoI)



kiotaHub

JOB ANNOUNCEMENT

11TH SEPTEMBER, 2023

BACKGROUND

The University of Iringa (UoI), through its Centre for Entrepreneurship and Innovation (CEI), has been in the forefront to promote entrepreneurship and innovation in the Southern Highlands of Tanzania. CEI launched Kiota hub in 2016 in order to better serve youths both inside and outside of the University aiming at creating an open space for idea nurturing, mindset transformation, networking, and co-creation for community empowerment in the innovation ecosystem. While CEI has reached more than 10,000 youths, approximately 3,000 young people have been impacted by Kiota hub's interventions, the majority of which are largely geared towards launching and operating agro and tech-enterprises while improving job-readiness skills and financial literacy levels.

Currently, UoI through CEI-Kiota hub have secured funding from USAID-Feed the Future, Kilimo Tija Activity (FtF-KTA) from the lead implementor ACDI/VOCA focusing on "*Innovation Promotion for Hortipreneurs and the Agenda 10/30 (IP4HA)*" for the period of three (3) years starting from 1st October 2023 to 30th September 2026.

The rationale behind "*IP4HA Project*", lays the foundation for, and unlock, the potentials of Tanzanian youth innovators to create investable micro, small and medium enterprises (MSME) in horticulture value chain and nutrition food system which will contribute to socio-economic development of the country by resolving the horticulture value chain challenges, creating market-based incentives (i.e., employment & income) and transforming the horticulture market system into one that is more competitive, commercial, and inclusive while promoting food security in targeted four (4) regions of Morogoro, Iringa, Njombe and Mbeya. To meet the projects' goal, we are looking for energetic youths to join our fast-growing team to be based in Iringa under the capacity of Administrative & Logistic Officer (1) and Monitoring, Evaluation, Collaboration, Learning & Adaptation (MECLA) Officer (1) who will direct report to the IP4HA Project Manager.

1. JOB TITLE: ADMINISTRATIVE & LOGISTIC OFFICER (1 POST)

1.1. Job Descriptions

- i) Organize projects records and maintaining inventory of office supplies.
- ii) Manage correspondence (including letters, emails and packages).
- iii) Arrange travels and accommodations for staff and partners.
- iv) Record all books of accounts i.e., posting revenue and expenses to the cash books.
- v) Prepare payment voucher and helping the Bursar in closing IP4HA projects' book of accounts.
- vi) Creating and managing social media content including the project website.
- vii) Ensuring digital marketing content aligns with donor brand's identity.
- viii) Meeting with stakeholders and maintain good relations.
- ix) Participate in preparation of different reports i.e., expression of interest, proposals, plans & budgets for presentation to the donors, partners and beneficiaries.
- x) Perform general administrative tasks in order to ensure that the relevant documentation is accurate and accessible.
- xi) Perform any other official duties as may be assigned by relevant authorities and the Project Manager.



1.2. Essentials and Minimum Qualifications

- i) Bachelor degree in Business Administration; Finance & Accounts; Human Resource Planning & Management; Project Planning & Management; Agricultural Economics; Development Economics; Rural/Community Development or another related field with minimum 3 years of relevant work experience in a reputable organization/institution.
- ii) Experience in the INGO or NGO sector and projects funded by USAID or EU or UKAID or World Bank is an added advantage.
- iii) Working knowledge of MS Office, accounting software i.e., QuickBooks and awareness on IPSAS.
- iv) Good personal organizational skills including time management and ability to meet deadlines.
- v) Understanding of tendering processes for private sector and government procurement but also with TRA systems.
- vi) Experience in project writeups will be an added advantage but not a necessity.

1.3. Attributes

- i) Excellent and clear communication skills both spoken and written English and Swahili.
- ii) Good interpersonal skills (client-oriented, conflict management and liaison skills).
- iii) Ability to build and maintain sound interpersonal relations and functional effectively.
- iv) Ability to work with people from all backgrounds.
- v) Must be assertive, work well in a team and perform well under pressure.
- vi) Commitment to the University's mission, vision, values and goals.

2. JOB TITLE: MONITORING, EVALUATION, COLLABORATION, LEARNING & ADAPTATION (MECLA) OFFICER (1 POST)

2.1. Job Descriptions

- i) Develop monitoring, evaluation, collaboration, learning and adaptation (MECLA) framework for the IP4HA project.
- ii) Monitor, analyze and summarize data collection from project activities.
- iii) Conduct beneficiary interviews, focus group discussions and quality improvement verification visits to the project sites as required by the project.
- iv) Track performance of youth hortibusinesses milestones and work plans.
- v) Compile project monitoring data into internal and external reports reflecting activity indicators to guide management decision making.
- vi) Support and organize collection of success stories, case studies and photos of activities for knowledge management.
- vii) Collaborates with project technical team and partners MECLA officers for data sharing, reporting and quality improvement.
- viii) Ensuring all project communication materials are prepared and shared with project partners.
- ix) Participate in drafting expression of interests, proposals with proposal developing team.
- x) Participate in facilitation, learning and coaching in issues related to MECLA.
- xi) Perform any other official duties as may be assigned by relevant authorities and the Project Manager.

2.2. Essentials and Minimum Qualifications

- i) A postgraduate degree in Project Planning, Monitoring and Evaluation, Development Economics, Agricultural Economics, Project Planning and Management or any other related field with minimum 3 years of relevant work experience in a reputable organization/institution.
- ii) Experience in the INGO or NGO sector and projects funded by USAID or EU or UKAID or World Bank is an added advantage.
- iii) Experience in project writeups and consultancy industry will be an added advantage.
- iv) Understanding of tendering processes, government procurement and TRA systems.

- v) Good working knowledge of MS Office, SPSS, STATA, SAS and other statistical software.
- vi) Excellent communication skills in English and Swahili, both oral and written.
- vii) Experience working with hubs nurturing the MSMEs especially youths.
- viii) Experience in provision of business development services in the innovation ecosystem.
- ix) Strong team player with excellent interpersonal skills.
- x) Self-starter and able to work with minimal supervision in a busy environment.

2.3. Attributes

- i) Good knowledge/experience with monitoring, evaluation and learning specifically, information management, collaboration, adaptation and accountability.
- ii) Excellent and clear communication skills.
- iii) Good organizational, time-management and problem-solving skills.
- iv) Good interpersonal skills (client-orientated, conflict-management and liaison skills).
- v) Ability to build and maintain sound interpersonal relations and function effectively.
- vi) Ability to work with people from all backgrounds.
- vii) Task oriented and deadline driven.
- viii) Must be assertive, work well in a team and perform well under pressure.
- ix) Commitment to the University's vision, mission, values and goals.

MODE OF APPLICATION

Interested candidates, who qualify for these posts, should apply by sending their motivation letter, resume/CV, copies of professional certificates and listing at least three referees with their contacts before 23:59 hours EAT on 25th September 2023 by indicating the position applying to;

The Vice Chancellor
University of Iringa (UoI)
ACDI/VOCA-KTA-IP4HA Project
Plot # 301, Ilembula, Kihesa
P.O Box 200, Iringa-Tanzania
E-mail: vc@uoi.ac.tz
For more information call +255 765 006088

Expected Start Date: 1st October 2023

Contract Length: 12 months renewable based on performance and availability of funds.

Salary: Competitive and negotiable.

Mode of Application is through hand delivery and or E-mail only. Remember to write the job title applying for in the heading.

