



JOB OPPORTUNITIES

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 USAID "Tuhifadhi Chakula" activity. 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 a major contribution to Tanzania food security basket. The project will implement interventions around four (4) main thematic areas, which improve food handling, storage and value addition at producer and commercial levels, facilitate market access to ensure agricultural good 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 motivated and highly experienced applicants to implement this project in positions described below. All applicants are strongly advised to adhere to application instructions and guidance provided.

I. Value Chain Development Manager

Reporting to: The Chief of Party

Duty station: Arusha, Tanzania

The Value Chain Development Manager will be responsible in analyzing and identifying key value chains contributing to Tanzania's food security, and develop and implement strategies to reduce food loss and waste within those value chains, improving food handling, storage, and value addition practices to enhance food security and livelihood.

Scope of work

- Conduct a comprehensive assessment of key value chains contributing to Tanzania's food security.
- Identify critical points of food loss and waste within these value chains, from post-harvest handling to distribution and consumption.
- Analyse the current practices and challenges faced by value chain actors, including farmers, processors, traders, and retailers.
- Based on the value chain analysis, develop a clear and actionable strategy to reduce food loss and waste within the identified value chains.
- Work with relevant stakeholders to design interventions that address the identified challenges and opportunities at each stage of the value chain.
- Promote the adoption of sustainable and innovative practices to enhance food handling, storage, and value addition.
- Facilitate access to reliable and sustainable markets for the identified value chains through provision of market opportunities and information.
- Facilitate access to affordable finances to value chain actors to support their post-harvest management practices and interventions.

- Oversee the implementation of value chain development interventions, ensuring timely and effective execution.
- Collaborate with partners, government agencies, and private sector entities to ensure coordination and collaboration in implementing the strategies.
- Provide technical guidance and capacity building support to value chain actors to enhance their knowledge and skills related to food loss reduction and value addition.
- Develop a robust monitoring and evaluation framework to track the progress and impact of value chain development activities.
- Regularly monitor and assess the effectiveness of the implemented strategies and adjust approaches as necessary to achieve desired outcomes.
- Prepare timely and accurate reports on value chain development activities, progress, challenges, and lessons learned.
- Support the process of recruitment, capacity building and performance appraisal of project staff involved with value chain development and provide regular technical guidance to enhance project performance
- Maintain comprehensive documentation of all activities, outcomes, and best practices for knowledge sharing and learning.

Specific Requirements:

- Will require a high level of professionalism, eloquence and trustworthiness.
- Maturity in handling the team and partners, a strong focus on strategic relationships and less focus on feelings or instincts.
- Ability to create the right environment for success against a backdrop of diverse and often conflicting needs and timelines.
- Ability to manage tasks crossing multiple functions.

Qualifications and skills

Degree Level	A bachelor's or master's degree in agriculture, horticulture, agribusiness, food science, or a related field.
Experience	<ul style="list-style-type: none"> • At least seven (7) years of experience working in senior managerial position • Demonstrated experience in value chain development, post-harvest management, or related fields, preferably in the context of agricultural development and food security. • Strong understanding of the agriculture sector in Tanzania, including knowledge of key value chains and food loss and waste challenges in the region. • Demonstrated experience in developing and implementing value chain development strategies and interventions. • Proven ability to work collaboratively with diverse stakeholders, including government officials, farmers, processors, and private sector actors.
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

2. Partnership Manager

Reporting to: The Deputy Chief of Party

Duty station: Arusha, Tanzania

Position Summary

The Partnership Manager will be responsible for establishing and maintaining strategic partnerships with relevant stakeholders of the project to leverage resources, expertise, and networks for effective implementation of interventions aimed. Also, will collaborate closely with partners to ensure coordination, knowledge sharing, and alignment of efforts towards achieving improved food security and livelihood outcomes in Tanzania.

Scope of work

- Identify and build strategic partnerships with relevant stakeholders, including Government Ministries, Departments and Agencies, NGOs, private sector organizations, research institutions, and other development partners, to enhance the impact of the USAID “Tuhifadhi Chakula” Activity.
- Foster positive relationships with existing partners and stakeholders, ensuring effective communication and collaboration in achieving shared goals.
- Actively engage with potential partners to explore areas of collaboration, resource mobilization, and knowledge sharing.
- Ensure the project sub-grantees are implementing and delivering on their respective activities as per the approved work plans.
- Work closely with TAHA senior management to identify funding opportunities and facilitate the development of funding proposals and grant applications to support project interventions
- Ensure effective coordination and alignment of efforts among partners to avoid duplication of efforts and maximize the impact of interventions.
- Facilitate regular meetings and workshops with partners to share information, lessons learned, and best practices.
- Support partners in enhancing their capacities to implement activities related to food loss reduction, post-harvest handling, and other relevant areas.
- Provide technical assistance and training to partners as needed to strengthen their capacities to achieve project objectives.
- Work closely with the Monitoring, Evaluation, and Learning (MEL) team to track project activities, outputs, and outcomes and prepare a quarterly and annual project report.
- Collect and compile data from partners for reporting, learning and communication purposes.
- Collaborate with partners to advocate for policy changes and institutional reforms that support the reduction of food loss and waste in Tanzania.
- Facilitate knowledge sharing events, workshops, and conferences to disseminate project results and promote learning within the agriculture sector.

Specific Requirements:

- Will require a high level of professionalism, eloquence and trustworthiness.
- Maturity in handling partners and sub grantees, a strong focus on strategic relationships and less focus on feelings or instincts.
- Ability to create the right environment for success against a backdrop of diverse and often conflicting needs and timelines.
- Ability to manage tasks crossing multiple functions.

Qualifications and skills

Degree Level	A bachelor's or master's degree in International Development, Economics, Business Administration, Agribusiness, Public Relation, and Communications or a related field.
Experience	<ul style="list-style-type: none">• At least five (5) years of experience working in managerial position• Demonstrated in partnership development and management in the context of international development projects, preferably in agriculture and food security.• Strong understanding of Tanzania's agriculture sector, including key stakeholders and market dynamics.• Proven track record in building effective partnerships with diverse stakeholders.• Proven ability to work collaboratively with diverse stakeholders, including government officials, farmers, processors, and private sector actors.
Key Skills	High level of leadership, interpersonal, technical, communication, networking 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

3. Communications Specialist

Reporting to: The Deputy Chief of Party

Duty station: Arusha, Tanzania

Position summary

The Communications Specialist will be responsible for creating communication materials, managing project branding and visibility, coordinating media relations, and engaging with partners and beneficiaries to promote awareness and understanding of the project's goals and achievements.

Scope of work

- Develop and execute a comprehensive communication strategy that aligns with the project's objectives and effectively reaches target audiences by their categories.
- Develop a detailed communication plan encompassing various activities and timelines to ensure consistent and impactful information dissemination.
- Create compelling communication materials, including newsletters, press releases, articles, success stories, social media content, videos, and other promotional materials.
- Collaborate closely with technical teams and partners to gather accurate and relevant information for packaging and dissemination.
- Ensure that all project communication and branding activities are in line with the Project's Branding Strategy and Marking Plan.
- Oversee the production of branded merchandise and promotional items to reinforce project visibility.
- Foster relationships with media outlets, journalists, and influencers to facilitate coverage of project activities and accomplishments.
- Coordinate media engagements such as interviews and press conferences as required.
- Manage the project's online presence, including its website and various social media platforms, ensuring regular updates and meaningful engagement.
- Monitor TAHA social media channels for feedback and inquiries, promptly responding to queries.
- Organize and manage project events, workshops, and conferences designed to amplify project objectives and achievements.
- Prepare and produce communication materials for events, including banners, brochures, and presentations.
- Interact with project partners, beneficiaries, and stakeholders to comprehend their communication preferences and needs.
- Conduct communication workshops and training sessions to equip partners and beneficiaries with effective communication skills.

- Track and evaluate the efficacy of communication initiatives, delivering regular reports to the project management team.
- Collect and analyse data related to communication outreach and impact.

Specific Requirements:

- Will require a high level of professionalism, eloquence and trustworthiness.
- Fluency in English is required; proficiency in local languages is a plus
- Ability to manage tasks crossing multiple functions.

Qualifications and skills

Degree Level	Bachelor's or Master's degree in Communications, Journalism, Public Relations, International Development, or a related field.
Experience	<ul style="list-style-type: none"> • At least nine (9) years of experience working experience in communications, public relations, or media relations, preferably in the context of development projects. • Demonstrated success in devising and executing communication strategies and campaigns. • Proficiency in crafting compelling written content for diverse audiences, conveying complex information in an accessible manner. • Adept in managing websites, social media platforms, and digital communication tools. • Experience in event management and media relations. • Familiarity with USAID branding and communication guidelines is advantageous. • Familiarity with the agriculture especially horticulture industry and Tanzania's media landscape is advantageous.
Key Skills	High level of leadership, interpersonal, technical, communication, networking 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

4. Monitoring, Evaluation and Learning Specialist

Reporting to: The Monitoring, Evaluation and Learning Manager

Duty station: Arusha, Tanzania

Position Summary

The Monitoring, Evaluation, and Learning Specialist is responsible in assisting MEL Manager 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.

Scope of work

- Implement the project's Monitoring, Evaluation and Learning Plan (MEL Plan) in collaboration with project technical staff and partners.
- Manage the project's results framework, including indicators, targets, and data collection methodologies, and ensure alignment with the project's overall objectives.
- Participate in developing and implementing a system for tracking progress towards project objectives, including regular reporting on indicators and targets.
- Designing annual monitoring surveys including probabilistic sampling strategy and analyzing quantitative data.
- Expertise in designing qualitative studies, interviews, and interactive tools to generate qualitative information and analysis
- Development and implementation of data collection tools and methodologies for monitoring and evaluating project activities and results.
- Participate in the collection, analysis, and reporting of project data, ensuring the accuracy and quality of data collected.

- Participate in training project staff and partners on data collection methodologies and make sure that quality of data collected in a timely manner.
- Participate in implementing a system for tracking and responding to project stakeholder feedback, including complaints and suggestions.
- Participate in promoting a learning culture within the project team and among partners, encouraging open dialogue and information sharing.
- Facilitate learning events and workshops to capture lessons learned, best practices, and successes, and ensure dissemination of knowledge among stakeholders.
- Ensure that project staff and partners are trained on accountability mechanisms and that feedback is collected in a timely manner.
- Maintain a repository of knowledge assets, including case studies, success stories, and research findings, to enhance organizational learning and decision-making
- Prepare and submit regular reports on project progress, including quarterly, semi-annual, and annual reports.
- Ensure that all reports are accurate, timely, and meet the requirements of the donor.

Qualifications and skills

Degree Level	<ul style="list-style-type: none"> • Master's or Bachelor degree in Monitoring and Evaluation, Social Sciences, Development Studies, Statistics or related field.
Experience	<ul style="list-style-type: none"> • Proven experience of at least 7 years in monitoring and evaluation, preferably in projects related to international development or nonprofit sectors. • Strong proficiency in M&E methodologies, data analysis, and reporting. • Familiarity with data management software and statistical analysis tools.
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.

5. Senior Project Accountant

Reporting to: The Finance and Grants Manager

Duty station: Arusha, Tanzania

Position Summary

The Senior Project Accountant will be a key member of the project's finance team, responsible for ensuring accurate financial management, reporting, and compliance in accordance with project objectives and USAID regulations. This role requires strong accounting expertise, attention to detail, and the ability to collaborate effectively with cross-functional teams.

Scope of work

- Oversee the project's financial activities, including budgeting, forecasting, and expenditure tracking.
- Collaborate with project teams to ensure accurate coding and allocation of expenses to appropriate budget categories.
- Monitor cash flow and manage project funds efficiently to support project implementation.
- Prepare timely and accurate financial reports, including income statements, balance sheets, and cash flow statements.
- Conduct financial analysis to identify trends, anomalies, and potential areas for cost optimization.
- Provide senior management with regular financial insights to support decision-making.
- Assist in the development of project budgets in line with USAID regulations and project objectives.
- Monitor actual expenses against budgeted amounts, identifying and addressing budget variances.
- Collaborate with project teams to revise and adjust budgets as needed.
- Ensure adherence to USAID regulations, project policies, and accounting standards in all financial transactions.

- Collaborate with internal and external auditors to facilitate audits and address audit findings.
- Implement and maintain internal controls to mitigate financial risks.
- Review and manage financial aspects of grants and subcontracts, including disbursements, tracking, and reporting.
- Ensure that grant and subcontract expenses are properly documented and accounted for.
- Coordinate payroll processing, ensuring accurate calculation of salaries, deductions, and taxes.
- Manage employee benefits administration, including health insurance, retirement plans, and other benefits.
- Utilize financial software systems to record, track, and report on all financial transactions. Stay up-to-date with software upgrades and provide training to team members as needed

Qualifications and skills

Degree Level	<ul style="list-style-type: none"> • Bachelor's or Master's degree in Accounting, Finance, or related field. • Must have professional qualification certification (e.g., CPA (T), ACCA, etc).
Experience	<ul style="list-style-type: none"> • Proven experience of at least 9 years in project accounting and financial management, preferably in the nonprofit sector or projects funded by donors. • At least 5 years of experience in managerial position. • Ability to understand, analyse and interpret financial information in varying formats and complete required reports. • In-depth knowledge of USAID regulations, accounting principles, and financial reporting standards. • Proficiency in financial software and advanced Excel skills. • Strong analytical, problem-solving, and communication abilities.
Key Skills	High level of leadership, interpersonal, technical and analytical skills including a demonstrated ability to interact effectively and collaboratively, Computer skills and problem-solving skills.

6. Project Accountant

Reporting to: Senior Project Accountant

Duty station: Arusha, Tanzania

Position Summary

The Project Accountant is responsible for ensuring accurate financial recording, reporting, and adherence to financial regulations.

Scope of work

- Maintain accurate financial records, including accounts payable, accounts receivable, general ledger entries, and expense reports.
- Prepare and review financial reports, ensuring they adhere to project guidelines and USAID regulations.
- Assist in generating regular financial statements, balance sheets, and income statements.
- Monitor project expenses to ensure they align with approved budgets and funding allocations.
- Conduct regular reconciliations of financial data to identify discrepancies and ensure accuracy.
- Monitor accounts receivable and follow up on outstanding payments to ensure timely collection.
- Review and verify invoices and payment requests for accuracy and compliance.
- Process payments to vendors, suppliers, and service providers in adherence to project procedures.
- Assist in the development and monitoring of project budgets, ensuring accuracy and compliance.
- Collaborate with project teams to track budget utilization and identify any budget deviations.
- Ensure compliance with project financial policies, USAID regulations, and accounting standards.
- Maintain organized and accurate financial documentation for audit and reporting purposes.
- Utilize financial software and tools to record and track financial transactions accurately.
- Assist in the maintenance and improvement of financial management systems.
- Support the generation of financial reports for management, donors, and other stakeholders.

- Assist in providing financial data and information for project-related reports and proposals.
- Collaborate with internal departments to gather financial information and ensure accurate reporting.

Qualifications and skills

Degree Level	<ul style="list-style-type: none"> • Bachelor's degree in Accounting, Finance, or related field.
Experience	<ul style="list-style-type: none"> • Must have professional qualification certification (e.g., CPA (T), ACCA, etc). • Proven experience of at least 5 years in project accounting and financial management, preferably in the nonprofit sector or projects funded by donors. • Ability to understand, analyse and interpret financial information in varying formats and complete required reports. • Knowledge of USAID regulations, accounting principles, and financial reporting standards. • Proficiency in financial software and advanced Excel skills. • Strong analytical, problem-solving, and communication abilities.
Key Skills	High level of leadership, interpersonal, technical and analytical skills including a demonstrated ability to interact effectively and collaboratively, Computer skills and problem-solving skills.

7. Project Finance Officer

Reporting to: Senior Project Accountant

Duty station: Arusha, Tanzania

Position Summary

The Project Finance Officer is responsible for ensuring accurate and timely financial transactions and processes. The Project Finance Officer will play a crucial role in maintaining financial compliance, processing payments, and supporting the overall financial health of the organization.

Scope of work

- Ensure the timely and accurate processing of payments to suppliers, staff imprest, statutory deductions, and staff salaries.
- Verify invoices and payment requests, adhering to organizational and donor financial regulations.
- Ensure all program-related payments adhere to TAHA and Partners/donors' financial regulations.
- Scrutinize supporting documents to ensure adherence to financial policies before processing payments.
- Process invoices, communicate with stakeholders, and work to resolve any billing and payment disputes.
- Maintain clear communication channels with vendors and partners to ensure smooth payment processes.
- Ensure timely collection and proper filing of receipts from all paid vendors.
- Maintain organized and easily accessible documentation for audit and reporting purposes.
- Prepare monthly debtors and creditors reconciliation reports.
- Assist Project Accountants in preparing monthly bank reconciliation and petty cash reconciliation.
- Record and maintain all transactions accurately in the organization's accounting software.
- Ensure all payment vouchers are appropriately filled with accounting codes and project details, stamped as "PAID."
- Prepare weekly reports on incomplete processed payments and unreasonably delayed payments.
- Contribute to financial audit preparation and assist in executing the audit process.
- Ensure timely submission of monthly statutory deductions and related reports.
- Liaise with relevant authorities to maintain compliance with tax and regulatory requirements.
- Manage organization payables and receivables through proper issuance of orders, invoices, and fund requests.
- Provide accurate and up-to-date information for financial decision-making.
- Implement best practices to streamline financial operations

Qualifications and skills

Degree Level	<ul style="list-style-type: none">• Bachelor's degree in Finance, Accounting, or related field.• Professional qualification certification (e.g., CPA (T), ACCA, etc) is an added advantage.
Experience	<ul style="list-style-type: none">• Bachelor's degree in Finance, Accounting, or related field.• Proven experience in finance or accounting roles, preferably in the nonprofit sector or projects funded by donors.• Strong knowledge of financial regulations, compliance, and accounting principles.• Proficiency in financial software and Microsoft Excel.• Excellent organizational skills and attention to detail.
Key Skills	High level of leadership, interpersonal, technical and analytical skills including a demonstrated ability to interact effectively and collaboratively, Computer skills and problem-solving skills.

8. Finance and Credit Officer

Reporting to: Business Development Coordinator

Duty station: Arusha, Tanzania

Position Summary

The Finance and Credit Officer is responsible for providing financial and credit services to targeted beneficiaries, farmers and agribusinesses. This role involves assessing creditworthiness, facilitating access to financial services, delivering financial literacy training, and supporting the development of financial management skills. The Finance and Credit Officer plays a critical role in enhancing the sustainability and growth of beneficiaries by ensuring effective and responsible financial practices.

Scope of work

- Conduct thorough credit assessments of potential beneficiaries to determine their creditworthiness.
- Analyse financial statements, business plans, and other relevant documentation to assess risk and suitability for credit.
- Evaluate collateral options and recommend appropriate credit limits and terms.
- Collaborate with financial institutions, cooperatives, and microfinance organizations to facilitate access to credit and financial services for beneficiaries.
- Assist beneficiaries in completing loan applications and necessary documentation.
- Negotiate terms with financial partners to ensure favourable credit terms for beneficiaries.
- Develop and deliver financial literacy training programs to beneficiaries.
- Educate beneficiaries on basic financial concepts, budgeting, savings, and effective financial management practices.
- Tailor training sessions to the specific needs and understanding of different beneficiary groups.
- Provide ongoing support and guidance to beneficiaries in improving their financial management skills.
- Assist beneficiaries in creating and implementing financial plans to enhance their business sustainability and growth.
- Offer advice on cash flow management, investment decisions, and risk mitigation strategies.
- Establish a robust monitoring system to track the financial performance of beneficiaries who have received credit.
- Regularly assess the impact of credit and financial services on the beneficiaries' businesses.
- Prepare and submit timely reports on the progress, challenges, and successes of the finance and credit program.

Qualifications and skills

Degree	<ul style="list-style-type: none">• A Bachelor's degree in Finance, Agri-Business, Economics, Business Administration, or a
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Level	related field. Master's degree is an added advantage.
Experience	<ul style="list-style-type: none"> • Proven work experience of at least 4 years in financial analysis, credit assessment, and financial management. • Strong understanding of agricultural and agribusiness contexts is desirable. • Excellent interpersonal and communication skills to effectively work with diverse groups of beneficiaries and financial partners. • Ability to work independently and as part of a team, with a high level of responsibility and attention to detail.
Key Skills	Strong interpersonal, interpersonal, technical and analytical skills including a demonstrated ability to interact effectively and collaboratively, Computer skills and problem-solving skills.

9. Trade and Investment Officer

Reporting to: Partnership Manager

Duty station: Mbeya, Tanzania

Position Summary

The Trade and Investment Officer is responsible for identifying and pursuing trade and investment opportunities, promoting economic growth, and facilitating partnerships that contribute to the project's objectives..

Scope of work

- Conduct a thorough analysis to identify the investment opportunities along the identified value chains
- Conduct thorough market research to identify potential trade opportunities in targeted markets.
- Package the identified trade and investment opportunities and disseminate them to value chain actors and potential investors through different platforms
- Analyse market trends, competitive landscapes, and regulatory frameworks to inform strategic decisions.
- Provide regular updates on existing and emerging market trends to stakeholders
- Develop and implement strategies to attract both domestic and foreign direct investments (FDI) a to prioritized value chains.
- Collaborate with investment promotion agencies, industry associations, and other stakeholders to showcase investment opportunities.
- Organize investment forums, conferences, and networking events to connect investors with viable projects.
- Provide guidance to local businesses on trade regulations, export procedures, and market entry strategies.
- Facilitate trade missions, exhibitions, and business matchmaking events to enhance trade relationships.
- Identify and cultivate strategic partnerships with international and local organizations, governments, chambers of commerce, and industry associations.
- Collaborate with relevant stakeholders to establish joint ventures, strategic alliances, and investment partnerships that align with organizational goals.
- Monitor changes on trade policies, tariff and non-tariff structures that impact trade and analyse their implications.
- Engage in policy dialogues and advocacy initiatives to promote favorable trade and investment environments.
- Provide recommendations to policymakers on measures to enhance trade competitiveness and attract investment.
- Provide guidance and support to potential investors throughout the investment process, including regulatory compliance, permits, and approvals.
- Liaise with government agencies to streamline administrative procedures for investors.
- Facilitate investor inquiries and address challenges to ensure smooth investment experiences.
- Maintain accurate records of trade and investment activities, partnerships, and outcomes.
- Prepare timely reports, presentations, and data analysis to communicate progress and impact to internal and external stakeholders.

Qualifications and skills

Degree Level	Bachelor's or Master's degree in International Trade, Economics, Agri-Business, Business Administration, or a related field.
Experience	<ul style="list-style-type: none">• Proven work experience of at least 6 years in roles related to trade promotion, investment attraction, business development, economic analysis, or policy advocacy is often required.• Experience in working with government entities, industry associations, and international organizations to promote trade and attract investment is beneficial.• Demonstrated success in identifying, pursuing, and facilitating trade and investment opportunities.• Experience in organizing trade missions, investment conferences, and networking events.• In-depth knowledge of specific industries, sectors, or geographic regions relevant to the organization's goals can be an advantage.• Familiarity with regulatory and compliance procedures related to trade and investment.• Understanding of international trade dynamics, investment trends, and economic development.
Key Skills	Strong interpersonal, technical and analytical skills including a demonstrated ability to interact effectively and collaboratively, Computer skills and problem-solving skills.

10. Policy and Advocacy Officer

Reporting to: Partnership Manager

Duty station: Dodoma, Tanzania

Position summary

The Policy and Advocacy Officer is responsible to identify and pursuing trade and investment opportunities, promoting economic growth, and facilitating partnerships that contribute to the organization's mission and strategic goals.

Scope of work

- Identify business and policy constraint issues facing the horticulture value chain actors and devise mechanisms to address them.
- Participate in Policy, legal, and Regulatory frameworks review on behalf of horticulture value chain actors at national, regional, and international levels
- Organize high-level Public-Private Dialogues, Conferences with trade-related Ministries and their Agencies, and Parliamentary Committees responsible for Agriculture, Trade, and Investments.
- Work closely with the Public and Private Sectors Stakeholders in addressing industry challenges in areas of productivity enhancement, post-harvest handling, value addition and market access.
- Organize training and capacity-building sessions for industry stakeholders on new policies, and legal and regulatory frameworks to impart the knowledge to horticultural stakeholders.
- Conduct policy research and analysis to keep the industry stakeholders well informed on policy and regulatory changes in the country and analyze their effects on the horticulture industry
- Prepare policy briefs, position papers, fact sheets to support advocacy initiatives on post-harvest handling.
- Organize exposure learning visits for Policy Makers and Public Officials to raise their understanding and awareness on post-harvest handling issues.
- Maintain solid relations with stakeholders especially the agricultural led Ministries, Departments and Agencies.
- Collaborate with other Private Sector Organizations, Policy Analysis Groups in undertaking joint initiatives on agriculture policy researches and advocacy.

Qualifications and skills

Degree Level	Bachelor's or Master's degree in Economics, Agri-Business, Law, Public Relations, International Relations Business Administration, or a related field.
Experience	<ul style="list-style-type: none">• Proven work experience of at least 6 years in roles related to policy, Advocacy, research and Analysis, or stakeholder engagement.• Experience in working with government entities, industry associations, and international organizations to promote trade and attract investment is beneficial.• Demonstrated success in identifying, pursuing, and facilitating trade and investment opportunities.• Experience in organizing trade missions, investment conferences, and networking events.• In-depth knowledge of specific industries, sectors, or geographic regions relevant to the organization's goals can be an advantage.• Familiarity with regulatory and compliance procedures related to trade and investment.• Understanding of international trade dynamics, investment trends, and economic development.
Key Skills	Strong interpersonal, technical and analytical skills including a demonstrated ability to interact effectively and collaboratively, Computer skills and problem-solving skills.

II. Procurement Officer

Reporting to: Procurement Manager

Duty station: Arusha, Tanzania

Position Summary

The Procurement Officer will be responsible for assist sourcing, acquiring, and managing goods and services. This role entails maintaining efficient supplier relationships, ensuring timely delivery of materials and equipment, and contributing to the overall success of the procurement function.

Scope of work

- Identify potential suppliers and vendors for required goods and services.
- Conduct market research to stay informed about industry trends, pricing, and product availability.
- Develop and issue procurement requests to solicit competitive bids from suppliers.
- Evaluate supplier proposals, negotiate terms, and select suitable vendors while considering cost, quality, and delivery timelines.
- Ensure all procurement activities adhere to relevant laws, regulations, and ethical practices.
- Ensure compliance with organizational procurement policies, procedures, and guidelines.
- Maintain accurate and comprehensive procurement records, including purchase orders, contracts, and supplier communication.
- Review and validate supplier documentation to ensure completeness and accuracy.
- Foster positive and collaborative relationships with suppliers to facilitate effective communication and resolve issues.
- Assist to monitor supplier performance and conduct regular assessments to ensure quality and adherence to contractual terms.
- Work closely with suppliers to address any disputes, concerns, or quality-related matters.
- Coordinate with internal departments to forecast and plan procurement needs accurately.
- Ensure timely delivery of materials and equipment to meet project or operational requirements.
- Monitor delivery schedules, track shipments, and address any delays or discrepancies in collaboration with suppliers and logistics teams.
- Assist in budget preparation and cost estimation for procurement needs.
- Seek cost-effective sourcing options without compromising quality or operational efficiency.

- Analyse and report on procurement-related expenditures, identifying potential cost-saving opportunities.

Qualifications and skills

Degree Level	Bachelor's degree in procurement, supply chain and logistics management or any other related field. Must be a Certified Procurement and Supply Professional (CPSP).
Experience	Proven work experience of at least 4 years in roles related to procurement, logistics, supplying management
Key Skills	Strong communication, Negotiation, Planning & coordination, management, and leadership skills; goal-oriented, flexible, and creative under pressure; strong budgeting, Internet, and computer skills, ability to make professional decisions in a fast-paced environment

12. Lead Administrator

Reporting to: Senior Officer HR and Administration

Duty station: Arusha, Tanzania

Position Summary

Lead Administrator is responsible to ensure seamless operation of the project 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.
- 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.

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.

13. Accounting Clerk

Reporting to: Senior Project Accountant

Duty station: Arusha, Tanzania

Position Summary

The Accounting Clerk will be responsible for providing support to the financial operations of the organization. This role involves assisting in the preparation and processing of financial documents, verifying financial data, and maintaining accurate and up-to-date records of the project's financial transactions.

Scope of work

- Assist in the accurate and timely processing of invoices, payments, receipts, and other financial transactions.
- Enter financial data into the organization's accounting software or database while ensuring accuracy and compliance with established procedures.
- Verify and cross-check financial documents, invoices, and expense reports for accuracy, completeness, and adherence to financial policies.
- Ensure that all financial transactions are properly supported by relevant documentation.
- Maintain organized and up-to-date financial records, both in physical and electronic formats.
- File and archive financial documents according to established filing systems for easy retrieval and audit purposes.
- Assist in reconciling bank statements with financial records to ensure accurate recording of transactions.
- Identify and address discrepancies or errors found during the reconciliation process.
- Prepare and compile financial data for regular and ad hoc reports as requested by supervisors or management.
- Collaborate with other departments to provide accurate financial information and assist in the preparation of financial statements.
- Provide administrative support to the finance team, including photocopying, scanning, filing, and organizing financial documents and records.
- Assist in coordinating with vendors, suppliers, and internal staff to resolve any financial-related inquiries.
- Assist in preparing documentation and providing information required for internal and external audits.
- Collaborate with auditors and internal teams to ensure the smooth conduct of financial audits

Qualifications and skills

Degree Level	A diploma or bachelor's degree in accounting, finance, or a related field is preferred. Relevant certifications or courses in accounting software and financial management is an added advantage.
Experience	Proven work experience of at least 2 years in administrative roles, preferably in project or team support.

Key Skills	<ul style="list-style-type: none"> • Proficiency in using accounting software and Microsoft Office applications, particularly Excel. • Attention to detail and accuracy in data entry and financial record-keeping. • Strong organizational skills and the ability to manage multiple tasks and deadlines. • Basic understanding of financial regulations, policies, and procedures. • Good communication and interpersonal skills.
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14. Lead Driver

Reporting to: Operations Officer

Duty station: Arusha, Tanzania

Position Summary

Lead Driver responsible for ensuring the safe operation, maintenance, and reliability of TAHA vehicles. This role encompasses driving, supervising driving training programs, conducting routine vehicle maintenance, managing service records, and coordinating with external mechanical support companies.

Scope of work

- Develop, plan, and supervise comprehensive driving training programs for all Drivers and Staff members who operate TAHA Vehicles.
- Ensure that training content covers safe driving practices, vehicle handling, defensive driving, and adherence to road safety regulations.
- Oversee the maintenance of logbooks for all TAHA vehicles, ensuring accurate and complete records are maintained at all times.
- Review logbook entries for each vehicle after every trip to verify compliance and identify any anomalies.
- Maintain detailed records of all trips made by TAHA Vehicles, including fuel consumption and materials used for operation and maintenance.
- Document relevant information to support efficient vehicle management and cost analysis.
- Enforce a high standard of cleanliness for all TAHA Vehicles, ensuring they are regularly cleaned and maintained in presentable condition.
- Drive members of staff to their assigned duties as needed, ensuring their safe and punctual arrival at designated locations.
- Conduct routine and periodic maintenance on TAHA vehicles with diligence, skill, and workmanship, following instructions as indicated in the TAHA policies and procedures.
- Ensure compliance with maintenance schedules and procedures to optimize vehicle performance.
- Maintain up-to-date records of all vehicle services, repairs, and maintenance activities, including reminders for future service schedules.
- Regularly update and maintain a Vehicle Services logbook, detailing the condition of TAHA vehicles on a weekly basis.
- Provide effective mechanical support to TAHA vehicles during emergencies or breakdowns during journeys, ensuring rapid resolution and minimal disruption.
- Collaborate with the Operation Officer to identify and define optimal strategies and actions for securing the good condition of vehicles, spare parts, and other logistical assets during emergencies.
- Build and sustain effective relationships with external mechanical companies that work with TAHA, ensuring reliable support and resource availability.

Qualifications and skills

Education Level	Minimum of Certificate of Secondary Education. Certificate of motor vehicle mechanics grade I. Must have driving license class C- verified
Experience	Proven work experience of at least 4 years as a professional driver and mechanic, preferably in a similar role.

Key Skills	<ul style="list-style-type: none"> • Strong knowledge of vehicle maintenance, repair, and troubleshooting. • Valid driver's license with a clean driving record. • Familiarity with road safety regulations and best practices. • Effective communication skills and ability to work independently. • Detail-oriented with strong organizational and time management skills. • Ability to handle emergencies and make sound decisions under pressure.
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15. Office Attendant

Reporting to: Lead Administrator

Duty station: Arusha Tanzania

Position summary

The Office Attendant is responsible for providing essential support by maintaining a tidy work environment, assisting with administrative tasks, and contributing to the overall efficiency and professionalism of the office space.

Scope of work

- Regularly clean and organize the office premises, including workstations, common areas, and meeting rooms.
- Dust, sweep, mop, vacuum, and maintain a neat and clutter-free environment.
- Ensure the proper disposal of waste and recyclables according to established guidelines.
- Monitor and replenish office consumables, such as Beverage, cleaning materials, etc.
- Assist in maintaining an accurate inventory of office supplies and report shortages as necessary.
- Provide support to administrative staff as needed, including filing documents, photocopying, and preparing materials for meetings.
- Assist in receiving and distributing incoming mail and packages.
- Arrange and set up meeting rooms for internal and external events, including arranging chairs, and providing refreshments.
- Ensure the office space is secure at all times, including locking doors and windows when necessary.
- Follow safety protocols and guidelines to maintain a safe working environment.
- Collaborate with colleagues to support a positive and efficient working atmosphere.
- Assist with minor office repairs or maintenance tasks.
- Perform errands or tasks outside the office, such as picking up supplies or delivering documents, as directed

Qualifications and skills

Education Level	Certificate in Secondary Education
Experience	Proven work experience of at least 2 years as office attendants.
Key Skills	<ul style="list-style-type: none"> • Basic knowledge of office equipment, cleaning techniques, and organizational skills. • Strong attention to detail and ability to work independently. • Good communication skills and a positive attitude. • Physical fitness to carry out cleaning and setup tasks. • Basic computer skills for email communication and simple administrative tasks.

Application Procedure

Interested and suitably 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.

1. **Submission:** All applications must be submitted via email to the following address: recruitment@taha.or.tz.
2. **Format:** Please compile your application into a single PDF attachment. Ensure that all required documents are included in the PDF.
3. **Subject Line:** In the subject line of your email, clearly state the position you are applying for. For example: "APPLICATION FOR SENIOR PROJECT ACCOUNTANT POSITION."
4. **Focus on One Application:** Applicants are requested to apply for one specific vacancy only. Multiple applications for different positions will not be accepted.
5. **Deadline:** The deadline for submitting your application is Tuesday, 12th September, 2023. Applications received after this date will not be considered.
6. **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 to 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 welcomes 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.