



## **Career with BRAC Maendeleo Tanzania**

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 realise 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. BMT is seeking applications from competent, dynamic and self-motivated individual to fill up the following position;

**Job Title (14):** Project assistant – Disability Inclusive Ultra-Poor Graduation

**Project Sustainability:** 30 Months

**Job Location:** Dodoma, Singida.

### **Purpose**

To implement different components of the project in the field, provide hands-on coaching to the project participants directly to enhance their technical and soft skills, delivering different services towards sustainable graduation of the project participant in order to achieve the overall objective of the project.

## **RESPONSIBILITIES**

- Select the targeted project participants following the selection guideline and work with the participant to select the appropriate enterprise option for them as an Income Generating Activity (IGA) in order to enroll them into the project.
- Provide enterprise development training, purchase assets to transfer, distribute consumption allowance and inclusive input to the participants as per the project guidelines.
- Encourage participant savings through VSLA meetings as per rules and regulations from the project participants.
- Provide hands-on coaching to the participants through home visits to build enterprise-related technical skills, and future planning and enhance their soft skills in order to lift them out of extreme poverty.
- Provide awareness-raising education to the project participants on different health, hygiene, and social issues through group visits in order to increase their awareness and boost their confidence levels.
- Identify the health requirements of the project participants along with their family members to ensure the healthcare services follow the project implementation guideline.
- Continuous follow-up, supervision, monitoring and analysis of progress project participants have made toward graduation from extreme poverty during the project cycle.
- Develop and share weekly, monthly and quarterly MIS, narrative and asset growth reports.
- Participate in the project branch procurement committee and ensure support in local procurement of livestock assets for project participants.
- Follow the safeguarding policy, and reporting procedure, report any incidents that may occur and encourage others to do so.

### **Safeguarding Responsibilities:**

- Read, understand, 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.

## **EDUCATIONAL REQUIREMENTS**

- Degree/Diploma in Humanitarian studies, Agriculture, and Business and Administration studies

## **SKILLS AND COMPETENCIES**

- Analytical skills
- Good communication and facilitation skills with different stakeholders
- Problem-solving skills
- Documentation and reporting skills.

## **EXPERIENCE REQUIREMENTS**

- Community mobilization work in livelihood/ disability inclusive projects.
- Clear understanding of poverty dynamics, geographical and community context, different cultures, etc.
- Gender and disability sensitive



**EMPLOYMENT TYPE:** CONTRACTUAL

**SALARY:** Negotiable

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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 to: [recruitment.tanzania@brac.net](mailto:recruitment.tanzania@brac.net)

**Only complete applications will be accepted, and shortlisted candidates will be contacted. Women are highly encouraged to apply.**

**Application deadline: 20<sup>th</sup> April 2023**

*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 realise 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. BMT is seeking applications from competent, dynamic and self-motivated individual to fill up the following position;

**Job Title (2):** Sector specialist – Disability Inclusive Ultra-Poor Graduation

**Project Sustainability:** 30 Months

**Job Location:** Dodoma, Singida, Dar es salaam.

### Purpose

To provide inclusive technical support to the field team on livelihood value chain integration, training materials development, agricultural production, productivity and livestock health, networking with government and private sector on technical matters and market linkages.

### RESPONSIBILITIES

- Provide inclusive guidance and technical support to field teams on livelihood value chain integration and implementation aspects of the project.
- Identify inclusive and suitable livelihood asset packages with participant households, ensure livestock house extensions, training, and asset management follow ups for households.
- Inclusively supervise efficient and effective use of livelihood assets to improve economic and social conditions of participating households.
- Provide technical advice to the local branch procurement committee in regard to livestock procurement and livestock quality checks before livestock procurement and treatment.
- Ensure inclusive quality and proper animal health care for livestock assets procured for project participants.
- Coordinate with partner NGOs, local government, local leaders and private market actors to create inclusive market linkages for participant households.

- Support development of inclusive livelihood training materials for selected livelihood enterprises for project participants.
- Inclusively provide livestock management trainings, mentoring, coaching and treatment for project participant households as per reported need, and project staff livestock management capacity building
- Linkage of participant village groups with the local government services, monitor progress and link them to available opportunities.
- Prepare weekly, monthly and quarterly reports and share with the area coordinators and Technical Specialist.
- Monitor project participants livelihood enterprises and other project activities.
- Follow the safeguarding policy, reporting procedure, report any incidents that may occur and encourage others to do so.
- Any other duty assigned by the immediate supervisor for the smooth run of the project.

#### **Safeguarding Responsibilities:**

- Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitation to achieve the Programme 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 and encourage others to do the same

#### **EDUCATIONAL REQUIREMENTS**

- Bachelor's degree in agriculture and Extension, Animal Husbandry and Agribusiness Management

#### **SKILLS AND COMPETENCIES**

- Good communication, facilitation, and representation skills.
- In depth knowledge on poverty dynamics, geographical context, community, culture etc.
- Planning and business management
- Monitoring and Reporting
- Stakeholder engagement
- Gender and Disability Inclusion

#### **EXPERIENCE REQUIREMENTS**

- Two- or three-years' work experience in extreme poverty-related projects.
- Animal and crop Husbandry.
- Adult education and extension
- Business management and technical support
- Advanced People Management skills
- Dealing with ambiguities and conflict management
- Gender and disability sensitivity
- Documentation and reporting skills.

#### **EMPLOYMENT TYPE: CONTRACTUAL**

**SALARY:** Negotiable

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**Job Title (3):** Branch Coordinator – Disability Inclusive Ultra-Poor Graduation

**Project Sustainability:** 30 Months

**Job Location:** Dodoma, Singida.

### **Purpose**

Responsible to perform a variety of professional level duties to ensure the proper implementation of different components/activities of the project in the field as well as administration at branch level.

## **RESPONSIBILITIES**

- Inclusively select the targeted project participants in terms of gender and disability and ensure their proper enrollment into the project through appropriate enterprise options to involve into Income Generating Activities (IGAs), training, asset transfer and consumption stipend distribution following the project guideline.
- Deliver inclusive financial literacy training, supervise formation of inclusive Village Savings Loans Associations (VSLAs) among project participants as per the project rules and manage all financial transactions at branch level.
- Supervise inclusive and proper hands-on coaching to the participants as delivered by PAs through home visits to build enterprise-related technical skills, and future planning and enhance the soft skills of the participants in order to achieve sustainable development.
- Raise awareness to project participants on different health, hygiene, and social issues through group visits in order to increase their awareness and boost their confidence levels.
- Create awareness of disability inclusion in collaboration with SHIVYAWATA staff
- Ensure access to healthcare services for project participants' households by creating different linkages and following the program implementation guideline.
- Form effective Inclusive Village Community Empowerment Committees (VCEC) in the respective villages/communities and conduct meetings with the committees in order to mobilize different types of resources mainly for the participants.
- Continuous follow-up, supervision, close monitoring, and progress analysis for project participants toward graduation from extreme poverty during the project cycle.
- Develop and submit for approval branch asset plans, chair and coordinate the local branch procurement committee, to support quality procurement of livestock assets for project participants.
- Identify training requirements of the staff and ensure relevant training, and orientation on time to increase their technical and operational efficiency for effective implementation of the project.
- Conduct effective meetings, and ensure administrative discipline, financial management, and a healthy work environment in order to successful implementation of the project.
- Develop and share weekly, monthly, and quarterly branch MIS, narrative, and asset growth reports, ensuring proper documentation and capture of the progress of various project activities.
- Assess and review reasonable accommodation needs of project assistants with disabilities in collaboration with SHIVYAWATA field teams, DIG PMU and BRAC Tanzania HR department.
- Follow the safeguarding policy, and reporting procedure, report any incidents that may occur and encourage others to do so.

### **Safeguarding Responsibilities:**

- Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitation to achieve the Programme 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 and encourage others to do the same

## **EDUCATIONAL REQUIREMENTS**

- Degree In Agriculture, Humanitarian Studies, and Business Studies

## **SKILLS AND COMPETENCIES**

- Strong Microsoft Office skills
- Good communication, facilitation, and representation skills.
- In depth knowledge on poverty dynamics, geographical context, community, culture etc.

## **EXPERIENCE REQUIREMENTS**

- Two- or three-years' work experience in extreme poverty-related projects.
- Advocacy and networking,



- Advanced People Management skills
- Managerial skills
- Analytical & problem-solving skills
- Communication skills
- Dealing with ambiguities and conflict management
- Gender and disability sensitivity
- Documentation and reporting skills.

**EMPLOYMENT TYPE:** CONTRACTUAL

**SALARY:** Negotiable

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