
VACANCY ANNOUNCEMENT

TAHA, an apex private sector member-based organization mandated to develop and promote horticultural value chain (flowers, fruits, vegetables, spices, herbs and horticultural seeds) in Tanzania, is seeking for a motivated and highly experienced individual to fill the position of Procurement Lead. TAHA's goal is to improve the growth and competitiveness of the horticultural industry in the country for social and economic gains.

Position: Procurement Lead
Report to: Executive Associate to the CEO
Duty Station: Arusha

The Procurement Lead is a strategic position, and shall manage all of TAHA's Procurement activities to keep TAHA operations running smoothly, while ensuring TAHA gets value for money, considering time factor.

Main Duties and responsibilities

- To manage the TAHA procurement process by implementing all policies and procedures related to procurement activities, ensuring that TAHA procurement guidelines are followed in all transactions
- Identify, design, govern and analyse supply chain policies, processes, standards, methods, systems, controls, and implement changes towards best practices to improve procurement policies and procedures
- Negotiate competitive prices and contract terms that reflect value for money.
- Maintain and update supplier information such as qualifications, delivery times, product ranges, etc; and maintain records of purchases, pricing, and other important data
- Research, evaluate, create and maintain good relationships with vendors/suppliers
- Prepare budgets, cost analyses, and reports. Estimate and establish cost parameters, pricing and budgets for purchases.
- Work with team members and supervisors to develop a comprehensive annual procurement plan.
- Conduct thorough examination and review of products and supplies to ensure that the products and supplies are of high quality and demonstrate value for money.
- Collaborate with Finance Department on contracts, invoicing, timely payments, honoring credit terms.
- Determine re-order and economic order quantity and timing of deliveries.

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- Produce regular reports, insightful business analytics for decision making and improving TAHA's procurement processes.
- Coordinate the procurement committee meetings as the committee secretary.

Complexity of Role:

- Will require a high level of professionalism and trustworthiness, a strong focus on analytical skills, strategic relationships, with less focus on feelings and 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 projects or functions.

Qualifications and skills

Degree Level	Masters or Bachelor degree in procurement, supply chain and logistics management or any other related field. Must be a Certified Procurement and Supply Professional (CPSP).
Experience	At least 5 years of experience required
Key Skills	Strong communication, negotiation, planning & coordination, management, and leadership skills; goal-oriented, flexible, and creative under pressure; strong budgeting, and computer skills, ability to make professional decisions in a fast-paced environment

Remuneration

The successful candidate will be remunerated according the TAHA salary scale, and in alignment with the candidate's qualifications and professional experience. Other employment benefits will be provided as per organization policy.

Application Procedure

Interested and suitably qualified individuals should send their applications enclosing detailed;

- Application letter
- current Curriculum vitae
- Copies of qualification certificates

All application should be sent through the following email: recruitment@taha.or.tz

The cover letter to be addressed to;
Human Resources and Administration Manager
TAHA
P.O. Box 16520,
ARUSHA.

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Deadline for receiving application is Monday, 10th July 2023

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TAHA, an apex private sector member-based organization mandated to develop and promote horticultural value chain (flowers, fruits, vegetables, spices, herbs and horticultural seeds) in Tanzania, is seeking for a motivated and highly experienced individual to fill the position of IT and Database Management Specialist. TAHA's goal is to improve the growth and competitiveness of the horticultural industry in the country for social and economic gains.

Position: IT and Database Management Specialist
Reporting to: Chief Development Manager
Duty station: Arusha

The IT and Database Management specialist shall oversee all aspects of IT and Database management activities within the organization. The specialist is responsible for managing IT infrastructure, guiding procurement processes, and implementing cybersecurity policies while providing technical leadership and support to ensure smooth operations and effective utilization of resources.

Main Duties and responsibilities

System Security, Maintenance, and Upgrade:

- Ensuring the physical and virtual security of the TAHA Group's information systems, including servers, databases, websites, and social media platforms.
- Ensuring reliable and cost-effective connectivity and communication systems are in place and well-maintained.
- Providing leadership and technical advice for procuring, installing, configuring, activating, and maintaining IT equipment and services.
- Performing regular maintenance and troubleshooting on existing office and communication technology equipment.
- Managing all ICT infrastructure, digital access, and components for TAHA Headquarters and satellite offices.
- Ensuring connectivity and reliable access to the organization's digital systems.
- Guiding the procurement process for technical vendors and facilitating vendor relationship management.
- Updating ICT manuals to include security aspects of the entire information system.
- Managing TAHA Cybersecurity Policy, Information System products risk framework matrix, IT Audit Framework, User Policy, and Business Continuity Plan.

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Cross-Cutting Issues:

- Operating and monitoring video conference equipment during sessions.
- Providing ICT-related training to staff to ensure the proper use of equipment, systems, software, and adherence to ICT policies.
- Leading the digitalization process of TAHA systems and platforms according to TAHA standards and ensuring their operational effectiveness.
- Participating in event management activities of TAHA
- Supervising the department team and ensure effective management and utilization of assets and resources.
- Managing content and information sharing between departments.
- Identifying employee skills for development and addressing emerging challenges while providing guidance to resolve critical team issues.
- Collaborating with the HR and Admin office to ensure harmony, efficiency, and a sound operating system within the team.
- Establishing a platform for management discussion and idea sharing.
- Any other duty as assigned by the supervisor or the management.

Complexity of Role:

- In-depth knowledge and experience in database management systems, network infrastructure, and IT security protocols. Proficiency in programming languages, system administration, and experience with database management software.
- Needs to create the right environment for success against a backdrop of diverse and often conflicting needs and timelines.
- Management of tasks crossing multiple projects or functions.

Qualifications and skills

Degree Level	Masters or Bachelor degree in computer science, information technology, or a related field. Certifications such as Oracle Database Administrator (DBA), Microsoft Certified Database Administrator (MCDBA), or Certified Information Systems Security Professional (CISSP) can be an added advantage.
Experience	At least 5 years of experience required
Key Skills	Strong analytical, problem-solving, communication, Negotiation, Planning & coordination, management and leadership skills; goal-oriented, flexible, and creative under pressure; strong budgeting, Internet, ability to make professional decisions in a fast-paced environment.

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Remuneration

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Application Procedure

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TAHA, an apex private sector member-based organization mandated to develop and promote horticultural value chain (flowers, fruits, vegetables, spices, herbs and horticultural seeds) in Tanzania, is seeking for a motivated and highly experienced individual to fill the position of Human Resources and Administration Manager. TAHA's goal is to improve the growth and competitiveness of the horticultural industry in the country for social and economic gains.

Position: HR and Administration Manager
Reporting to: Chief Executive Officer
Supervisees: Administrators and Office Attendants
Duty Station: Arusha

The Human Resources and Administration Manager is a strategic position, responsible for overseeing and managing all aspects of the organization's human capital and administrative functions.

Main Duties and responsibilities

HR Management:

- Develop and implement HR strategies and initiatives aligned with the overall organization strategy.
- Review, recommend and update HR policies and procedures in compliance with Employment and Labor Relation Act requirements and communicate them to staff.
- Bridge management and employee relations by addressing demands, grievances or other issues
- Implement disciplinary measures in case of policy violations.
- Manage the recruitment and selection processes
- Manage employee offboarding processes, including conducting exit interviews, processing employee separations, and ensuring compliance with legal and company requirements.
- Support current and future organization needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR systems, tactics and procedures across the organization
- Nurture a positive working environment and inculcate the TAHA organizational culture to staff across the board.
- Oversee and manage the performance appraisal system that drives high performance
- Maintain and update employee records, payroll, HR database and benefit program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout the human resource management continuum

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Administration:

- Oversee administrative functions of the organization.
- Coordinate staff interactive sessions including staff meetings and boot camps.
- Coordinate and monitor cost effective travel logistical arrangements for the organization and give recommendations for the improvement.
- Provide guidance and support to administrative staff, ensuring their professional development and performance management.

Complexity of Role:

- Proven working experience as HR Manager or other HR Executive, People oriented and results driven, Demonstrable experience in Human Resources metrics, Knowledge of HR systems and database, ability to architect strategy along with leadership skills, Competence to build and effectively manage interpersonal relationships at all levels of the organization.
- In-depth knowledge of labor law and HR best practices.

Qualifications and skills

Degree Level	Masters or Bachelor degree in Human resources management, Business Administration or any other related field. Masters’ degree in any related field is an added advantage.
Experience	At least 5 years of proven experience in managerial position.
Key Skills	Strong communication, interpersonal skills, negotiation, contract management, planning & coordination, leadership skills; goal-oriented, flexible, and creative under pressure; strong budgeting, computer skills and ability to make professional decisions in a fast-paced environment

Remuneration

The successful candidate will be remunerated according the TAHA salary scales, and in alignment with the candidate’s qualifications and professional experience. Other employment benefits will be provided as per organization policy

Application Procedure

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The cover letter to be addressed to;
Chief Executive Officer
TAHA
P.O. Box 16520,
ARUSHA.

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TAHA, an apex private sector member-based organization mandated to develop and promote horticultural value chain (flowers, fruits, vegetables, spices, herbs and horticultural seeds) in Tanzania, is seeking for a motivated and highly experienced individual to fill the position of Finance Manager. TAHA's goal is to improve the growth and competitiveness of the horticultural industry in the country for social and economic gains.

Position: Finance Manager
Reporting to: Chief Executive Officer
Supervisee: Senior Project Accountant
Duty station: Arusha, Tanzania

Position summary

The Finance Manager will oversee the financial functions of TAHA and will provide financial leadership to ensure effective and efficient management of TAHA's projects resources. The Finance Manager will work closely with the technical and operations teams to ensure that financial and administrative policies and procedures are in place and adhered to.

Key Duties and Responsibilities of the position

Financial Management

- Develop and implement appropriate accounting principles that facilitate TAHA operations. These will include the execution of proper financial controls and management.
- Develop, analyze and manage TAHA budget and monitor performance against budget.
- Monitor, review and update financial policies and procedures.
- Monitor, review and update as appropriate, TAHA financial management systems to ensure timely and accurate recording, retrieval and reporting of all financial transactions.
- Oversee the transaction processes to ensure timely payment of vendors, suppliers, and other project-related expenses.
- Identify, evaluate and monitor financial risks and put in place strategies to mitigate identified financial risks.

Compliance

- Ensure compliance with partner financial rules and regulations.
- Recommend and implement improvements in financial controls and policies.
- Ensure compliance with all Tanzanian tax and legal requirements.

Reporting

- Ensuring financial reports are accurately prepared, reviewed, approved and submitted to partners in accordance with signed contracts and agreements.
- Consolidate project financial reports and prepare monthly/quarterly Management accounts.
- Prepare annual institutional financial report for auditing and Board review.

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- Prepare and coordinate the financial audit process
- Develop and maintain appropriate systems for reporting and analysis.

Team Management

- Supervising the ground team and ensuring proper management and utilization of assets and resources.
- Compiling and monitoring departmental plans and targets and ensuring regular performance evaluation and feedback management.
- Ensuring harmony and efficiency in the team, institutionalization of sound operating system, regular capacity checks and team coaching including timely strategic adjustment as you maintain high level of professionalism and timeliness in guiding your supervisees.
- Identify skills in the team for development as well as emerging challenges and provide guidance in addressing critical team issues.
- Convening regular management meetings to discuss financial health of the organization.

Complexity of Role:

- Will require high level of professionalism and trustworthiness in handling sensitive financial and organizational information, empathic & strategic thinker. The position calls for strong networking skills, ethical behavior, confidentiality, and adherence to legal and regulatory requirements.
- Needs strong analytical skills to perform spend analytics, evaluate financial data, identify trends, and make informed decisions. This includes financial forecasting, cost analysis, and identifying areas for improvement or cost savings.
- Must possess a deep understanding of financial analysis techniques, tools, and methodologies. This includes evaluating financial performance, conducting risk assessments, and managing contracts.

Qualifications and skills

Academic qualification	Masters or Bachelor degree in Finance, accounting, Business Administration or a related field. Must be a Certified Public or Chartered Accounting qualification.
Experience	<ul style="list-style-type: none"> At least nine (9) years of experience managing finance, accounts, and/related matters for development activities. Working knowledge and experience with-funded program management, policies, regulations and procedures
Key Skills	<ul style="list-style-type: none"> Excellent communication and interpersonal skills. Strong attention to detail and ability to work in a fast-paced environment Presentation, management, and leadership skills. Goal-oriented, flexible, and creative under pressure; Research, multimedia platforms; strong budgeting, Internet, and computer skills. Strong computer skills, particularly in Microsoft Excel and accounting software.

The successful candidate will be remunerated according the TAHA salary scales, and in alignment with the candidate's qualifications and professional experience. Other employment benefits will be provided as per organization's policy.

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Position: Chief Technical Officer

Report to: Chief Executive Officer

Supervises: Production Lead, Market Access Lead, Gender & Nutrition Coordinator

Duty Station: Arusha

The Chief Technical Officer shall be responsible for leading and driving technical aspects of the organization and providing oversight and management of the ground team. The Chief Technical Officer will be guided by the following terms of reference:

Production, the CTO will oversee all the Production activities and will be overall responsible for;

- Technology drive and promoting Good Agricultural Practices to farmers, focusing on optimizing production efficiency, improving crop quality and yield, and ensuring successful adoption of the promoted practices.
- Establishing and managing practical learning platforms like Practical Training Centers, Demo plots, Farmer Field Days and Farmer exchange visits. All these must be implemented within the context of ever-changing climate arena.
- Establishing and institutionalize a robust, sound and cost-effective extension system

Market Access and Business Development Services, the CTO will oversee all the Market Access activities and will be overall responsible for;

- Developing and implementing marketing strategies to tap into local, regional and international market opportunities, as well as facilitating value chain actors to access these markets.
- Overseeing the collection and analysis of market data, guide the development of market requirements and guidelines, and lead capacity building programs to enhance farmers' productivity and market competitiveness for all the value chain actors.
- Ensuring cost effective operationalization of TAHA managed market infrastructures.
- Coordinating with financial service providers to develop friendly tailor-made financial products for horticultural value chain actors. Capacitate value chain actors on financial literacy and link them to financial institutions for loans.
- Ensuring capacity building on entrepreneurship to value chain actors using TAHA approved methodologies including B|U|S
- Ensuring the identification and evaluation of funding opportunities to enhance capacity of Small & Medium Enterprises (SMEs)

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- Ensuring formal registration of Small & Medium Enterprises (SMEs) with respective authorities and regulatory agencies.

Cross cutting issues, TAHA appreciate the importance and positive impact of integrating the cross-cutting themes. These cross-cutting issues are gender, youth, nutrition, food safety and standards, and environment.

- Developing and overseeing the implementation of strategies and policies of TAHA's cross cutting themes.
- Ensuring integration and implementation of cross-cutting themes into TAHA operations.
- Establishing strategic partnerships for enhanced efficiency and impact in the implementation of TAHA's cross cutting themes.
- Mobilizing resources for execution of cross cutting themes.

Team Management, the CTO will be responsible for the following:

- Supervising the ground team and ensuring proper management and utilization of assets and resources.
- Compiling and monitoring departmental plans and targets and ensuring regular performance evaluation and feedback management.
- Ensuring harmony and efficiency in the team, institutionalization of sound operating system, regular capacity checks and team coaching including timely strategic adjustment as you maintain high level of professionalism and timeliness in guiding your supervisees.
- Identify skills in the team for development as well as emerging challenges and provide guidance in addressing critical team issues.
- Create and implement platform for management discussions and ideas sharing

Reporting

- Ensure quality and timely reports are produced and shared with relevant parties in close collaboration with the Programs and MEAL Departments

Representation

- Represent TAHA and the industry in events related to production and market access as assigned by the CEO.
- Any other duties as assigned by the supervisor

Complexity of Role:

- Will require a high level of professionalism, eloquence and trustworthiness.

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- 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 projects or functions.

Qualifications and skills

Degree Level	Master's degree in Agriculture general, Horticulture, Agri-business/Economics, Agricultural Marketing or any other related field.
Experience	<ul style="list-style-type: none"> • At least 7 years of experience in senior managerial position. • Demonstrated technical experience in Agriculture/Horticulture sector will be an added advantage.
Key Skills	Strong communication, negotiation, presentation, management, and leadership skills; goal-oriented, flexible, and creative under pressure; research, multimedia platforms; strong budgeting, Internet, and computer skills

Remuneration

The successful candidate will be remunerated according 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

Application Procedure

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