



# African Social Protection and Development Initiatives (ASPDI)

P.O. BOX 137, Ihulilo Street, Tanzania Teachers Trade Union Building

Kibondo- Kigoma, Tanzania Tel: +255753364175/+255620599371,

Website: <https://www.aspditanzania.or.tz> Email: [info@aspditanzania.or.tz](mailto:info@aspditanzania.or.tz)

## Internship Vacancy announcement (Various Post)

**Duty Station: Kigoma town, Kibondo and Kasulu**

Starting Date: 1<sup>st</sup> November, 2023

**Duration: One Year**

### Background of the organization.

**African Social Protection and Development Initiatives** is not for profit, non-partisan, Non-Governmental Organization registered in the United Republic of Tanzania under Act Na.24 of 2002 on 22<sup>nd</sup> December, 2021 with Registration number 00NGO/R/2731 with scope of operating in Tanzania mainland. **The Organization team and management has undergone various organization** on the job training, technical capacity building of personnel and internal administrative functions, including monitoring and evaluation and institutional funding and donor compliance to enhance their capacity on program management and financial management including improvement of management systems. The organization is also registered under various government Authorities including Tanzania Revenue Authority (TRA) as pay as you earn **Tax payer Identification Number (TIN) 154-788-921** to ensure organizational compliances with government authorities as directed by Non-Governmental Organization Act, 2002 and its amendment.

### **Mission statement of the Organization**

“To save life and human sufferings through strengthening community-based social protection systems” and

### **Vision statement of the organization**

“ASPDI envisages seeing Tanzania’s communities with improved social welfare and sustainable development”.

### **Post: Gender and Protection Officer**

The incumbent will lead the implementation of Gender and Protection Programs targeting intervention for community engagement for addressing and Prevention of the Gender Based Violence, Sexual Exploitation and Abuse, Violence against Children and strengthening Child Safeguarding Interventions

### **Key Responsibilities:**

#### **Protection:**

ensuring compliance with Protection and GBV standards of operation and other guidelines

- Build capacity of staff programme staff and key stakeholders on protection, child protection and Gender/GBV including facilitating of key training packages in humanitarian principles,

staff/partner code of conduct and safe distribution to promote dignity to the beneficiary community in alignment with the programme plan.

- Providing guidance and quality assurance for implementation of Protection and Gender interventions as well as mainstreaming of protection considerations, gender analysis and approaches for achieving gender-sensitive and transformative outcomes in the programme
- Support the programmes developing identifying key gender and protection indicators, defining the M&E plan and other documentation needs in relation to the protection
- Establish and/or strengthen protection mechanisms in the ASPDI programme, including a proper data management system
- Conduct period reviews of information on gender and protection and assess barriers/ protection risks faced by women, adolescent girls and children in food distribution to inform programme implementation
- Collaborate with gender and protection actors through enhanced synergies to implement protection education, case management at food distribution points and referral of SGBV cases received to existing SGBV referral mechanisms. The Officer shall ensure that such cases are followed up to completion
- Regularly informally and formally consult with beneficiaries, non-beneficiaries, Government, and other agencies to receive feedback regarding the program commitments and staff conduct.

## **ADVOCACY**

- Community & stakeholder education and dialogue for behavior change/policy enforcement
- Contribute to efforts of mainstreaming protection and gender into food programs and input into advocacy efforts/agenda, through the analysis of information collected in Protection Incidents, patterns, and trends
- In liaison with the ASPDI Gender and Advocacy Coordinator develop training materials and IEC packages on SGBV & child protection
- Promote awareness/education on SGBV standard operating procedure (SOP) and protection minimum standards through pre-distribution food meetings
- Coordinate and facilitate communities' meetings and dialogues with stakeholders on SGBV& Child protection issues to develop action plans
- Represent African Social Protection and Development Initiatives at the monthly & quarterly gender-based violence and child protection working groups to share progress, challenges, and appropriate follow-up plans.
- Develop and disseminate Information and Education Communication materials on SGBV and Child protection.
- Compile and submit quality reports to the Commodities Manager/ Officer as directed. Ensure that all reports are highly accurate, comprehensive, and well documented and will guarantee the credibility of the program.

## **Required Professional Experience**

- At least 3 years of experience working in child protection and gender development programming, preferably in fragile contexts.
- Ability to communicate and work with beneficiary communities, government (MHA), and stakeholders at the camp level
- Experience in training and community consultation is highly desired
- Good understanding of monitoring and evaluation processes
- Networking and collaboration skills

- Experience in working with refugee programs

### **Required Education, training, license, registration, and certification**

A university degree in Gender Studies, Sociology, Social Work, Community development, development studies, Human Rights, or a relevant field.

### **Preferred Knowledge and Qualifications**

- Certificate course in IASC guidelines e.g. Protection from Sexual Exploitation and Abuse, Prevention of GBV in humanitarian.
- A good understanding of the International Gender mainstreaming approaches and the International protection framework for refugees and asylum seekers.
- Proven track record as a staff and community trainer and capacity builder in Gender and development, prevention, and response to GBV and other harmful practices.

**Level of Education:** Bachelor Degree

### ***Project Officer: Disasters and Environmental Management***

This position is responsible for the overall management, implementation and reporting of the project in a specific region and will coordinate and ensure strong relevant alignment with LGAs and relevant project partners. S/he is responsible for ensuring timely implementation, monitoring, and reporting of project activities. This requires close liaison with LGAs, communities and relevant private partners in the region.

The position reports directly to the Program Technical Manager. It requires necessary good public relationship skills, a well-organized individual who can handle pressure and deadlines, capable of training and supervising field level program implementation, and has strong computer skills.

Programme management responsibilities

- Provide management oversight of the implementation of the Disasters Risk Reduction and environmental Management project.  
Ensure all programme activities on the ground fulfill the requirements of approved African Social Protection and Development Initiatives Country strategic plan.
- Ensure functional systems are in place for effective project planning, preparation, start-up and implementation.  
Liaise closely with the specialist in the areas of livelihood, MEAL and Institutional Strengthening for technical guidance to the programme with technical backstop from the senior managers of the program.
- Develop detailed implementation plans, procurement plans and phased financial forecasts in collaboration with the Disasters Risk Reduction and environmental Management staff and Implementing Partners.
- Lead and prepare for the monthly meetings as per ASPDI guidelines specific to the target region.  
Ensure timely preparations and submission of monthly progress updates and quarterly reports are developed and submitted in accordance with agreed donors/members schedules.
- Support and manage the implementing CSOs in the project implementation and ensure a capacity assessment and development plan is in place, regularly reviewed and followed-through.  
Establish a strong collaboration and coordination mechanism with the consortium partners to ensure project activities are in line with the project work plan and expected outputs across all the project results areas (IRs).
- Ensure all staff comply with African Social Protection and Development Initiatives financial and logistics procedures.

- Establish and maintain strong collaboration and coordination with the respective LGAs in terms of planning, implementation and progress updates, reviews and reporting. Ensure that security guidelines are prepared and followed in the projects location and that any breaches of these are handled appropriately:
- Incorporate child rights programming into all aspects of ASPDI 's work in the operational areas and ensure requirements of ASPDI Child Safeguarding Policy are fully complied with by all staff and partners in the respective region.

### **MEAL and Learning / Research**

- In collaboration with the MEAL Coordinator ensure implementation of a strong MEAL mechanism for the project (MEAL plans, indicators, performance tracking tables, monitoring tools, benchmarks etc.)
- In collaboration with the consortium research partner to ensure dissemination of assessment results for all relevant project studies and make use of the findings to inform project planning and implementation.
- In collaboration with the MEAL team, develop process, output and outcome level Quality Benchmarks and regularly review progress on indicators/achievement of targets. Discuss monitoring findings during program coordination/review meetings, review MEAL reports to highlight key project strengths and areas of improvement through action plans, and use learning from monitoring reports for project implementation.
- Review accountability to beneficiaries' data and reports and provide technical support to implementation team using key learning from accountability system for program development, planning, improvement and implementation.

### **ASPDI representation**

- Regularly coordinate and collaborate with other ASPDI sector teams to strengthen programming and impact for children.
- Establish and maintain strong collaboration and coordination with the relevant regional and district LGAs stakeholders, implementing partners including the private sector to ensure successful implementation and sustainability of the project.
- Prepare for donor and member visits to ensure project progress is showcased as per the expected standards. The candidate will be lead host of the project events in collaboration with the LGAs and other relevant stakeholders in the respective region and communities

### **QUALIFICATIONS AND EXPERIENCE**

Advanced degree in relevant field; professional qualification in Disasters and Environmental Management desired;  
 Fresh University graduate experience with minimal experience in Disasters and Environment Management.  
 Proven ability to prepare budgets, work plans and reports  
 Strong analytical, leadership and interpersonal skills; demonstrated ability to lead and work effectively in team situations;

### **Post: Child Protection Officer**

Work closely with child protection partners, ASPDI program staff and members of the child protection sector working Group in Kigoma Region, to ensure that the programme goals are achieved. Specific areas of concern are the provision of Child friendly space activities in host communities. He/She provides overall leadership at programme level for the sector, and ensures that ASPDI vision and overall program goals related to the sector are met. He/She is responsible for providing managerial, technical, and administrative support to partner staff during the implementation of an integrated program.

Reports to: Gender and Protection Coordinator

### **Duties and Responsibilities**

- Lead on child protection rapid assessments, Produce, or support the production of, funding proposals.
- Identify and agree within and between agencies and other stakeholders the roles, responsibilities and accountability for planned action and future decision-making based on assessment outcomes.
- Ensure that child protection interventions through child friendly space activities are informed by and integrated with other core sectors of education, WASH and food security and livelihoods.
- Contribute to the coordination of child protection actors in the response through the local partner.
- Identify staffing gaps and collaborate with child protection stakeholders to initiate recruitment of staff and/or identify capacity building requirements.
- Initiate and/or carry out capacity-building of key stakeholders in specific child protection competencies including appropriate child protection approaches, where needed
- Ensure planning and subsequent initial cooperation and program structures are done in an integrated manner, with ASPDI staff and co-workers through the local partner.
- Promote planning and subsequent initial cooperation with key stakeholders and aim to establish/strengthen processes and mechanisms at local, district, national (and broader level) which supports identification, monitoring and response to the care and protection concerns of children, including in the longer term if appropriate. To the extent possible, children's participation should be included.

### **SKILLS AND BEHAVIOURS (our Values in Practice)**

#### **Accountability:**

- Holds self accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling the African Social protection values
- Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding

#### **Ambition:**

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same
- Widely shares personal vision for African Social Protection and Development Initiatives, engages and motivates others
- Future oriented, thinks strategically and on a global scale

#### **Collaboration:**

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners
- Values diversity, sees it as a source of competitive strength

#### **Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

#### **Integrity:**

- Honest, encourages openness and transparency
- Always acts in the best interests of children

### **QUALIFICATIONS AND EXPERIENCE**

#### **Essential**

- University Degree in Social Sciences or related technical field.
- Knowledge in Child Protection, Child's rights, programming and mainstreaming

- experience of natural disasters or conflicts
  - At least graduate from 2020
  - Experience in designing, managing, monitoring and evaluating child protection programs in emergency, transition and development contexts
  - Ability to identify the main gaps in child protection in the given context to inform a holistic response for children.
- Commitment to and understanding of child rights, ASPDI's aims, values and principles and Code of Conduct
- Experience in capacity building and in strengthening various duty bearers understanding of and response to child protection through Child friendly spaces.
  - Self-awareness and proven ability to operate successfully in different cultural environments
  - Ability to achieve results and maintain consistent high standards of professional behavior and achievement, including when working alone.
  - Good team leader and team member skills, including the ability to be part of and organize, support, manage and develop a small team.
  - Experience of working with partners and a participatory approach
  - Ability to manage stress, be flexible and accommodating in difficult and frustrating working circumstance.

### **Post: Digital Content creator and Advocacy Officer**

The Digital Content Creator and Advocacy Officer at African Social Protection and Development Initiatives will play a key role in creating and delivering engaging and inspiring content across a range of digital/social media channels. The creator will ensure our digital presence and support and enhance our programs to deliver our messages effectively and increase the organization's visibility. This role requires someone who is creative and can identify, create, manage and deliver digital content using a range of techniques across channels including websites updation, blogs, social media and webinars. The role will work across a range of projects in the organization and build effective working relationships with various project teams, external stakeholders and third-party suppliers. The ideal candidate will be a motivated individual who is passionate about digital marketing and producing tangible results.

#### **Key responsibilities**

- Lead the day-to-day management of our digital channels, creating inspirational, informative and engaging content.
- Plan, produce and create a programme of digital content to be used across all of our digital channels, increasing engagement with our audiences and stakeholders.
- Develop creative ideas, suggest new innovative ways of delivering digital content and keep up-to-date with the latest digital marketing trends.
- Create graphics and edit project activity-related photos and video clips and post them with summaries.
- Monitor, analyze and report on the performance of digital channels/social media using tools such as Google analytics, give feedback to stakeholders and use the data to inform future digital/social media use and improvements.
- Contribute to and work with project team and stakeholders to develop, manage and implement the digital side of integrated marketing & fundraising campaigns.
- Undertake ad-hoc work compatible with the post holder's status/experience as required.

#### **Person specification**

- College education preferably University Degree in Mass Communication, Information Communication technology, ideally in marketing or communications, or significant experience of working in a digital marketing role.
- Knowledge and experience in running digital marketing campaigns.
- Experience using web content management systems such as Umbraco or NET commercial

- solutions.
- Experience developing and managing social media campaigns across channels such as Twitter, Facebook, LinkedIn and Instagram, using tools like AgoraPulse / Hootsuite.
- Experience in photography and creating/editing images, using packages such as Adobe Photoshop.
- Experience in video production, including filming, editing (preferably using Final Cut Pro or similar) and delivering via channels such as YouTube.
- Understanding of digital analytics and metrics, their importance and tools to monitor, manage and evaluate them, like Google Analytics and AgoraPulse / Hootsuite.
- Ability to deliver a range of concurrent projects, on-time and to budget.
- An understanding of or experience in developing email marketing campaigns, preferably using Dotmailer or similar web-based solutions.
- Experience working with CRM systems, for example, Microsoft Dynamics 365.

### **Post: Family Planning/Reproductive Health Officer**

African Social Protection and Development Initiatives (ASPD) envisions a gender-equal world where all people achieve their sexual and reproductive health and rights. We believe this is essential for ensuring all people can achieve their full potentials. To achieve this vision, we implement high-quality, gender-equitable programs that advance sexual and reproductive health and rights. The incumbent will support the field level implementation roles for AFYA YANGU MALENGO YANGU Project

#### **Essential functions and roles**

- Support programming initiatives to improve clinical services for integrated FP/RH at the regional/district levels.
- Participate in program development to improve the quality and safety of integrated FP/RH services.
- Support the development and implementation of quality improvement strategies with counterparts.
- Provide technical assistance to programs for improving infection prevention practices
- Participate in planning, implementation and follow-up of clinical training activities.
- Participate in planning, implementation and monitoring of mobile and community outreaches
- Participate in planning and support implementation for integrated health promotions/campaigns as appropriate
- Collaborate with the field office team in assessing and appropriately responding to requests for support and in preparation of work plans
- Assist districts (CHMTs) and FP/RH Trainers to coordinate, plan and conduct trainings for TOTs and service providers (SPs).
- Develop and maintain contacts with health and family planning professionals and governmental authorities, to identify reproductive health and family planning issues, and where necessary, participate in development of related services/interventions.
- In collaboration with the FP/RH trainers, and other district (CHMT) supervisors(as indicated), conduct post-training follow up and clinical monitoring and coaching site visits, review the programming and implementation of ongoing projects, prepare reports, make recommendations and conduct follow-up visits as directed.
- Build capacity to the CHMTs to conduct integrated supervision, clinical training and mentorships.
- Participate in CHMT and other technical meetings organized by CHMTS and other stakeholders at the district and regional levels as appropriate
- Assist with developing and writing technical and/or research papers that document the achievements of the projects work with clinical services.
- Participate in the introduction of new approaches for integration of services at facility and community levels as appropriate
- Assist with the annual work plan development and quarterly, annual and other program

reporting to the prime partner.

### **Requirements**

- Must possess a medical degree (MD, MBBS), clinical degree or nursing/ midwifery or a university degree in a health related area.
- A minimum a fresh graduates with field practical of work experience providing FP/RH technical assistance to public and private institutions/organizations, including clinical training, and mentoring health care providers at multiple levels of the health care system is essential.
- A person with capacity of working with NGOs in planning, designing, budgeting, managing, supervising, evaluating and documenting integrated health programs is preferred.
- Experience in conducting clinical training in FP/RH including trainings on bilateral tubal occlusion/ligation, vasectomy, counseling, service integration, infection prevention, supportive supervision and related focus areas.
- Knowledge in infection prevention, quality assurance and clinical research desirable.
- Demonstrated experience in the management and provision of reproductive health services at facility and community levels.
- Experience working in a matrix management environment.

### **Essential soft skills**

- Committed to EngenderHealth's core organizational values of reflection, inclusion, integrity, respect, and transformation.
- Demonstrated ability to work collegially with other technical staff, experts, and counterparts from the public, private, and NGO sectors.
- Ability to work under pressure and interact with diverse stakeholders.
- Exceptional interpersonal communication, teamwork skills.

### **Proffered skills, abilities and functions**

- Strong written and verbal communication skills in English are a must.
- Fluency in Swahili and English language is required.

### **Position: Livelihood and economic strengthening Officer**

The Livelihood and economic Strengthening Will plan and support Direct Implementation of Gender and Economic Justice Program which target to ensure Youth and Women access to economic opportunities and rights to livelihood assets ownership.

#### Duties and Responsibilities

##### **1. Project Field Level implementation**

- To prepare project field level implementation plan, developing annual work plans and budget, ensure production of quality and timely reports for the donor and stakeholders and work with the communication team to ensure that appropriate project documentations are created;
- Ensure mainstreaming of gender to ensure women (and youth) are among the main target beneficiaries of the project;
- Engage and liaise with partners and stakeholders for successful implementation of the project Income Generating Activities and Enterprises Development;

##### **2. Financial Inclusion**

- Develop and implement financial inclusion modal to program beneficiaries through Voluntary Savings and Lending associations in communities and members of the church.
- To coordinate assigned project activities, Monitoring and evaluation of the project
- Provide technical training and Savings group dynamics such as Management, Record keeping, Savings operations and share-out and promotion of savings groups amongst beneficiary groups;
- Mobilize communities to attend and actively participate in project meetings and trainings;



- Establish relationships with existing community-level structures including government;
  - Compile monthly field reports on Financial inclusion achievements and risks;
  - Assist with data collection/verification and monitoring.
  - Raise awareness about and sensitize communities and Local church on engagement in Project implementation;
  - Carry out regular visits to the communities to monitor progress and resolve issues in a timely manner;
  - **Contribute to the documenting and dissemination of lessons learned and success stories**
- 3. Strengthening farmer's organization.**
- **Contribute to improved service delivery to farmers by cooperatives in collaboration with Districts and Regional Cooperative Officers.**
  - Organizing and coaching smallholder farmer groups to develop their capacity to engage in aggregation and collective marketing
  - Contribute to identifying feasible value addition opportunities for beans and cassava
  - Coordinate the training of farmers on to the “Farming as a Business” concept and provide coaching to trainers.
  - Support Ward Agricultural Extension Workers in coaching farmer groups on issues related to collective marketing, including market intelligence gathering, negotiation with buyers, buyer relationship management and produce aggregation
  - Broker public-private arrangements for the effective utilization of public market infrastructure
  -
- 4. Market linkage facilitation and nurturing**
- Facilitate market-driven linkages between smallholder farmers, producers, consolidators, processors, exporters and other market actors to ensure effective partnerships and collaborations on value chain development
  - Initiate, facilitate and nurture market linkage and business matchmaking activities for value chain actors (farmer producer groups and SMEs)
  - Maintain an up to date record of all verified buyers, aggregation centres and key marketing stakeholders
  - In collaboration with other project team members, timely collect data on volumes of produce available for collective marketing
- 5. Monitoring, evaluation, learning and reporting**
- Prepare field activity reports on a monthly, quarterly, semi-annual and annual basis
  - Regular document outcome mapping journal, and annual learning program reports for sharing with Interact Africa and Tanzania Regional Office.
  - Constantly identify best practices and lessons emerging from the implementation of the project
- 6. General**
- Participate in the regular technical meetings and quarterly review and planning meetings.
  - Provide technical backstopping to other clusters on request.
  - Make annual budgets and plans for activities related to improving market access and sustainable trade

### **Qualifications**

Key qualifications include:

- i. Graduate of Bachelor of Science in the field of Agriculture General, Environmental Science and Management, Agricultural Extension, Agricultural Economics and agribusiness, Rural Development, Economics
- ii. Background in agriculture, agricultural economics, agribusiness, business, economics, public policy,

finance, law or other relevant background;

iii. Fresh graduate in the Field of agriculture, Environmental Management

iv. Proven track record in successful implementation and delivery of technical assignments; proof of Managerial /Supervisory/ and Team Leadership experience will be a plus.

v. Prior experiences in Food security and Income Generating Activities projects/programs is highly preferred

### **Post: Nutrition Officer**

The incumbent will focus on implementation of the Malnutrition Impacts Reduction Project in Kigoma Region. He will lead the team and partners including direct support of the Local Government Authorities to effectively deliver the nutrition support to growing children in Kigoma Region.

#### **Responsibilities**

- Provide technical leadership, capacity development, and supervision to CHMT and health workers on child health, nutrition, and immunization activities
- Assist in the assessment of clinical training needs of the region and in the design and implementation of appropriate measures to address those needs
- Work with the District nutrition officer to develop, and support a pool of mentors and trainers on MYICAN, and growth monitoring.
- Work with district trainers and mentors to offer on-the-job training and mentorship to healthcare workers on IMCI, ETAT, IMAM, MYICAN, and growth monitoring, services based on nationally proven approaches
- Work with the M&E team to monitor the monthly performance of child health and nutrition interventions
- Facilitate and Coordinate Village Nutrition Day in all villages participating in the Project
- Develop and facilitate the implementation of a quality assurance model at the regional, district and facility level
- Identify and disseminate best practices and new technical strategies and approaches in areas of expertise.
- Ensure implementation of evidence-based nutrition training materials and standards, supervisory systems and other approaches.
- Provide technical oversight and ensure appropriate support and preparation for training activities
- Provide technical support to program staff to create a linkage between Community Health Workers (CHW) and health facility staff in the program areas and create sustainable nutritional services delivery in the Project area.
- Perform other duties as directed by the senior staff

#### **Required Qualifications**

Advanced degree/or Advanced diploma in Nutrition/Rural Development

- Experience in Child Health and Nutrition programmes.
- Be an excellent classroom and clinical trainer with at least two years' experience in clinical training on, IMCI, ETAT, IMAM, MYICAN
- Experience working in the private sector/NGOs
- Demonstrated experience designing and implementing capacity-building programs for improving service delivery.
- Ability to coach, mentor and develop technical capacity in service delivery programs and technical staff in the areas of Child Health, Nutrition, and performance and quality
- Proven leadership and management skills with the ability to multi-task
- Self -management is necessary (i.e. motivation, dealing with pressure, adaptability).
- Ability to communicate effectively, instilling trust and confidence.
- Be cooperative, competent, hardworking, flexible and dependable.

### **Post: Logistics and Procurement officer**

The Intern staff for the post of Logistics and Procurement will work closely with other staff in the Finance, Administration and compliance department. He will learn more on logistics and procurements support function of the African Social Protection and Development Initiatives.

#### **DUTIES AND EXPERIENCES**

- Preparation of Request for Quotation, Initiations to Bid and keep in chronological order for all procurements documents including service providers contract
- Routing copying and circulation of quotes, bids and proposal for evaluation;
- Researching pricing obtaining quotes locally on low value items
- Assist to between the ASPDI program users through Procurement Officer and vendors;
- Assist with the coordination with the selected bidder to ensure completion of administrative processes including Bid Security, contract award notice and that contract documents are distributed accordingly.
- Managing the contract administrative process throughout the duration of the preparation of the all documentation until the award of the contract
- Preparation of management information and statistical report for procurement, Logistics and fleet management;
- Receive the approved requisitions by Finance and Administration and process the appropriate documents procedures for local or oversea purchases/Services/Contracts;
- Check and classify the precedence of the requisition and process as priority setting of the material needed.
- Process and appropriate document and forms for issuing the petty cash from the cashier;
- Coordinate with requestors/program staff and make sure the right materials needed. Find out the sample of material to be purchased if necessary;
- Provide purchased materials to the responsible receiving office and do all actions for completing the process.
- Maintain appropriated records to ensure that procurement process, decision, and contractual agreement are accurately documented for accountability and audit purpose.
- Ensure that supplies, services and works procurements are done with respect to the Belgian Procurement
- Procurements: correct filing; keep an up-to-date record of payments and deadlines, etc.
- Assist where possible technical staff with the elaboration of the required documents (memo, explanatory notes, ToR, budget)
- Contract administration:
- Perform any other duties assigned by Finance and Compliance Manager

#### **Required Qualifications**

- Advanced degree/or Advanced diploma in Logistics and Procurement, Business Administration, Entrepreneurship and Supply chain, Agribusiness and Economics.
- Proven leadership and management skills with the ability to multi-task
  - Self -management is necessary (i.e. motivation, dealing with pressure, adaptability).
  - Ability to communicate effectively, instilling trust and confidence.
  - Be cooperative, competent, hardworking, flexible and dependable.

### **Post: Administrative Assistant**

- The **Administrative Assistant** is responsible for a variety of office administration-related tasks to ensure smooth operations of the projects, not exclusively limited to the ones listed below, and works under the direct supervision of the Finance Officer/Accountant and with the guidance of the Finance and Compliance Department for specific tasks.
- She/he is responsible for providing administrative assistance in general project and program implementation and management, and day-to-day liaison with counterparts. She/he provides comprehensive secretarial and administrative support to the Support Services Unit. Major Tasks as listed below:

- Liaise with Finance/Accountant on financial and administrative matters and ensure that all administrative and financial transactions are properly carried out according to the requirements of African Social Protection and Development Initiatives (ASPDII)
- Transportation Assistance in absence of a Logistician, under the delegation of the Procurement Officer

### **Office management**

- Be responsible for day-to-day project correspondence, information sharing and filing system
- Assist in preparing evaluation reports, contract files, annual project reports, and update projects files.
- Assist in the preparation of experts missions to regions and districts, workshops and conference facilities and prepare documentations and assist in Logistics preparation
- Provide inputs for publication materials and collect information related to the Project.
- Keep up a Mission Register (Mission Order, TOR, Mission Reports)
- Ensure protocols are followed when communicating between Project staff, ministry, regions and districts.
- Check all outgoing documents are approved and signed by management before issuance.
- Prepare, attend and record all Programs coordination meetings and Board meetings, preparing minutes and circulate to members in an action plan format for follow-up.
- Under the supervision of the Procurement Officer, maintain an office stock of stationary, manage the office IT equipment including communication (phone and internet) and photocopier, and ensure regular servicing and maintenance.

### **Activity reporting**

- Record all incoming plans, budgets and reports from districts and regions and assist in compiling and filling. Assist to help consolidate reports, when needed, especially for Management team, Board of Directors. Assist to type out any documents, reports, as may be needed, camera ready for publication.
- Check and control to ensure quality and completeness of project publications, before printing; provide editorial inputs on quality control and layout design.
- Any other tasks reasonably requested.

### **Petty Cash and Digital Payment**

Under the supervision of the Accountant, in charge of managing the Digital Mobile Payment and Petty Cash.

### **Qualifications and experience:**

College certified Administrative Assistant with secretarial skills with Diploma in administration or related discipline.

Minimum three (3) months of experience in project/office administration assistance;

Experience with an international organization or NGO;

Very good hands-on knowledge of IT, especially Excel, Word, power point and publisher is a must.

Proficient in English and Swahili translation;

Mature, good communicator and team player;

Able to work under stressful conditions and not objecting to overtime and field missions.

**Interested? :**

Applications must include:

Maximum 1 page signed cover letter explaining why you consider yourself to be the best fit for the position;

A CV indicating your relevant skills and experiences;

Copies of relevant certificates.

Please send applications by registered mail to:

**Country Director**

**African Social Protection and Development Initiatives (ASPDI)**

**P.O.Box 137 Kibondo**

**Or by email address: [info@aspditanzania.or.tz](mailto:info@aspditanzania.or.tz)**

Letters and emails should clearly indicate the position you are applying for on the envelope or for emails in the Subject line. Late applications will not be considered. Only short listed applicants will be notified.

**Deadlines for application: 4pm on Monday 15 October, 2023**