

VACANCY ANNOUNCEMENT

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 "Tuhifadhi Chakula". 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 major contribution to Tanzania food security basket. The project will implement interventions around four (4) main thematic areas, which are improve food handling, storage and value addition at producer and commercial levels, facilitate market access to ensure agricultural goods 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 a motivated and experienced Tanzanian to fill the position as described below.

Position: Grants Specialist

Reporting to: The Partnership Manager

Duty station: Arusha, Tanzania

Position summary

The Grants Specialist will be responsible for overseeing the subaward process, ensuring compliance with donor regulations, and providing technical assistance to sub-awardees. .

Scope of work

- Lead the sub-award process and administration from application to closing, including drafting subaward agreements and conducting due diligence on potential sub-awardees.
- Monitor sub-awardees' financial and management progress and performance throughout the project period.
- Provide timely feedback and support to sub-awardees to address challenges and enhance performance.
- Coordinate with the Finance Manager for audits and assist in ensuring that the audit recommendations are effectively implemented.
- Offer technical guidance and support to sub-awardees in areas of program implementation, reporting, and compliance.
- Conduct capacity-building activities to strengthen the capabilities of sub-awardees, including organizing training sessions and workshops for sub-awardees to enhance their understanding of grant compliance and reporting.

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- Enforce adherence to USAID regulations, project policies, and relevant compliance standards among sub-awardees.
- Prepare, review, and approve sub-awardees' reports (financial and programs) to ensure they meet donor requirements and deadlines.
- Identify and mitigate risks associated with sub-award management, proactively addressing any challenges that may arise.
- Implement strategies to minimize potential compliance issues.
- Establish and maintain positive relationships with sub-awardees, providing ongoing guidance and support to ensure successful project implementation.
- Serve as a point of contact for sub-awardees, addressing their inquiries and concerns.
- Maintain accurate and updated records of all grants, including contracts, reports, and other necessary documentation.
- Foster a culture of continuous learning and improvement among sub-awardees.
- To perform any other duties as assigned by the supervisor.

Qualifications and skills

Degree Level	Master degree or Bachelor degree in finance, Accounting, Economics, Business Administration or any related field.
Experience	<input type="checkbox"/> At least 5 years of experience in grants management, subaward administration, or related field. <input type="checkbox"/> Demonstrated experience with donor regulations, especially USAID, is highly desirable.
Key Skills	<ul style="list-style-type: none"> • Strong understanding of grants management principles and compliance requirements. • Excellent written and verbal communication skills. • Ability to conduct due diligence and risk assessment. • Proficient in project monitoring and performance evaluation. • Strong interpersonal skills and the ability to build and maintain effective relationships with stakeholders

Application Procedure

Interested and 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.

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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 GRANTS SPECIALIST POSITION.*"
4. **Deadline:** The deadline for submitting your application is Sunday, 26th November, 2023. Applications received after this date will not be considered.
5. **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 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 welcome all qualified candidates to apply for the open positions. TAHA is committed to create a diverse and inclusive workplace where all employees feel valued and respected.

Only shortlisted candidates will be contacted.

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