



Career with BRAC International

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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

About the Programme

The Mastercard Foundation in partnership with BRAC International (BI) has initiated its Project to create a positive and measurable impact for 1.2 million adolescent girls and young women and 9.5million people across seven countries in East and West Africa, including Ghana, Kenya, Liberia, Rwanda, Sierra Leone, Tanzania, and Uganda.

There is mounting urgency to support adolescent girls and young women (AGYW) living in poverty, which has been further amplified by the global pandemic. Through this partnership, scalable economic development approaches are delivered in communities to foster the agency and voice of AGYW. They can fulfill their aspirations, achieve sustainable livelihoods, and engage in advocacy issues.

BRAC Maendeleo Tanzania is seeking applications from competent, dynamic, and self-motivated individuals to fill the following position.

Position (1): Safeguarding Officer

Job Location: Brac Maendeleo Country Office

Purpose:

The position holder will support safeguarding manager in upholding our responsibilities to the vulnerable adults and children participating in our programmes, create a safe working environment for our staff and associated personnel, and help to ensure all those involved in our work uphold the highest ethical standards and are safeguarded against any form of harassment, exploitation, and abuse.

MAIN JOB RESPONSIBILITIES:

- Implementation of the Safeguarding policy, training of staff and build up a pool of trainers to ensure 100% staff, partners, volunteers, consultants, and service providers receive safeguarding training.
- Act as the secondary reporting avenue for safeguarding related concerns/violations and be the key resource for survivors, ensuring their safety, security and providing survivor support services in line with a survivor-centered approach.
- Under the guidance of safeguarding manager, conduct safeguarding risk assessment and integrate safeguarding measures in programmes; and operations with support from the Regional and Head Office Safeguarding units.
- Case management of safeguarding violations ensuring that BRAC Tanzania meets its obligations to report safeguarding violations without delay.
- Developing capacity of staff to conduct sensitive investigations and produce high quality investigation reports, maintaining confidential investigation case files
- Ensure organizational reporting and response mechanisms are functional, practical and community friendly.
- Mapping and updating local support services available to survivors across the country
- Maintain the online safeguarding case management system, reviewing incidents submitted and ensure timely follow-up actions
- Support the annual safeguarding activities
- Participate in program design meetings and kick-off workshops to facilitate inclusion of risks, planning, and strategy regarding safeguarding
- Supervise the safeguarding champions who will be working in the Safeguarding unit, providing them effective supervision, and mentoring so that they have a positive learning experience

REQUIRED SKILLS/CAPACITY:

- At least 3+ years of relevant experience in Human Resource Management and Safeguarding in an International development context.
- At least 2 years of Management experience working in International Human resources, demonstrated experience in the areas of safeguarding, protection, gender or GBV in any reputed organization

- Excellent organizational skills with the ability to manage time effectively and get stuff done
- Excellent conceptual and analytical skills with regards to Human Resource and safeguarding.
- Ability to build trust among stakeholders to report safeguarding violations.
- Ability to maintain the highest level of confidentiality and sensitivity.
- Demonstrated sensitivity and discretion when handling confidential information.
- Demonstrated ability to be professional, calm, flexible, resilient, solution oriented, and creative.
- Knowledge of international standards of Human resource management and safeguarding and ability to implement best practices.
- Experience of conducting complex and sensitive investigations and preparing investigation reports and guiding other teams to do so.
- Ability to work strategically and practically with multiple stakeholders
- Strong facilitation and presentation skills
- Experience of designing and delivering training and capable of delivering messages appropriately to a variety of audiences
- Clear communication and public speaking skills
- Capable of working both individually and as part of a team
- Excellent relationship management skills and ability to communicate in all forms (written, verbal, negotiation, presentation skills)
- Ability to prioritize and deal with competing demands to deliver results
- Ability to work under pressure and manage tight deadlines
- Excellent Excel and PowerPoint skills

EDUCATIONAL REQUIREMENTS

- Bachelor's degree/ Masters in Sociology, Gender and Women's Studies, Industrial

relations and labour laws, Human Resources Management, Development Studies, International Development, Anthropology, or any relevant discipline

EMPLOYMENT TYPE: CONTRACTUAL

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 mentioning educational grades, years of experience, current and expected salary at: bimcf.tanzania@brac.net

Only complete applications will be accepted, and shortlisted candidates will be contacted.

Application deadline: 16th January 2024

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.

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BRAC Maendeleo Tanzania is seeking applications from competent, dynamic, and self-motivated individuals to fill the following position.

Position (1): Officer , Technology (Applications)

Job Location: CHO

Purpose:

Officer, Technology (Applications) shall play a crucial role in providing technical support and maintaining efficient operation of various web and mobile applications within BRAC International (BI). Roles not limited to troubleshooting application issues, resolving user queries, also ensuring digitization and smooth process automation of program operations

MAIN JOB RESPONSIBILITIES:

- Work with cross-functional teams including BI HO Technology, Programme and M&E in system implementations, enhancements, and ensure alignment with business requirements.
- Support technology team in system/data integrations and reporting system design
- Assist program and M&E users with large data analysis, design/build predefined and ad-hoc MIS reports from various applications.
- Ensure data quality and integrity into the systems, configure master data, and handle large volume of transactional data reconciliations.
- Respond to user inquiries, incidents, and requests related to application functionality, investigate, diagnose, and resolve application-related problems.
- Troubleshooting web and mobile applications issues, log and manage JIRA service help desk, severity prioritization and escalation matrix.
- Lead applications testing and drive UAT and managing new release. Participate the evaluation and implementation of new applications or upgrades.
- Prepare training plan and role-based user manual. Manage online training portal.
- conduct training and refresher for club and field office users to enhance their hands
- on capacity of application features, best practices, and self-service options.
- Ensure effective IT policy especially system management and data management
- policy implementation through creating awareness and technical guidance to staff.
- Identify opportunities for process improvement and suggest innovative solutions to enhance application performance, user experience, and support services.

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.

REQUIRED SKILLS/CAPACITY:

- Three years of experience working in mobile application development/configuration and implementation, programme digitization, M&E framework, technology for development, and/or other relevant platforms.
- Experience in writing SQL queries and working on database systems.
- Working experience in ERP system preferred.
- Several years of experience in managing international development programs, including work.
- Exposure to a wide range of strategic decision-making processes and as a result have become comfortable assessing business processes and requirements to design and implementation of DFA projects.
- Exposure in implementing digital field applications and mobile data collection tool
- In-depth understanding of the key drivers in a digital product/emerging technology business.
- Experience in digital project management, including technological aspects that enabled to develop skills in understanding business needs and transcribing them into functional specifications for a digital tool.
- Excellent attention to details and experience in managing multiple projects and stakeholders.
- Strong knowledge of software applications and their functionalities.
- Excellent problem-solving and analytical skills to troubleshoot application issues.
- Drive, flexibility, resilience, and the ability to work under pressure.
- Ability to effectively work remotely, across time zones and team locations, as well in person with multiple teams of stakeholders.
- Ability to translate complex technological implementation language to non-technical people.
- Ability to work independently, manage priorities, and handle multiple tasks simultaneously.
- Strong customer service orientation and commitment to user satisfaction.
- Knowledge of IT security and data protection principles.
- Familiarity with ITIL framework and best practices is a plus.
- Familiarity and experience with development programme operation preferred
- Fluency in English required (spoken, reading, and written)

EDUCATIONAL REQUIREMENTS

- Bachelor degree in Computer Science/Engineering or relevant subject

EMPLOYMENT TYPE: CONTRACTUAL

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 mentioning educational grades, years of experience, current and expected salary at: bimcf.tanzania@brac.net

Only complete applications will be accepted, and shortlisted candidates will be contacted.

Application deadline: 22nd January 2024

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Position (1): Officer , Technology (Infrastructure)

Job Location: CHO

Purpose:

The IT Infrastructure Officer shall be responsible for the management, maintenance, and optimization of the organization's IT infrastructure. This shall include but not limited to ensuring the smooth operation of network systems, servers, storage devices, and cloud infrastructure components to ensure reliability, availability, and security of the organization's IT infrastructure to support business operations.

MAIN JOB RESPONSIBILITIES:

- Facilitate employee onboarding with the required IT assets and software applications.
- Collaborate with cross-functional teams, including application development, help desk, and security teams, to support their infrastructure requirements. Provide technical support and guidance to end-users and IT staff when needed.
- Manage user accounts, permissions, and access controls within the central identity and access management. Ensure proper system configuration, security, and availability of directory services and Mobile Device Management (MDM).
- Implement, manage, and monitor a comprehensive patch management process to guarantee that all network devices are up to date with the latest OS.
- Maintain Hardware and software inventory and ensure end users are equipped with update IT applications/software.
- Ensure network connectivity, availability, and performance. Implement and maintain network security measures, such as antivirus, firewalls, and intrusion detection systems.
- Implement and utilize monitoring tools to proactively monitor the storage, network performance, availability, and security of IT infrastructure components. Monitor system logs, review alerts, and perform proactive troubleshooting.
- Collaborate with the IT team to implement and enforce security controls, policies, and procedures across the IT infrastructure. Conduct regular security assessments, vulnerability scans, and patch management to ensure a secure environment.
- Respond to and resolve IT infrastructure-related incidents and service requests. Ensure IT issues are logged and managed in a timely manner through Jira Service Desk.
- Plan, coordinate, and execute infrastructure changes, including hardware and software upgrades, patches, and configurations.
- Generate reports on infrastructure performance, capacity, and security as required.
- Ensure compliance with data protection, follow established IT security practices, and contribute to the implementation of security controls for the organizational network.
- Organize and conduct training sessions or workshops for users and fellow IT staff.

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.

REQUIRED SKILLS/CAPACITY:

- At least 3 years of experience in Network and Infrastructure.
- Mobile device and application management
- Experience with Network Devices
- Cisco CCNA and/or CCNP certification is a plus
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- Experience with Network Devices
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- In-depth understanding of the key drivers in a digital product/emerging technology business.
- Multitasking and Work commitment
- Excellent attention to detail and experience in managing multiple projects and stakeholders.
- Excellent skill on trouble shooting and problem solving.
- Drive, flexibility, resilience, and the ability to work under pressure.
- Ability to effectively work remotely as well in person with multiple teams of stakeholders.
- Fluency in English required (spoken, reading, and written)
- Familiarity and experience with development programme operation preferred

EDUCATIONAL REQUIREMENTS

- Bachelor degree in Information Technology, Computer Science/Engineering or relevant subject

EMPLOYMENT TYPE: CONTRACTUAL

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