



## Career with BRAC International

**BRAC** is an award-winning international non-governmental development organization, with the vision of a world free from all forms of exploitation and discrimination, where everyone can realize their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programs to assist poor and disadvantaged communities in low-income countries, including in conflict-prone and post-disaster settings. It is an organization 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 organization 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 program 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 programs and social enterprises, including 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

### 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 have the opportunity to 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 : Program Assistant – Social Empowerment**

**Job Location: 4 positions in Mbeya, 9 positions in Tanga. Other positions in Dodoma, Iringa, Morogoro, Dar es Salaam, Singida and Mwanza.**

We need a competent person to support AIM project operations and administration. The desired personnel will have the ability to comprehend and process instructions and be able to communicate in a clear and concise manner. Must be proficient with MS office applications, a pleasant personality with strong communication skills and who is able to act quickly and get results fast.

### **MAIN JOB RESPONSIBILITIES:**

- Lead the AIM program inception activities including community mobilization and participant selection, club selection and setup, mentor selection and onboarding, community mobilization, mapping and establishing social empowerment linkages for participants.
- Lead the implementation and supervision of social and economic empowerment activities in assigned clubs as per program design, activity plan and budget
- Organize and support Youth Development Committees in the target communities
- Ensure achievement of club-level program targets as per Implementation Guideline and report any operational/management issues to BM
- Coordinate closely with the Technical Sector Specialists (TSS) to seek technical guidance and knowledge; provide support to TSS as needed
- Guide and supervise mentor activities under the social empowerment component and develop their capacity by providing regular coaching, mentoring, and training
- Attend monthly coordination meetings organized at the branch level and provide updates on club activities, flagging any issues needing attention from the branch/area manager.
- Support BM with all branch level procurement and logistics and other tasks, as required
- Ensure cash flow by submitting cash requisition timely for smooth day to day operations
- Organize and facilitate social empowerment trainings for participants; provide support to connect program participants with broader linkage services
- Follow-up closely with participants to minimize attrition and prepare monthly attendance reports and bi-monthly drop-out reports
- Prepare MIS and financial reports and other reports and ensure timely submission
- Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitation to achieve the project goals on safeguarding implementation and 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, encourage others to do the same.

### **SAFEGUARDING RESPONSIBILITIES:**

- Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitation to achieve the programmer's 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.
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**REQUIRED SKILLS/CAPACITY:**

- At least 3 years' experience in the international/national development sector, including experience working with marginalized communities to implement community development programs.
- Good communication, facilitation, and representation skills
- Report writing and skills on staff capacity building.
- Proficient in using mobile devices, and computers, particularly with Microsoft Office.
- Strong sense of teamwork and collaboration and demonstrated ability to build relationships with individuals from diverse backgrounds.
- Personal qualities of integrity, credibility, and dedication to the mission of BRAC

**EDUCATIONAL REQUIREMENTS**

- **Bachelor degree in Social Work and any related field**
- At least 2 years post-secondary diploma in relevant subjects

**EMPLOYMENT TYPE: CONTRACTUAL**

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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 mentioning educational grades, years of experience, current and expected salary at: [bimcf.tanzania@brac.net](mailto:bimcf.tanzania@brac.net) with a subject '**Project Assistant-Social Empowerment**' and mention your preferable working region based on the regions mentioned above.

**NOTE: MENTION ONLY ONE REGION**

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

**Application deadline: 20<sup>th</sup> February 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.*

*BRAC is an equal opportunities employer.*



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

**Position (1):** Technical Coordinator –  
Livelihood & Market Development (LMD)

**Job Location:** CHO

**Purpose:**

Reporting to the Program Manager - AIM, the role of Technical Coordinator, Livelihood & Market Development (TC -LMD) will be based at the country level. This role will provide overall technical coordination and leadership to the AIM country team to ensure all livelihood and market development activities, including implementation of livelihoods, market development and market facilitation activities, are effectively delivered and on time.

This role will work closely with the relevant TSOs, BI technical anchors and other internal and external technical experts to develop country and asset-specific training modules; train frontline staff on the newly developed training materials; finalize the detailed participant training rollout plans and provide hands on support to the cascading down of the training.

The TC-LMD will also play a critical role in identifying existing capacity challenges in effectively delivering the livelihood and market development related interventions under the AIM program and will be proactive about addressing them in an efficient and timely manner. The role will also support the operations team in budgeting, in ensuring quality procurement, asset distribution and asset management support. An ideal candidate for this role must have previous experience in implementing livelihoods or related programs.

**MAIN JOB RESPONSIBILITIES:****A. Technical Support**

- Lead the overall planning, coordination and execution of livelihoods including agriculture/farming; livestock and poultry; apprenticeship; entrepreneurship; TVET, focused technical support to the program team.
- Lead the development of specific livelihood pathways training modules, train front line staff on the newly developed training materials; finalize the participant training rollout plans and provide support to the cascading down of the training.
- Provide technical leadership to budget, plan and deliver the livelihood interventions, including conducting localized market assessments; training on chosen livelihood pathways; asset mapping, procurement, distribution and management support.
- Lead the training of branch staff to capacitate them to conduct participant needs assessment and market assessments.
- Coordinate the training and sensitization of market actors and steer the formalization of relationships with service providers to support market development and facilitation efforts.
- Lead the training of community-based Community Agriculture Providers and Community Livestock Promoters and ensure they are well equipped to start providing services to program participants.
- Coordinate closely with the TSOs and provide on the job training/ technical oversight to ensure all livelihoods interventions are delivered in a strategic and timely manner.

## **B. Coordination and Planning Support**

- Liaise with key stakeholders (government and non-government) and collect relevant training materials that can be used to develop/strengthen/ contextualize BRAC's training materials.
- Support coordination with a range of stakeholders, including government entities, INGOs, CSOs, YDC members, service providers, to support delivery of interventions as well as the program's grassroots advocacy and partnerships work.
- Maintain a close working relationship and ensure alignment with the country's program team, AIM central team and BI technical anchors and consultants (as needed),

## **C. Reporting Support**

- Identify and document good practices and share this knowledge with the country team
- Regularly check MIS and ensure proper reporting of livelihood and market development activities

### **SAFEGUARDING RESPONSIBILITIES:**

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

### **REQUIRED SKILLS/CAPACITY:**

- 5 years of relevant work experience, preferably in programs focused on livelihoods or economic development
- Previous experience in providing technical assistance, training module development, training facilitation and providing supportive supervision to several team members
- Demonstrated experience in designing, managing, and implementing program activities to promote gender equality and social inclusion.
- Demonstrated ability to navigate cultural sensitivity and maintain collaborative working relationships with a diverse group of stakeholders.
- Familiarity with graduation approach is preferred
- Experience of working in integrated programming, particularly for adolescent girls and young women is a plus.
- Training materials development and staff capacity building
- Training facilitation

- Computer literacy
- Report writing
- Proactive, self-starter and independent worker with the ability to manage large teams

#### **EDUCATIONAL REQUIREMENTS**

- Graduation / Post Graduation in Veterinary Medicine /Animal husbandry/Forestry/Crop Production//Business Development/ Social Sciences or any other related subject.

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

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

**Position (1):** Technical Coordinator -

Gender Equality and Social Inclusion (GESI)

**Job Location:** CHO



**Purpose:**

Reporting to the Programme Manager - AIM, the role of Technical Coordinator (TC - GESI) will be based at the country level. This role will provide overall technical coordination and leadership to the AIM country team to ensure all social empowerment related components of the program including social and economic empowerment training, disability inclusion, building awareness about social and health related issues such as sexual and gender-based violence (SGBV), support for victims of violence and abuse, community-based case management and referrals, and sexual and reproductive health and rights (SRHR) education. The TC-GESI will coordinate closely with Technical Support Officers (TSOs) to ensure all GESI principles are maintained with quality in all aspects of the programme delivery. The TC-GESI will work closely with the relevant TSOs, BRAC International (BI) technical anchors and other BRAC/non-BRAC technical experts to support the development and proper contextualization of the training modules; train staff on the newly developed training materials; finalize the detailed participant training rollout plans and co-lead and support the cascading down of the training. The TC-GESI will also play a critical role in identifying any existing capacity challenges in effectively delivering the social empowerment and livelihoods related interventions under the AIM program and will be proactive about addressing them in an efficient and timely manner. The TC will also support the operations team in budget development, in ensuring quality procurement and distribution.

**MAIN JOB RESPONSIBILITIES:****A. Technical Support**

- Lead the overall planning, coordination and execution of GESI-focused technical support to the programme team.
- Coordinate with the relevant Technical Support Officers (TSOs) to do a GESI analysis and identify key GESI-related issues and challenges that can impact programme implementation.
- Based on the results of the GESI analysis, work with the AIM Programme Manager to ensure GESI-integration in programme activities to effectively integrate GESI considerations and make accommodations for vulnerable groups such as PWDs, IDP, refugees, and other relevant underrepresented groups.
- Provide technical support to make reasonable accommodations to make the club spaces accessible to marginalized groups, including ensuring disability accessibility and Early Childhood Development (ECD) corners in club spaces.
- Develop the capacity of staff and Youth Development Committee (YDC) members on community-based complaints mechanism, SGBV case management and referral systems.
- Provide support to all relevant TSOs to ensure contextualization and finalization of specific livelihoods/career pathways training modules; train front line staff on the newly developed training materials; finalize the training rollout plans and provide support to the cascading down of the training.
- Identify capacity gaps among staff members and facilitate training on issues such as SGBV case management (documentation, referral, periodic follow up); market assessments to determine livelihood options for displaced populations; establishing linkages to support services for vulnerable groups such as victims of abuse and

violence;

- Conduct regular field visits to improve the quality of delivering gender and SRHR sessions, YDC meetings, and cross-gender dialogues and provide feedback to frontline staff members for their development.
- Coordinate with the MEAL team to establish GESI-specific programme indicators and ensure ongoing monitoring and analysis to ensure reporting against GESI-related indicators.

#### **B. Coordination and Planning Support**

- Liaise with key stakeholders (government and non-government) and collect relevant training materials that can be used to develop/strengthen/ contextualize BRAC's training materials.
- Support coordination with a range of stakeholders, including government entities, INGOs, CSOs, YDC members, service providers, to support delivery of interventions as well as the programme's grassroots advocacy and partnerships work.
- Maintain a close working relationship and ensure alignment with the country's programme team, AIM central team and BI technical anchors and consultants (as needed),
- Organize events for the celebration of international observance days such as International Women's Day, the 16 Days of Activism, and International Day of the Girl Child.

#### **C. Reporting Support**

- Develop a complete list of GESI relevant national laws and regulations, disseminate this information to field teams and ensure all interventions are developed in accordance with existing national laws.
- Identify and document good practices related to GESI and share this knowledge with the country team and coordinate with the knowledge management and communication team to showcase these practices.
- Regularly check MIS and ensure proper reporting on CM and GESI- related indicators and documentation of good practices.

#### **SAFEGUARDING RESPONSIBILITIES:**

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

#### **REQUIRED SKILLS/CAPACITY:**

- 5 years of relevant work experience, preferably in gender equality and social inclusion.
- Previous experience in providing technical assistance, training module development, training facilitation and providing supportive supervision to several team members.
- Demonstrated experience in designing, managing, and implementing programme

- activities to promote gender equality and social inclusion.
- Demonstrated ability to navigate cultural sensitivity and maintain collaborative working relationships with a diverse group of stakeholders.
  - Experience of working in integrated programming, particularly for adolescent girls and young women is a plus.
  - Training materials development and staff capacity building
  - Training facilitation
  - Computer literacy
  - Report writing
  - Proactive, self-starter and independent worker with the ability to manage large teams

### **EDUCATIONAL REQUIREMENTS**

- Graduation / Post Graduation in International Development/ Gender/ Sociology/ Anthropology and Social Sciences

### **EMPLOYMENT TYPE: CONTRACTUAL**

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**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](mailto:bimcf.tanzania@brac.net)

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## **CAREER WITH BRAC TANZANIA FINANCE LIMITED.**

**BRAC TANZANIA FINANCE LIMITED (BTFL)** is the largest Microfinance organization in Tanzania with a mission to responsibly provide a range of financial services to people at the bottom of the pyramid. We particularly focus on women living in poverty in rural and hard-to-reach areas to create self-employment opportunities, build financial resilience, and harness women's entrepreneurial spirit by empowering them economically.

BRAC Tanzania Finance LTD is seeking applications from competent, dynamic, and self-motivated individual to fill up the following position.

**Position (1): Assistant Banking Application Manager**

**Job Location: Country Office, Dar Es Salaam**

### **MAIN JOB RESPONSIBILITIES:**

- Install and maintain the performance of database servers.
- Develop processes for optimizing database security.
- Performance tuning of database systems.
- Create automation for repeating database tasks.
- Minimize database downtime and manage parameters to provide fast query responses.
- Working with the BIHBV IT teams and service partners, lead successful implementation and maintenance of Temenos core banking system at branch offices and work with IT Head to ensure the establishment of published standards, policies, and procedures for maintaining the integrity of the Model Bank.
- Ensure effective technical and user support for core applications-the maintenance of the Model Bank, product specification and documentation of system changes, development of Management reports, management of efficient test and disasters recovery environments.
- Ensure the security of business data within core applications.
- Coordinate end user training for core applications with IT Service Manager and Field IT officers.
- Lead the implementation and testing procedures to ensure the newly released software Procedures the expected results for the business operations.
- Apply strict change control measures in any customizations required by the BTFL users.
- Process Closure of Business/ End of Day activities in T24 Core Banking System
- Establish and enforce core applications system backup, recovery, and data retention criteria.
- Relate well with BI IT and strategic service partners to resolve complex technical problems.
- Document recovery procedures and security setting for applications for the purpose of disaster recovery and user security.
- Encourage teamwork and the sharing of best practices among all staff.
- Keep in line with the trend in the market, advise management on market development.  
(e.g., Temenos development roadmap and current developments in microfinance and banking industry)

### **REQUIRED SKILLS/ CAPACITY:**

- Experience supporting Temenos (T24) Core banking system in medium to large organizations at least 4 years of advanced Microsoft SQL database Management experience.
- Experience with integration technologies such as Apache Active MQ, and Rest APIs will be an advantage.

### **EDUCATIONAL REQUIREMENTS**

- Bachelor's degree in computer science or information technology.
- Professional certification in ITIL Foundation and Microsoft SQL Server.
- Master's degree in computer science is an advantage.

### **EMPLOYMENT TYPE: CONTRACTUAL**

If you feel you are the right match for the above-mentioned position, please email your CV with a letter of interest mentioning expected salary and the title of the position to [recruitment.tanzania@brac.net](mailto:recruitment.tanzania@brac.net)

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

**Application deadline: 23<sup>rd</sup> February 2024**