



EMPLOYMENT OPPORTUNITIES

ORGANIZATIONAL BACKGROUND:

CARE is a leading humanitarian organization dedicated to fighting poverty and social injustice and places a particular emphasis on women and girls, their dignity and empowerment to lead their communities out of poverty. CARE began working in Tanzania since April 1994, in response to the crisis in Rwanda and the subsequent influx of refugees into the Kagera Region of North-western Tanzania. Over the subsequent years, CARE Tanzania developed innovative education, health, microfinance, and environmental programs across most regions of the country. In Tanzania CARE works with the Government both in mainland and Zanzibar and other stakeholders to transform communities and ensure financial inclusion and independence, health and nutrition, climate-smart development resilience, especially for women and girls.

CARE Tanzania seeks to recruit a self-motivated, results driven, dynamic, suitably qualified, competent and dedicated Tanzanian to fill the following positions: -

POSITION TITLE: Communication Officer

REPORTS TO: MEAL/QI Focal Person

LOCATION: Dar-es-salaam

JOB SUMMARY

The role also leads on communication in terms of government reporting and communication requirements and supports updating of internal and external communication fora/platforms, as well as report tracking and posting to internal portals.

KEY RESPONSIBILITIES AND TASKS

- Manage internal engagement and ownership of influencing plans and campaigns, including developing key multiplying impact communication products.
- Manage communication and reporting requirements as per the government regulations and requirements.
- Create and support internal systems and processes for sharing information and championing learning, as well as building accountability to implementing best practices and lessons learnt.
- Manage PIIRS reporting, government, and donor reporting.
- Support in strengthening quality across all external communication products and presentations.
- Manage CARE International in Tanzania social media pages and website.
- Design promotional materials such as flyers, brochures, roll up banners, PowerPoints and other Comms related materials, that will aid in increasing the brand and visibility of CARE International in Tanzania.
- Work closely with project managers to develop field events stories, and project participants success stories related to each project.
- Work closely with different media houses to design and disseminate audio – visual content, community activities, spot messages, and key events by CARE International in Tanzania
- Actively support program development and resource mobilization, and efforts to strengthen the competitive advantage of the CO.
- Perform Other Duties as Assigned by the supervisor.

EDUCATION QUALIFICATIONS:

- University degree in Social Sciences, International Development, Public Policy, Political Science, or related area from a recognized institution.

EXPERIENCE AND SKILLS:

- Minimum 2 years of directly relevant experience, with proven success across key responsibility areas.
- Established networks and relationship with key stakeholders.
- Experience working at middle level in international NGO.
- Ability to think and operate strategically and creatively, and able to look at issues from various perspectives and provide thorough and quick guidance.
- Ability to work and communicate with a range of stakeholders including policymakers and government officials, NGOs.
- Demonstrated success in applying lobbying and political skills, i.e. persuasive, diplomatic and articulate.
- Experience with media and making public statements and presentations.
- Excellent written and oral communication skills, with a fluent writing style and use of both English and Kiswahili, and a strong portfolio of communication materials across a range of mediums.
- Excellent computer skills – MS Word, MS excel, Window's Explorer, SharePoint, internet, Adobe Acrobat, Publisher, and Outlook
- Proven ability to achieve and maintain a compliant organizational culture by partnering to provide practical standards of compliance that can be implemented and adhered to.
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities.
- Operational experience including planning, development and implementation of operational activities.
- Ability to establish and maintain effective working relationships with people of different national and cultural backgrounds whilst remaining impartial and objective.
- Demonstrated experience with proposal development with range of international donors (i.e USAID, EU, DFID, CIDA).
- Ability to thrive in team environments, with a strong understanding of diversity and other cultures.
- Flexible, self-starter, sense of humour, team player, attention to detail.
- Ability to use Adobe software such as Photoshop, InDesign, Premiere pro and Illustrator.
- Basic proficiency in using Digital Single Lens Reflex (DSLR) cameras and other camera equipment.

MODE OF APPLICATIONS:

Only a letter of application and updated CV including names of at least 3 reputable referees from previous jobs (preferable line Managers) with reliable contacts should be sent by email to **Human Resources Department TZAHumanResourcesDepartment@care.org** by CoB, **20th February 2024 at 1700hrs**. Only shortlisted applicants will be contacted.

CARE is an equal opportunity employer promoting gender, equity and diversity. Female and people with disability candidates are strongly encouraged to apply. Our selection process reflects our commitment to the protection of children and vulnerable adults from abuse.



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CARE Tanzania seeks to recruit a self-motivated, results driven, dynamic, suitably qualified, competent and dedicated Tanzanian to fill the following positions: -

POSITION TITLE: Project Officer - VSLA

REPORTS TO: Senior Manager-Fundraising

LOCATION: Kishapu, Shinganya

JOB SUMMARY

The Project Officer-VSLA will be responsible for project implementation and coordination for ensuring the accomplishment of the objectives under his/her responsibility. The VSLA Officer under the supervision and guidance from Senior Manager will take a lead on execution of core activities to achieve the project objectives that include empowering women through VSLA, promote adoption of collective Investment and business development.

Stakeholders' engagement including working closely with local government authorities and REDESO as the key partners for this project will be key in facilitating smooth implementation and success of the project. In consultation with the supervisor, the VSLA officer for Scaling Up Livelihood Project will ensure that financial compliance is maintained as per CARE financial policy and Grant agreement.

KEY RESPONSIBILITIES AND TASKS

- Facilitate the identification and/or formation and mobilization VSLA.
- Facilitate Capacity building on VSLA in collaboration with REDESO.
- Facilitate the identification of village VSLA agents to enhance community awareness and ownership/sustainability of VSLA approach.
- Act as the focal point for information sharing in within the project site between CARE, community, VSLA groups and other key partners in support towards project success of the VSLA component.
- If necessary and impactful, conduct exposure visits of new community saving groups to successful VSL groups. In implementing this activity, occasionally, attend savings groups meetings and provide advice as appropriate and participate in review.
- Play an active role in the monitoring of Village saving groups, to gain respect and build trust with men and boys, women, and girls so that they feel confident to share information with CARE through Scaling Up Livelihood Project.
- Support identification and mobilization of groups willing to do Collective Investment
- Facilitate training to Community Based Trainer (CBT) on Collective Investment and VSLA.
- Coordinates facilitation of vulnerable women and girls to participate in planning and decision-making process at various levels and occasions.
- Conduct awareness /sensitization on VSLA and IGA activities among communities and local leaders.
- Develop work plans (Weekly, Monthly and Quarterly) to ensure effective implementation of VSLA related activities as outlined in the detailed implementation plan.

- Use communication skills to create and/or strengthen awareness on the available opportunities in agribusiness and entrepreneurship across the project and promote the participation of VSLA members in harnessing those opportunities.
- Ensure that, through sensitization and training, women take lead role in their development activities.
- Support building the governance capacity of VSLA to promote transparency and decision making.
- Facilitate awareness creation and linkage of VSLA to key service providers, including agro-dealers, financial service providers, input suppliers and outlet markets.
- Support VSL groups in developing individual field business cases and plans and creating linkages with key service providers, with a focus on financial service providers.
- Identify technical capacity and challenges for beneficiaries and village Saving groups and skills/knowledge they have in VSLA, Business development skills, Income generating activities (IGAs) and build skills.
- Oversee and regularly monitor when the VSLA groups are conducting the share purchase, social contributions and borrowing and repayment of loans to ensure proper documentation/recording of VSLA field cash box.
- Train beneficiaries and Community Based Trainers (CBTs) skills on VSLA methodology, BDS/cooperatives, and marketing skills.
- Coach, supervise and mentor the CBTs for effective facilitation and support of VSLA and Income generating activities.
- Train partners on Social Analysis and Action (SAA) and conduct SAA at community level.
- Strengthen the capacity of partners. I.e. local government representatives on VSLA methodology to promote adoption of the model by the government.
- Promote collective investment model in VSL groups and establishment of Agri-fund by VSLAs.
- Facilitate and organize exposure or exchange visits and any other events for the beneficiaries to foster learning and experience sharing.
- Ensure timely procurement of and delivery of right quality and quantity of VSLA kits/tools required by the beneficiaries and ensure these are used appropriately.
- Facilitate training of VSLA members on life skills such as on basic literacy, household financial affairs, risk management and planning etc.
- Making sure balanced gender (Men, Women and Youth) in the representation and participation of the project.
- Liaise with the Project Manager for all decisions related to VSLA and carry out any other duties as may be assigned by the Line supervisor.
- Identify venue to influence the district to adopt VSLA and other potential partners as a means to support communities to increase capital.
- Spearhead microfinance policy and regulations monitoring and analysis in collaboration with other stakeholders and identify key policy recommendations and design appropriate messages for policy makers and stakeholders.
- Support PQ and MEEL unit in monitoring and measurement of the progress and impact as per CARE international standards and work with communication.
- Organize, assist with management of project's funds and ensures efficient utilization of funds for maximum impact.
- In collaboration with finance staff contributes to preparation of annual budgets based on project initiative's proposal and ensures compliance with donor requirements and ensure threat BVA are well maintained to over unnecessary over/under spending.
- Project Monitoring, Evaluation, Learning and Reporting
- Networking, Learning and Representation
- Promote Gender Equality
- Perform Other Duties as Assigned by the supervisor.

EDUCATION QUALIFICATION

- Degree in Business Administration, Community development, sociology and any other relevant experience in microfinance, livelihoods, IGA and VSLA methodology.

EXPERIENCE AND SKILLS

- Minimum 3 years' experience in community development including training in gender equality, Saving groups and any other related field.
- Experienced facilitator /trainer
- Working experience in resilience initiatives or programs is highly preferred.

- Familiarity with principles and practice of savings-led microfinance and with strong awareness of challenges faced by traditional methodologies.
- Willingness to travel to all project locations on regular basis.
- Experience in working with non-Governmental organizations and local communities, local authorities and Local NGOs.
- Strong computer skills and ability to use standard computing packages such as word, excel, power point, spreadsheets, and database software programs.
- Strong communication and report writing skills.
- Experience in gender work and VSLA with an International Non-Governmental Organization (INGO)
- Strong experience in working with private sector development and Collective Investment Model.
- Demonstrated ability to develop and roll-out gender transformative approaches to partner organizations.
- Experience in capacity building and training in gender mainstreaming and gender transformation.
- Experience in training gender minimum standards in support of gender equality integration/mainstreaming.
- Experience in engaging men and boys to promote gender equality.

TECHNICAL COMPETENCIES

- Extensive knowledge of VSLA methodology, and excellent track record for training and supporting at VSLA groups.
- Excellent spoken and written English.
- Ability to understand and contribute to the strategic vision for VSLA development.
- Ability to work collaborate with partners and work effectively with them to leverage the impact of the programme.
- Ability to communicate regularly and openly with the wider CARE Tanzania team to share progress, insights, challenges, and recommendation.
- Self-directed and self-motivated; able to organize and deliver your own work with minimal supervision.

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CARE Tanzania seeks to recruit a self-motivated, results driven, dynamic, suitably qualified, competent and dedicated Tanzanian to fill three (3) positions: -

POSITION TITLE: Gender Officer

REPORTS TO: Gender and VSLA Coordinator

LOCATION: Dar-es-salaam

JOB SUMMARY

The Project Officer- Gender (PO-Gender) will be responsible for project implementation and coordination for ensuring the accomplishment of the objectives under his/her responsibility. The PO-Gender under the supervision and guidance from Gender and VSLA Coordinator will take a lead on execution of core activities to achieve the project objectives that include empowering young women in leadership roles and promoting gender equality. The PO-Gender expected to have experience on stakeholders' engagement including working closely with local government authorities and focal points at Ministry level, and capacity to establish/maintains effective working relationships with key stakeholders, government, donors, and NGOs working around the same project thematic areas. Facilitate the required sector strengthening objectives and to ensure that Human Rights Based Approach is embedded in all programme work.

In consultation with the Supervisor, the Project officer-Gender for YWLP will ensure that financial compliance is maintained as per CARE Tanzania financial policy and Grant agreements.

KEY RESPONSIBILITIES AND TASKS

- Coordinate and ensure implementation of minimum standards on gender mainstreaming.
- Support in implementing gender components of projects/program.
- Ensure that program activities are carried out with cultural sensitivity while promoting gender equality.
- Works with Project Supervisor to identify a cohort of women, facilitate training and provide mentorship and ensure participant are linked to suitable mentors for growth and leadership transformation.
- Organizing and carrying out advocacy and campaigns for gender equality and equity.
- Contribute and share knowledge, information, best practices, and lessons learnt on gender equality in leadership and decision making.
- Support and enable mentees to communicate with their mentor and provide necessary information to participants for better mentoring process.
- Review project gender equality outcome results achievements against indicator targets with a view to strengthening reporting, planning, implementation as well as decision making.
- Keep up to date project gender related data and reports for reference by the program team as well as other stakeholders.
- Act as bridging between mentor and coaching and participants as well to support conducive environment for better mentoring and coaching.
- Organize and coordinate training on Personal Development, leadership skills, address self-esteem, self-awareness, time management, stress management, and emotional intelligence and gender equality mainstreaming minimum standard.
- Work with Supervisor to identify and organize networks, forums where participants can connect with other

young women leaders and professionals for capacity building, exchange ideas, and establish valuable connections within the leadership community.

- Identify priorities for advocacy and policy actions to be implemented by the Program throughout its programming stages.
- Spearhead gender policy and regulations monitoring and analysis in collaboration with other stakeholders and identify key policy recommendations and design appropriate messages for policy makers and stakeholders.
- Support Program Quality and MEEL unit in monitoring and measurement of the progress and impact on gender equality.
- Organize, assist with management of project's funds and ensures efficient utilization of funds for maximum impact.
- In collaboration with finance staff contributes to preparation of annual budgets based on project initiative's proposal and ensures compliance with donor requirements.
- Ensure adherence to CARE's financial and administration (including property and procurement) policies and procedures.
- Create understanding among Project Initiative partners on the financial and procurement procedures, regulations and the respective donor requirements, and monitors compliance.
- Manage project's funds and ensures efficient utilization of funds for maximum impact.
- In collaboration with Project Coordinator and finance, conduct Budget Variance Analysis (BVAs) to monitor burn rates and red flags and make adjustments in implementation or budget re-alignments when needed.
- Collaborate with finance personnel and other relevant staff (to produce quality, accurate and timely financial reports per donor requirements).
- Create enabling environment for smooth Internal and External Audit(s) and monitor and facilitate responsiveness to audit findings and recommendations.
- Monitor contractual requirements for fund acquisitions and expenditure reporting.
- Ensure effective close-out of project contract per CARE Tanzania's policy procedures using Project Close-out Checklist.
- In support from MEEL and Program Quality unit, develop and implement the project's progress monitoring protocols for tracking project performance and decision making.
- Support in developing MEEL system to measure achievement relevant project indicators.
- In collaboration with MEEL unit, coordinates the implementation of project baseline and final evaluation including collection of baseline and periodic data for tracking project performance and decision making.
- Ensuring the provision of quality data on a timely basis for internal project management and external reporting purposes.
- Contribute to dissemination of good practice and lessons from the organization's work and promote experience sharing and learning in the organization and among stakeholders in collaboration with Communication Team.
- Organize and conduct reflective learning forums (meetings, workshops, etc).
- Establishes and maintains communication mechanisms with government, mentors(coachers) and other stakeholders to enhance project achievement.
- Maintains ongoing communication with project's stakeholders regarding project progress and challenges under supervision of Project Supervision.
- Strengthening and maintaining relations with relevant government line ministries and other WLO/WRO in Tanzania
- Link project stakeholders with regional and international processes related women voice and leadership.
- Shares good practices with other actors in country and internationally.
- Promote Gender Equality
- Perform Other Duties as Assigned by the supervisor.

EDUCATION QUALIFICATIONS:

- Degree in Social Science/Sustainable Development/Gender and development
- Extensive gender-related training experience, including training local personnel in gender equality and related field with four years of relevant experience at the national or international level in the field of gender related projects.

EXPERIENCE AND SKILLS:

- Minimum 4 years of work experience in gender work with an International Non-Governmental Organization (INGO)
- Strong experience in strategic planning and policy analysis and formulation
- Strong experience in working with private sector development.
- Demonstrated ability to develop and roll-out gender transformative approaches to partner organizations.
- Experience in capacity building and training in gender mainstreaming and gender transformation.
- Experience in developing and oversee gender equality, GBV initiatives and integration GBV and protection measures into programming.
- Experience in analysis and assessment related to application of gender and youth marker.
- Experience in building capacity of partners for gender equality integration amongst power holders at various levels.
- Experience in training gender minimum standards in support of gender equality integration/mainstreaming
- Experience in engaging men and boys to promote gender equality.
- Experience in capacity building of associations and champion individuals for policy advocacy and lobbying at national level and partnership building.

TECHNICAL COMPETENCIES:

- Excellent understanding of gender issues and evidence generation for local and national level policy influence good understanding of gender and youth mainstreaming
- Ability to provide technical assistance in gender, women voice, and leadership.
- Highly conversant Gender Equality and women empowerment
- An approach to mirror our core values: commitment, accountability, respect, effectiveness, and diversity.
- Ability to work and communicate with a range of stakeholders including policymakers and government officials, NGOs, the media, community representatives, service providers,
- Strong skills in developing success stories with gender and youth lenses.
- Ability to thrive in team environments, with a strong understanding of diversity and other cultures.
- Excellent written and oral communication skills, with a fluent writing style and good knowledge and practical use of both English and Kiswahili

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