



## **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): BRAC LEARNING CENTER (BLC) MANAGER**

**Job Location: Dodoma, Tanzania**

#### **MAIN JOB RESPONSIBILITIES:**

- Manage & take control of all the service operations of BRAC learning Center (BLC)
- Ensure efficient utilization of all training resources and maintain the quality of training tools and equipment.
- Manage and maintain training schedules.
- Maintain updated staff training database & report monthly.
- Ensure monthly training schedule and participants list is prepared according to annual calendar.
- Support in training need analysis and annual training plan preparation.
- To advise on the strategies for learning resources provision and manage to manage its implementation.
- To manage the learning resources center effectively providing a responsive and welcoming services
- Manage daily procurements, accounts and finance dealing.
- To develop learning resources in collaboration with program managers to meet needs and requirement all courses offered.
- To use quality indicators to measure the performance of the learning center.
- To develop effective teamwork across the BRAC learning center and staff
- To manage the recruitment, selection, and performance of BLC staff.
- Marketing the Centre to external clients

#### **SAFEGUARDING JOB 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.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

#### **REQUIRED SKILLS/ COMPETENCIES:**

- Training/Facilitation skills
- People leadership skills/Management skills
- Microfinance management skills
- Lobbying & advocacy skills
- Ability to work independently, organized, and priorities workload to meet deadlines and work agreed standards.
- Excellent written and Oral communication skills
- Ability to be flexible and adapt to rapidly changing work environment.
- Knowledge and understanding of learning center's principles and practices of customer care.
- Budgeting skills.
- Marketing and advertisement skills.

#### **EDUCATIONAL REQUIREMENTS AND EXPERIENCE**

- Bachelor's degree in Community Development, sociology, business administration, or a related field.
- Experience working with local or international organization in a hospitality industry.
- At least three years working experience with Training unit and/or Centre.
- Professional facilitation certification from TAMFI, ILO, MSTCDC or BRAC



**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 [recruitment.tanzania@brac.net](mailto:recruitment.tanzania@brac.net) quoting the job title on the email subject (**BLC Manager**).

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

**Application deadline: 22nd March 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.***