



1. Regional Coordinator (m/f) - Tanzania

Category: National

Location:

Singida or Katavi, Tanzania

Reference: 21807

Background

Enabel is operating in Tanzania as a public limited company under public law with a social purpose in accordance with article 7 (iii) of the General Agreement between The United Republic of Tanzania and The Kingdom of Belgium on Development Co-operation signed on 16th of October 2002, and the introduction Letter from the Embassy of Kingdom of Belgium N° 2018/023 signed on 25th January 2018 on the transformation from BTC into Enabel. The project on beekeeping, funded by the European Union, has a duration of 4 years from 2021. The project remaining time is 2 years.

The project is taking place under the 11th EDF National Indicative Programme for Tanzania (2014-2020) in which Sustainable Agriculture is a focal sector with the specific objective to "enhance management of natural resources, including forests, and ecosystem services for sustainable agriculture development and climate change adaptation". The European Union Action Document for Beekeeping Value Chain Support contributes to that objective and also to the Planet and Prosperity pillars.

The **overall objective of the project** is enhancing the beekeeping industry for inclusive growth, poverty reduction and food security in Tanzania. The **specific objective** is to ensure that high quality honey is produced in an environmentally sustainable manner leading to increased market penetration.

The programme is focusing on **3 main outputs**:

- Institutional capacity and enabling environment for beekeeping value chain actors is strengthened, while enhancing women's empowerment.
- Capacities of beekeeping value chain actors improved, and management of bee reserves and apiaries enhanced.
- Market links and Trade of bee products strengthened.

Job description

Reporting to the Project Manager, the Regional Coordinator will have the following tasks and responsibilities:

- Coordinate and facilitate the partnership between the implementing agencies, the EU, the partner countries where the project activities are implemented together with key stakeholder groups (private sector, civil society and governments).
- Manage the operational and financial planning, monitoring of the achievement of the results, and collecting and providing timely monitoring and evaluation reporting.

- Coordinate the activities executed by the agencies and ensure optimal implementation in line with the decisions made by the project management unit and the suggestions for strategic orientations and synergies made by the steering committee and ensure the envisioned impact of the project is achieved.
- Ensure the quality of the technical outputs and permanent quality improvement.
- Lead the team to leverage the talents and motivation of each staff and ensure result-oriented project management.
- Contribute to capacity development of partner organizations (to be specified in accordance with project).
- Advise on the basis of your technical expertise, in order to achieve performance in accordance with national and international norms and standards.
- Coordinate knowledge building and management in order to create an inclusive, informed climate of trust within the project.

Required qualifications and experience.

- Master's degree in Agricultural Economics/Natural Resource Management or related field.
- Minimum of 5 years of relevant experience in project management of international development programmes in field of Sustainable Forest Management or Natural Resources Management.
- Experience in European funded projects or programmes is an added advantage.

Required skills and knowledge.

- Good knowledge of IT infrastructures in preparing technical or strategy documents in the area of expertise.
- Broad and in-depth understanding of the diverse aspects of development cooperation and sustainable development.
- Well-developed partnership engagement capabilities: strong communicator and relationship builder, demonstrating the ability to facilitate change among private and public sector actors.
- Excellent knowledge of project management and European funded projects or programmes.
- Excellent management and organisational skills.
- Planning and implementing skills that support effective delivery and progress tracking of interventions.
- Fluent in spoken and written Swahili.

Personal Attributes

- Skilled at solving problems, pro-active and result oriented.
- Exhibit excellent capacity to build good collaboration relationships with partners.
- Respect others and is able to build relations on the basis of credibility and expertise.
- Highly organised team player, with pro-active and flexible work style.
- Show engagement, sense of responsibility and integrity.
- Flexible and can work in a changing environment.
- Collaborative governance mindset (Self responsible, accountable, authentic communication).

We offer you

- A fascinating job in an international environment.
- Type of contract and duration: A specific period contract of 18 months.
- Estimated Start Date: 01/06/2024.

- You will be based in Singida or Katavi with Occasional missions to the area of the coverage of the project (Tabora, Kigoma and Shinyanga).
- You are employed by Enabel in the function of “Intervention Officer”. A salary package that comprises the monthly gross salary, in accordance with our salary scales (Class 5), and more benefits such as health care insurance, 13th month, holiday allowance and if applicable dependants school fees allowance.
- Relevant recognized experience for the function will be valorised.

Are you interested?

Apply with an application letter and your updated CV, at the latest by 5 April 2024.
Only applications that are registered here via our on-line portal will be considered

To Apply, [**CLICK HERE**](#)

1. Grants Officer (m/f) - Tanzania

Category: National

Location:

Kigoma or Mwanza, Tanzania

Reference: 21015

Background

In order to encourage broad ownership of the development results pursued by its interventions and to promote their sustainability, Enabel seeks to establish partnerships with the most legitimate actors in the institutional landscape and when necessary, engages in a capacity development process with them. In this spirit, Enabel is entrusting an increasing proportion of the execution of its portfolio activities to third parties through grants.

In the Enabel framework, a grant is a direct financial contribution by means of a donation/non-commercial payment from the budget of a program/project given to one or more specific beneficiaries to finance implementation of activities and/or the operation of one or more entities that pursue an aim of general interest to help achieve the intervention/project’s results and objectives. In view of the further development of its activities Enabel is currently looking for a Grants Officer.

Context

The Grants Officer will provide particular support to the Enabel Project Managers, staff and beneficiaries in all aspects of Grants Acquisition and Management (GAM) to ensure effective and efficient management of grants administration. (S)he will play a key role in supporting the operational management of interventions while cooperating closely with administrative and financial services and (s)he is committed to Enabel’s values and vision, which reflects a dynamic and engaged image.

The Grants Officer will be accountable to the Project Manager(s) and work closely with the Grants Manager, Specific Sector Thematic Experts, MEL Officers as well as the Contracting and Finance team.

Job Description

Specific results areas:

Pre awarding:

- Keep track of grants applications and support the proposal submission process to ensure timely submission of all required materials.
- Coordinate the organizational assessments of potential grant beneficiaries from request to final report.
- Review new grants agreements and/or amendments, be aware of any new conditions and terms, and share important points with related staff.
- Support and advise the partners and Enabel colleagues in drafting the budgets related to the grants according to the legal framework.
- Support the contract team with the administrative process related to the awarding of grants.
- Support the preparation, planning and follow-up kick-off, review, and monitoring meetings.
- Ensure correct filing of original grant agreements and relevant grant documents.

Post awarding & implementation:

- Coordinate the periodical reports process (respect of deadlines, contents and layouts, checking of completeness)
- Review the narrative reports of grant holders and provide feedback on the level of achievement, need for further information and recommendations for improvement.
- Builds the capacity of grantees to ensure effective use of Enabel resources and value for money in close collaboration with the financial controller grants.
- Ensure grants files are maintained and up to date.
- Collaborate with operations and grants team in the management of grantees.

Monitoring, Evaluation and Learning

- Work with the support and guidance of the Monitoring, Evaluation and Learning (MEL) Officers to ensure that all grant holders have effective MEL plans in place;
- Provide guidance to grant holder on their MEL plans and the data/ evidence requirements of the programme.
- Work with the MEL Officer to review data from across the portfolio of projects and assist in the analysis of programme progress, capturing programme learning and preparing briefing notes.
- Carry out monitoring visits to grant holder institutions and assist programme teams with implementation or donor compliance challenges.

Support, Training and Learning

- Build positive and trusting relationships with grant holders and other key stakeholders.
- Capacity development (training and coaching) of grant holders and Enabel staff
- Contribute to the development and strengthening of tools and systems for awarding and managing grants
- With other project team members, identify grant holders with specific performance issues that need to be addressed and agree appropriate action to help resolve
- Capitalise on the experience acquired in managing grants, support the improvement of the normative and operational framework
- Ad-hoc support to the financial controller in any duties related to finance and administration

Candidate Profile

Qualification, Competencies and experience required.

- Tanzanian
- Master's degree in Business Administration, Project Management or International Development

- Minimum of 5 years of relevant working experience in development programs, support, grants management
- Knowledge and experience in project/grants management within either a donor agency, development cooperation sector or a highly recognized private organization is an asset.
- Excellent analytical and writing skills to build/ensure strong proposals and bring solutions to encounter issues.
- Knowledge of management of grants and donor funds
- Experience working for civil society, bilateral or a multilateral agency is an added advantage.
- Excellent communication and writing skills.

Personal Attributes

- Skilled at solving problems and you adopt a solution- and results-oriented approach.
- Exhibit excellent capacity to build good collaboration relationships with partners.
- Respect others and is able to build relations on the basis of credibility and expertise.
- Highly organised team player, with pro-active and flexible work style
- Show engagement, sense of responsibility and integrity.
- Flexible and can work in a changing environment.
- Collaborative governance mindset (Self responsible, accountable, authentic communication)

Applicants are also required to commit to the vision, mission, and values of Enabel, see for more information: [Enabel](#)

We offer you

- A fascinating and interesting job in an international environment.
- You are based in Kigoma OR Mwanza with frequent missions to Dar es Salaam and the field operations.
- Type of contract and duration: Contract for a Specific Period of 24 months
- Estimated Start: 01/05/2024.
- You are employed by Enabel in the function of “Grants Officer”. A salary package that comprises the monthly gross salary, in accordance with our salary scales (Class 5), and more benefits such as health care insurance, 13th month, holiday allowance and if applicable dependants school fees allowance
- Relevant recognized experience for the function will be verified.

Following this recruitment procedure, a shortlist of successful applicants may be constituted which may be sourced in the next three years for similar job openings.

Every person who fulfils the conditions listed in our job advertisements may apply. Enabel is committed to equal opportunities and diversity in its workforce. We do not discriminate on the basis of gender, origin, age, religion, sexual orientation, disability status or any other factor other than competence.

Are you interested?

Apply with an application letter and your updated CV, at the latest by 27 March 2024. Only applications that are registered here via our on-line portal will be considered

To Apply, [**CLICK HERE**](#)