

JOB DESCRIPTION

Job title: Agribusiness Development Advisor

Reports to: Country Manager

Employment Type: Full-Time /Fixed-Term

Location: Dar es Salaam (with frequent in-country travel)

The Royal Norwegian Society for Development ([Norges Vel](#)) is a nonprofit organization dedicated to support smallholder farmers to shift from subsistence to commercialized and profitable ways of production and marketing. This is done through collaborative solutions to professionalise value chains specifically within agriculture and aquaculture. Established in 1809, Norges Vel has a long history of successfully collaborating with governments, farmer organizations, national partners, and the private sector to provide quality and sustainable services.

In Tanzania, Norges Vel bring a strong programmatic history dating back to 2007 with focus on agriculture, aquaculture, climate change, enterprise development for cooperatives, women economic empowerment, and renewable energy by creating thriving local communities through rural wealth creation and transformation for smallholder farmers.

Job Summary

Norges Vel Tanzania is looking for an experienced and qualified Agribusiness Development Advisor to be responsible for strengthening the capacity of farmer organization, cooperatives and youth and women entrepreneurs to improve their business performance and operations, expansion of local and international market of their products within agriculture, aquaculture, and renewable energy sector. The candidate will report to the Country Manager for Norges Vel.

Specific Roles

- Serve as the technical lead on enterprise development activities in Tanzania.
- Develop and implement agribusiness innovation to strengthening enterprise development for farmer-owned companies and youth and women entrepreneurs.
- Assist in conducting market research and value chain analysis to guide the development of country business strategies and identify opportunities for investments in targeted value chains and markets.
- Introduce and enhance capacity of farmer-owned companies to become successful enterprises and provide sustainable services to their members.
- Identifying and implementing digital solutions that benefit small-scale farmers and their businesses.
- Design, facilitate, coach and mentor farmer-owned companies, cooperatives, youth and women entrepreneurs on business development and ensure that they have the right business philosophy, develop a business plan targeting their desired market, and have adequate skills to meet the market needs.
- Assist farmer-owned companies, cooperatives, youth and women entrepreneurs to conduct market intelligence, negotiations and engagement with buyers
- Assist farmer-owned companies, cooperatives, youth and women entrepreneurs to set up their annual KPIs
- Evaluate and revise farmer-owned enterprise model

- Support the development of project work plans, ensuring targets are met, and project outcomes are achieved.
- Contribute detailed and accurate written inputs to fulfil project technical and financial reporting requirements to a donor.
- Develop strong partnerships with financial institutions, investors, and relevant service providers.
- Support companies and entrepreneurs to get ready for investment.
- Contribute to identifying and developing training manuals.
- Writing applications and report to the donors and partners
- Contribute to documenting our work.
- Assist in the work of quality assurance of budgets and accounts and contribute to sound financial management of the project.

Required Qualifications

- Bachelor's degree (or higher) in a relevant field in Agribusiness, Agricultural Marketing, Entrepreneurship, Innovation, Economics, or related fields.
- A minimum of 8 years of relevant experience working in the private sector, or in INGO with business mind-set.
- Demonstrated strong experience of successfully linking agribusinesses to markets.
- Deep knowledge of and experience with enterprise development and cooperative, agriculture sector and access to finance in Tanzania
- Experience with training farmers and their groups and businesses, including strong pedagogical skills.
- Experience with business model development, business plan writing and value chain analysis.
- Experience in agriculture, aquaculture, renewable energy or climate change is an added advantage.
- Experience with donor-funded projects is highly preferred.
- Understanding of investors standards when receiving support from development partners.
- Good knowledge of MS Excel and financial management
- Demonstrated ability to design and implement strategies that employ evidence-based approaches to meet project targets, especially under rigorous timelines.
- Excellent communicator across a range of audiences; strong presentation skills.
- Excellent English and Swahili both oral and written communication skills

Personal characteristics

- Enjoying working in team, preferably across professional background and national borders
- Self-motivated
- Good pedagogical skills and the ability to convey professional information in a clear way
- Solution-oriented
- Analytical, structured and an implementer

At Norges Vel Tanzania, we believe in fostering a rewarding and enriching work environment. As part of our team, you can expect:

1. **Stimulating Work Environment:** Engage in stimulating and challenging tasks that contribute to meaningful social impact. You'll work alongside dedicated colleagues in a supportive atmosphere that encourages innovation and collaboration.
2. **Professional Development:** Take advantage of opportunities for professional growth and advancement. We support your continuous learning journey, empowering you to expand your skills and expertise business development
3. **Independence:** Enjoy a high degree of autonomy and independence in your role. We value initiative and creativity, providing you with the freedom to take ownership the work
4. **Travel Opportunities:** Embark on exciting travel opportunities to field locations for content creation. Immerse yourself in diverse communities and cultures, capturing compelling stories first-hand
5. **Comprehensive Benefits:** Benefit from health insurance coverage and daily office lunch, ensuring your well-being and comfort in the workplace.
6. **Competitive Compensation:** Receive a competitive salary package commensurate with your experience and expertise. Your contributions to our organization will be recognized and rewarded accordingly.

How to Apply

Interested applicant should submit the CV and a one pager that highlights relevant experience and motivation to sesilia.jeremia@norgesvel.no cc: Sophia.weinand.stephen@norgesvel.no

The subject line should read: **Application for Agribusiness Development Advisor**

Deadline for the submission of application is on **10th March 2024 by 5pm** Tanzania time.

Applicants who do not follow application instructions will be rejected. ONLY short-listed candidates will be contacted.

We encourage individuals of all backgrounds to apply, irrespective of age, gender, functional ability, or national/ethnic origin.

JOB DESCRIPTION

Job title: Administration and Finance Assistant

Report to: Country Manager

Employment Type: Full-Time /Fixed-Term

Location: Masaki, Dar es Salaam

The Royal Norwegian Society for Development (Norges Vel) is a nonprofit organization dedicated to support smallholder farmers to shift from subsistence to commercialized and profitable ways of production and marketing. This is done through collaborative solutions to professionalise value chains specifically within agriculture and aquaculture. Established in 1809, Norges Vel has a long history of successfully collaborating with governments, farmer organizations, national partners, and the private sector to provide quality and sustainable services.

In Tanzania, Norges Vel bring a strong programmatic history dating back to 2007 with focus on agriculture, aquaculture, climate change, enterprise development for cooperatives, women economic empowerment, and renewable energy by creating thriving local communities through rural wealth creation and transformation for smallholder farmers.

Job Summary

Norges Vel Tanzania is looking for a passionate individual who has a proven ability and background in administration and accounting, has a good eye for detail, desires to learn, likes to make sure that everything is structured and likes deadlines. The candidate will report to the Country Manager for Norges Vel.

Specific Roles

- Supporting Head of Finance and Administration on:
 - i. Preparation of all payment Vouchers
 - ii. Organizing payment vouchers in respective files
 - iii. Preparations of travel advances requests
 - iv. Support Technical Team to prepare and compile retirements
 - v. Verification of the assets
 - vi. Annual suppliers Assessment
 - vii. Manage leave register
 - viii. Handling and support external auditors when required
- Purchase supplies for the office in accordance with the office procedures.
- Maintain updated all necessary contact information for NV-TZ suppliers, and customers; keep such information confidential.

- Provide logistic support and coordination of the activities of NV-TZ foreign visitors to Tanzania.
- Support Technical staff on clerical duties per request
- Respond to calls, emails, and direct inquiries
- Check at least once a month NV-TZ's documents sent via postal address
- Control and maintain the inventory of office supplies
- Control of the logbook and maintenance of the vehicles
- Control the catering services provided to NV-TZ
- Control the cleaning services offered to Norges Vel Tanzania
- Coordinate the proper periodic maintenance of IT equipment and other services to ensure the office is running smoothly
- Keep the NV-TZ petty cash and prepare monthly reconciliation
- Keep the documents, petty cash and other valuable in the safe in accordance with specific instructions
- Arrange, coordinate, and schedule meetings and travels
- Manage suppliers' contracts
- Support on preparations of meetings and events
- Other tasks as assigned by the country Manager

Required Qualifications

- Diploma (or higher) in a relevant field; Accounts and Administration
- A minimum of 3 years of relevant experience
- Good knowledge of MS Office suit
- A valid driver's licence
- Possess strong communication skills
- Fluent in English and Swahili both oral and written
- Experience to work with online tools like google drive, one drive, zoom meetings, Microsoft Teams, etc, will be an added advantage

Personal characteristics

- Interactive and enjoying working in team
- Self-motivated
- Proactive
- Solution-oriented
- Ability to work under pressure
- Disciplined with higher moral standards

What We Offer:

At Norges Vel Tanzania, we believe in fostering a rewarding and enriching work environment. As part of our team, you can expect:

1. **Stimulating Work Environment:** Engage in stimulating and challenging tasks that contribute to meaningful social impact. You'll work alongside dedicated colleagues in a supportive atmosphere that encourages innovation and collaboration.

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3. Independence: Enjoy a high degree of autonomy and independence in your role. We value initiative and creativity, providing you with the freedom to take ownership the work
4. Comprehensive Benefits: Benefit from health insurance coverage and daily office lunch, ensuring your well-being and comfort in the workplace.
5. Competitive Compensation: Receive a competitive salary package commensurate with your experience and expertise. Your contributions to our organization will be recognized and rewarded accordingly.

Application procedure

Interested applicant should submit the **2 pages CV and a one pager** that highlights relevant experience and motivation to sesilia.jeremia@norgesvel.no ; cc: Sophia.weinand.stephen@norgesvel.no

The subject line should read: **Administration and Finance Assistant**

Deadline for the submission of application is on 10th March 2024 by 5pm Tanzania time.

Applicants who do not follow application instructions will be rejected. ONLY short-listed candidates will be contacted.

Equal Opportunity Employer:

We encourage individuals of all backgrounds to apply, irrespective of age, gender, functional ability, or national/ethnic origin.

JOB DESCRIPTION

Job title: Communication Advisor

Report to: Country Manager

Employment Type: Full-Time /Fixed-Term

Location: Dar es Salaam (with frequent in-country travel)

Are you passionate about communicating social impact and storytelling? Do you think that food and food production is exciting? Do you want to add value to Tanzania's social and environmental impact by way of communications? Do you thrive in environments where your communication skills can contribute to sustainable development? If so, we have an exciting opportunity for you!

About Us

The Royal Norwegian Society for Development ([Norges Vel](#)) is a nonprofit organization dedicated to support smallholder farmers to shift from subsistence to commercialized and profitable ways of production and marketing. This is done through collaborative solutions to professionalise value chains specifically within agriculture and aquaculture. Established in 1809, Norges Vel has a long history of successfully collaborating with governments, farmer organizations, national partners, and the private sector to provide quality and sustainable services.

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Position Overview

As a Communications Advisor with Norges Vel Tanzania, you will be at the forefront of our efforts to communicate social impact and drive sustainable development. Your role will encompass a diverse range of responsibilities, including:

- 1. Communication Strategy Development & Implementation:** Collaborate in the further development and implementation of our communication strategy, with a focus on enhancing the branding of our organization.
- 2. Content Creation:** Produce engaging text, film, and photo content for digital channels, showcasing the stories and impact of our projects. This will involve editorial work and a keen eye for storytelling.
- 3. Digital Storytelling:** Develop and realize digital storytelling concepts to effectively communicate our message and engage our audience.
- 4. Social Media Management:** Contribute to the development and operation of our social media presence, ensuring consistent and impactful communication across platforms.
- 5. Event Planning:** Plan and execute both physical and online events to promote our initiatives and engage stakeholders.
- 6. Advisory and Capacity Building:** Provide communication advisory and capacity building support to project partners, empowering them to effectively communicate their work.

7. Results Documentation: Support in documenting project results and lessons learned, contributing to our organizational learning and improvement.

8. Funding and Advocacy Support: Assist project advisors in funding and advocacy efforts, leveraging your communication expertise to advance our mission.

Qualifications

- Bachelor's/Master's degree in relevant areas of communication.
- 2-3 years of experience in communication roles, with a strong preference for experience in social impact or development contexts.
- Proficiency in various digital tools, formats, and surfaces, including experience in text, film, and photography production.
- Demonstrated expertise in social media management and content publishing.
- In-depth knowledge of the communication landscape in Tanzania.
- Familiarity with tools such as Canva, InDesign, Mailchimp, and Meta.
- Strong storytelling skills and experience in producing written material for diverse channels.
- Strategic communication development experience and a proactive approach to staying updated on digital trends.
- Fluency in English and Swahili, with excellent written language skills.

Personal Characteristics

- Creative, proactive, and committed to driving positive change through communication.
- Enjoyment in building relationships and collaborating with diverse stakeholders.
- Initiative-taking mentality, capable of initiating and completing projects independently or as part of a team.
- Ability to translate ideas into compelling digital content, with a sharp eye for detail.
- Passion for staying abreast of digital trends and leveraging them in communication efforts.
- Confidence in an advisory role, with the ability to provide strategic guidance

What We Offer

At Norges Vel Tanzania, we believe in fostering a rewarding and enriching work environment. As part of our team, you can expect:

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2. **Professional Development:** Take advantage of opportunities for professional growth and advancement. We support your continuous learning journey, empowering you to expand your skills and expertise in communication and development.
3. **Independence:** Enjoy a high degree of autonomy and independence in your role. We value initiative and creativity, providing you with the freedom to take ownership of projects and initiatives.
4. **Travel Opportunities:** Embark on exciting travel opportunities to field locations for content creation. Immerse yourself in diverse communities and cultures, capturing compelling stories firsthand.

5. Comprehensive Benefits: Benefit from health insurance coverage and daily office lunch, ensuring your well-being and comfort in the workplace.
6. Competitive Compensation: Receive a competitive salary package commensurate with your experience and expertise. Your contributions to our organization will be recognized and rewarded accordingly.

How to Apply

Interested candidates should submit a brief application with a CV and examples of previous work in English to Sesilia Jeremia at sesilia.jeremia@norgesvel.no; Sophia.weinand.stephen@norgesvel.no by 15th March 2024, 5PM EAT.

The subject line should read: **Application Communication Advisor**

Applicants who do not follow application instructions will be rejected. ONLY short-listed candidates will be contacted

Equal Opportunity Employer

We encourage individuals of all backgrounds to apply, irrespective of age, gender, functional ability, or national/ethnic origin.

Join us in making a meaningful impact through effective communication and storytelling!