

TERMS OF REFERENCE

Title: Programs Coordinator

1.0 Introduction

TAHA is an apex private sector member-based organization mandated to develop and promote horticulture (flowers, fruits, vegetables, spices, herbs and horticultural seeds) in Tanzania. TAHA's goal is to improve the growth and competitiveness of horticultural industry in the country for social and economic gains. TAHA is a unified voicing platform for Tanzania horticulture, representing farmers at all levels, processors, exporters and service providers in the horticultural industry in Tanzania.

Overview:

The Programs Coordinator is responsible for overseeing the successful planning and completion of the Project under his/her purview. In executing this duty, the Programs Coordinator is required to familiarize with project workplans as developed and approved by appropriate authorities in TAHA and the Development Partner(s). The Programs Coordinator is also required to support ongoing monitoring of implementation of project activities, and to provide ongoing status reports of the project implementation to the TAHA Management and Development Partners as required.

The Programs Coordinator shall report to the Programs Manager and be guided by the following duties and responsibilities.

2.0 Duties and Responsibilities

- Developing detailed annual work and budget plans based on approved overall workplan. Support development and timely submission of workplans and budgets from implementing partners.
- Making schedules for project activities listed in the annual workplans to ensure all activities are completed on time; ensure timely and professional management of the project and implementation of all activities in accordance with the rules and regulations of TAHA, the Development Partner(s) and the Government of Tanzania.
- Preparing monthly, quarterly and annual project progress reports and ensuring the related financial report is prepared timely, ensuring the accuracy and timely submission of these reports to the Development Partner(s).
- Working with the project accountants to monitor project funds, ensuring the funds are used for the proper purposes, proper activities and with efficiency and transparency.
- Organizing monthly team meetings to review and plan project activities and convene quarterly TAHA Management meetings to present quarterly updates and status of projects under the Project Coordinator's purview.
- Coordinating and managing field visits as requested by the TAHA Management, Development Partners and others, ensuring all field visits are handled professionally.
- Any other tasks assigned by the project leader to achieve the project objectives.

OUR VISION: "A vibrant, prosperous and sustainable horticultural production in Tanzania".

OUR MISSION: To develop and promote the Horticultural sector in Tanzania to become more profitable and sustainable while participating effectively in the development of the country

Qualifications and skills

Degree Level	Master's degree or bachelor degree in agriculture/horticulture/agribusiness, program/project management, or a related field from an accredited university.
Experience	At least five (5) years of experience in project management. Experience in agricultural development sector or a related field is an added advantage
Key Skills	<ul style="list-style-type: none"> • Leadership skills, interpersonal skills, including excellent written and verbal communication. • A very good working knowledge of monitoring and evaluation, close attention to detail and the ability to plan. • Self-motivation and ability to work under pressure. • Organizational skills, administrative and clerical skills • Knowledge of requirements of a number of prominent Development Partners will be an added advantage.

Application Procedure

Interested and qualified individuals should send their applications enclosing:

- Application letter.
- Curriculum Vitae (not exceeding four (4) pages).
- Copies of qualification certificates.

The cover letter should be addressed to.
Human Resources and Administration Manager,
TAHA,
P.O. Box 16520, ARUSHA.

Application Instructions:

1. **Submission:** All applications must be submitted via email to the following address: recruitment@taha.or.tz.
2. **Subject Line:** In the subject line of your email, clearly state "APPLICATION FOR PROGRAMS COORDINATOR POSITION."
3. **Deadline:** The deadline for submitting your application is Sunday, 21st July, 2024. Applications received after this date will not be considered.
4. **Adherence:** Please carefully adhere to all instructions provided above. Failure to comply with these instructions may result in your application not being reviewed.

Remuneration

The successful candidate will be remunerated according to the TAHA salary scale, and in alignment with the candidate's qualifications and professional experience. Other employment benefits will be as per the organization policy.

Please note: TAHA is an equal opportunity employer that welcome all qualified candidates to apply for the open positions. TAHA is committed to create a diverse and inclusive workplace where all employees feel valued and respected.

Only shortlisted candidates will be contacted.

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