



Career with BRAC International

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BRAC Maendeleo Tanzania is part of a leading development organization that started its operations in 2006 in Tanzania, focusing on thematic areas of Agriculture, Youth and Women Empowerment, Food Security and Livelihood

About the Programme

In 2022, the Mastercard Foundation in partnership with BRAC International (BI) will be announcing an initiative that will create a positive and measurable impact for 1.2 million adolescent girls and young women and 9.5 million people across seven countries in East and West Africa, including Ghana, Kenya, Liberia, Rwanda, Sierra Leone, Tanzania, and Uganda.

There is mounting urgency to support adolescent girls and young women (AGYW) living in poverty, which has been further amplified by the global pandemic. Through this partnership, scalable economic development approaches will be delivered in communities to foster the agency and voice of AGYW. They will have the opportunity to fulfill their aspirations, achieve sustainable livelihoods, and engage in advocacy issues.

BRAC International will implement an integrated and holistic model to address the various life cycles of a young woman living in poverty, ensuring she is able to transition safely from adolescence to adulthood. She will be equipped with the appropriate skills, tools, and access to finance to effectively exercise her agency and build a fulfilling and productive livelihood.

In preparation for the launch, BRAC International is seeking applications from competent, dynamic and self-motivated individuals to fill the following position in **BRAC Maendeleo Tanzania**

1. PROGRAM ASSISTANT – SOCIAL EMPOWERMENT (AD# MCFBMT-2208)

The purpose of this position is to ensure overall implementation of social empowerment related components of the program including supporting social and economic empowerment training, building awareness about social and health related issues such as GBV, safe birth, contraception, disaster preparedness, sustainable livelihood.

RESPONSIBILITIES

- Lead the AIM program inception activities including community mobilization and participant selection, club selection and setup, mentor selection and onboarding, community mobilization, mapping and establishing social empowerment linkages for participants
- Lead the implementation and supervision of social and economic empowerment activities in assigned clubs as per program design, activity plan and budget
- Organize and support Youth Development Committees in the target communities
- Ensure achievement of club-level program targets as per Implementation Guideline and report any operational/management issues to BM
- Coordinate closely with the Technical Sector Specialists (TSS) to seek technical guidance and knowledge; provide support to TSS as needed
- Guide and supervise mentor activities under the social empowerment component and develop their capacity by providing regular coaching, mentoring and training
- Attend monthly coordination meetings organized at the branch level and provide updates on club activities, flagging any issues needing attention from the branch/area manager.
- Support BM with all branch level procurement and logistics and other tasks, as required
- Ensure cash flow by submitting cash requisition timely for smooth day to day operations
- Organize and facilitate social empowerment trainings for participants; provide support to connect program participants with broader linkage services
- Follow-up closely with participants to minimize attrition and prepare monthly attendance reports and bi-monthly drop-out reports
- Prepare MIS and financial reports and other reports and ensure timely submission

Safeguarding Responsibilities:

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme'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 and encourage others to do the same

EDUCATIONAL REQUIREMENTS

- Advanced diploma or degree in Social Science /Anthropology /Sociology or other relevant fields

SKILLS AND COMPETENCIES

- Ability to spend extended periods of time in the field and travel within the country
- Proficient in using mobile devices, and computers, particularly with Microsoft Office
- Strong sense of teamwork and collaboration and demonstrated ability to build relationships with individuals from diverse backgrounds
- Personal qualities of integrity, credibility, and dedication to the mission of BRAC

EXPERIENCE REQUIREMENTS

- At least 1 years' experience in the international development sector, including experience working with marginalized communities to implement community development programs including microfinance, livelihood, agricultural and food security, and/or girl's and women's empowerment programs.

EMPLOYMENT TYPE: CONTRACTUAL

SALARY: Negotiable

JOB LOCATION: Dar es Salaam, Pwani, Morogoro, Dodoma, Singida

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: bimcf.tanzania@brac.net

Please mention the name of the position and AD# in the subject bar.

**Only complete applications will be accepted and shortlisted candidates will be contacted.
Women are highly encouraged to apply.**

Application deadline: 30th June 2022

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About the Programme

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1. PROGRAM ASSISTANT – LIVELIHOOD (AD# MCFBMT-2209)

The purpose of this position is to ensure overall implementation of livelihood, value chain and market development related activities under a branch office.

RESPONSIBILITIES

- Lead the AIM program inception activities including community and participant selection, club selection and setup, mentor selection and onboarding, community mobilization, linkage services and value chain mapping
- Lead the implementation and supervision of activities in assigned clubs as per program design, activity plan and budget
- Ensure achievement of club-level program targets as per implementation guideline and report any operational/management issues to AIM-BM
- Coordinate closely with the AIM-Technical Sector Specialists (TSS) to seek technical guidance and knowledge; provide support to AIM-TSS as needed
- Guide and supervise mentor activities and develop their capacity by providing regular coaching, mentoring and training
- Organize livelihoods trainings for participants, manage assets and input transfer activities, provide enterprise development support, and coordinate all market development and facilitation activities in the community
- Attend monthly coordination meetings organized at the branch level and provide updates on club activities, flagging any issues needing attention from the branch/area manager.
- Support AIM-BM with all branch level procurement and logistics and other tasks, as required
- Ensure cash flow by submitting cash requisition timely for smooth day to day operations
- Organize and facilitate livelihood trainings for participants; provide support to connect program participants with broader linkage services and with employment/livelihood pathways
- Follow-up closely with participants to minimize attrition and prepare monthly attendance reports and bi-monthly drop-out reports
- Prepare MIS and financial reports and other reports and ensure timely submission

Safeguarding Responsibilities:

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme'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
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EDUCATIONAL REQUIREMENTS

- Advanced diploma or degree in Social Science /Anthropology /Sociology or other relevant fields

SKILLS AND COMPETENCIES

- Ability to spend extended periods of time in the field and travel within the country
- Proficient in using mobile devices, and computers, particularly with Microsoft Office
- Strong sense of teamwork and collaboration and demonstrated ability to build relationships with individuals from diverse backgrounds
- Personal qualities of integrity, credibility, and dedication to the mission of BRAC

EXPERIENCE REQUIREMENTS

- 3 years' experience in the international development sector, including experience working with marginalized communities to implement community development programs including microfinance, livelihood, agricultural and food security, and/or girl's and women's empowerment programs.

EMPLOYMENT TYPE: CONTRACTUAL

SALARY: Negotiable

JOB LOCATION: Dar es Salaam, Pwani, Morogoro, Dodoma, Singida

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1. BRANCH MANAGER (AD# MCFBMT-2207)

The purpose of this position is to ensure overall leadership to program implementation activity at the branch level. This will include day-to-day management and implementation supervision, staff-capacity development, staff supervision and monitoring, stakeholder management, procurement and ensuring internal team coordination

RESPONSIBILITIES

Technical and Implementation Support:

- Provide supervisory support to all AIM related program activities at the branch level, ensuring activity planning, roll-out, implementation, and tracking, in accordance with the operations manual
- Lead team-set up, staff onboarding, training and activity planning of AIM-PAs and BAOs
- Oversee the selection and set-up of AIM clubs, participant selection, and supervise the operation of club activities with direct assistance from PAs
- Provide technical guidance and direction to PAs to match participants to livelihood pathways
- Support PAs to mobilize Village Savings and Loan Associations (VSLAs) and link participants to VSLAs
- Ensure timely preparation and submission of MIS, financial and donor reports
- Finalize branch wise procurement plans for the necessary asset and input support including numbers, item specifications, budget, bidding.
- Ensure all branch level procurement in compliance with policy and budget allocations
- Track and maintain sufficient cash flow for smooth day to day project activities

Supervisory and Coordination Support:

- Lead all branch level activities and serve as the branches' main focal point for internal and external stakeholders
- Coordinate closely with AIM Technical Sector Specialists (AIM-TSS) to develop capacity of PAs in livestock, agriculture, market development, and social inclusion
- Facilitate monthly branch coordination meetings to ensure communication, planning and internal alignment
- Organize and facilitate all branch level trainings and workshops as per program design

Safeguarding Responsibilities:

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation
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EDUCATIONAL REQUIREMENTS

- Master's degree (preferred) or Bachelor's degree in Social Science /Anthropology /Sociology /Business Administration and /or other relevant fields

SKILLS AND COMPETENCIES

- Strong Microsoft Office skills
- Strong sense of teamwork and collaboration and demonstrated ability to build relationships with individuals from diverse backgrounds
- Personal qualities of integrity, credibility, and dedication to the mission of BRAC.

EXPERIENCE REQUIREMENTS

- At least 3 years' experience in the international development sector, including experience with extreme-poor and marginalized communities to implement integrated development programs including microfinance, livelihood, agricultural and food security, and/or girl's and women's empowerment programs
- Experience in project management and coordination, including supervision and monitoring, administration, finance, and logistics

EMPLOYMENT TYPE: CONTRACTUAL

SALARY: Negotiable

JOB LOCATION: Dar es Salaam, Pwani, Morogoro, Dodoma, Singida

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1. REGIONAL MANAGER (AD# MCFBMT-2206)

The purpose of this position is to ensure internal alignment and coordination at the regional level. The RM will be in-charge of supervising Technical Sector Specialists (TSS) and branch manager's activities. The RM will play an instrumental role in guiding community outreach and regional level advocacy initiatives, partnership management and for providing overall operational support

RESPONSIBILITIES

Program Implementation Support:

- Provide technical and managerial leadership to ensure timely program rollout and implementation at the regional level
- Coordinate closely with BMs to ensure timely implementation of monthly, quarterly and yearly activity plans as work plan and budget
- Monitor all program activities at the regional level and ensure adherence to the operations manual and maintenance of quality and safeguarding standards during program implementation
- Monitor and coordinate all region level activities rolled out by BM, TSS, PA & BAO
- Ensure internal monitoring within the programme to assess the quality-of-service delivery, data collection and integrity and documentation in branch offices
- Provide support to strengthen supervision framework to ensure quality programme delivery
- Manage and strengthen MIS, program/management data collection and reporting
- Provide leadership to troubleshoot operational and management issues as they arise
- Identify, forge, mobilize and manage partnerships with key partners and stakeholders at the regional level to ensure maximum visibility
- Ensure reporting as per donor reporting guidelines with close attention to financial reporting guidelines
- Conduct regular monitoring visits as required
- Support the AIM Programme Manager and FOM with updates and information, as required

Support procurement and budget control:

- Ensure procurement guidelines are followed for all procurement, reporting any concerns to the FOM
- Monitor spend rates periodically to avoid over/under spending

Supervisory and Coordination Support:

- Oversee hiring, onboarding and training of regional and branch-level staff
- Develop supervision framework for field staff and ensure staff deliver planned activities on time and budget
- Coordinate closely with BMs to finalize annual work plans, staff structure, supervision guidelines, KPIs for TSS, PA and BAO
- Organize and facilitate regional coordination meetings, trainings, workshops, and district-level events to ensure communication, planning and internal alignment
- Schedule regular check-ins with FOM to provide update on program implementation

Safeguarding Responsibilities:

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation
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EDUCATIONAL REQUIREMENTS

- Master's degree in Social Science/Anthropology/Sociology/Business Administration and/or other relevant fields

SKILLS AND COMPETENCIES

- Strong Microsoft Office skills
- Strong sense of teamwork and collaboration and demonstrated ability to build relationships with individuals from diverse backgrounds
- Personal qualities of integrity, credibility, and dedication to the mission of BRAC.

EXPERIENCE REQUIREMENTS

- 4-6 years' experience of field management/direct implementation experience.
- Prior experience in the international development sector, including familiarity with extreme poor and marginalized communities to implement integrated community development programs including microfinance, livelihood, agricultural and food security, and/or girl's and women's empowerment programs
- Experience in project management and coordination, including supervision and monitoring, administration, finance, and logistics

EMPLOYMENT TYPE: CONTRACTUAL

SALARY: Negotiable

JOB LOCATION: Dar es Salaam, Pwani, Morogoro, Dodoma, Singida

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