

VACANCY ADVERTISEMENT

Hand in Hand Eastern Africa-Tanzania (HIHEA TZ) is a Non-Governmental Organization (NGO) registered in Tanzania since 2018 with a mandate to operate in the country, and part of the Hand in Hand Global Network. Our vision is to empower the society, especially women, through the creation of sustainable enterprises and jobs. HIHEA (TZ) currently leads field operations through six Regions in Arusha, Kilimanjaro, Manyara, Singida, Dodoma & Simiyu.

The organization works with marginalized communities in the areas of economic and social empowerment using a participatory approach aimed at helping people fight poverty and vulnerability. The Hand in Hand enterprise and job creation approach is based on a philosophy of self-help, providing training, skills and support to enable people living in poverty, particularly women, to build and sustain independent, market-based, economic activities. This provides for a higher level of income for them and their families, which in turn contributes to greater food security, better education for children, and increased access to healthcare, improved housing, and overall improved livelihoods.

BUSINESS RELATIONSHIP TRAINEE JOB DESCRIPTION AND SPECIFICATIONS. REF.NO: HTZ BRT-02/2025 (07) POSTS: LOCATION: KILIMANJARO (Hai) & MANYARA (Simanjiro).

The position is responsible for implementation of program activities within the assigned target areas and communities in compliance with established policies and procedures.

➤ **Duties and Responsibilities.**

- Create general awareness of HIHEA (TZ) operations activities in assigned areas of operation through promotion and outreach.
- Select, identify and recruit potential groups/members in accordance with the established operations policy.
- Mobilize, form and attend group meetings and ensure groups are cohesive and sustainable in line with HIHEA (TZ) requirements.
- Facilitate group/member selection, group formation and general group and member management.
- Prepare and submit daily, monthly, semi-annual and annual reports in a timely manner
- In consultation with the Branch Manager, collaborate with government agencies and local NGOs for the benefit of both the clients and the Programme.
- Represent HIHEA (TZ) in the designated area, including representation in local development committees; and participate in relevant forums whenever nominated such as government, community and other stakeholder forums.
- Participate and assist in monitoring and evaluation including supporting field activities, provision of data and information, adoption of findings and recommendations, documentation of case studies, experiences and lessons and adoption best practices.

- Create and nurture effective working relationship with stakeholders; beneficiaries, local community, partners, service providers, collaborators, relevant government agencies etc.
- Maintain quality standards and ensure compliance with policy and procedures in implementation of activities in the assigned area.
- Ensure proper documentation and maintain adequate records for all activities through maintenance of proper and effective filing system.
- Keep assigned HIHEA (TZ) assets such as equipment, tools and motor cycle in good working condition and report any breakdown and damages to the Branch Manager in a timely manner.
- Perform any other duties as may be assigned by the supervisor from time to time.

➤ **Job Specifications & qualifications.**

- Degree in any of the following areas: Adult Education & Community development, Project planning and management, Community Development, social work/Sciences, Micro Finance, Business Management, Business administration, or related field.
- Minimum 1 years working experience on community practice, social development and social enterprises.
- Strong conceptual and practical understanding of peri-rural development and financing.
- Passion and ability to work with marginalized rural and peri-urban communities.
- Positive attitude and high level of integrity and good team player.
- Demonstrated initiative, good and consistent performance.
- Good interpersonal, public relations and community mobilization skills with demonstrated ability to develop and maintain constructive relationships and profitable networks, and work with adult at the local community level.
- Computer literate – good knowledge in MS Office applications an added advantage.
- Self-driven, and able to work with minimal supervision.
- Good team orientation coupled with exceptional planning and organizational skills and demonstrated ability to multitask and follow instructions.
- Good communication skills and language skills in both English and Kiswahili.
- Flexible to work in any region in Tanzania as per the organization needs and expansion.
- Licensed and experience motorbike riders are encouraged to apply.



➤ **Application process.**

Qualified and interested candidates should forward a cover letter and CV in one document (PDF), citing the **Position** and **Reference Number to careers@handinhandea.or.tz** on or before close of business by **05th October, 2025**. Only shortlisted candidates will be contacted.

Website: www.handinhandea.or.tz

PO Box 7152 Arusha. Tel. +255 27 254 7559



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Disclaimer:

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SUMMARY OF PROGRAM OFFICER – JOB DESCRIPTION AND SPECIFICATIONS. REF.NO: HIHEATZ PO. 02/2025 (01) POST. LOCATION: MANYARA (Simanjiro).

The position is responsible for providing technical support to Projects implemented at the branch level. This includes planning, directing and coordination of operations of the project and others to ensure actualization of its deliverables in line with donor agreements, budgets and timelines.

❖ **DUTIES AND RESPONSIBILITIES.**

- Spearhead implementation of the project aspects that relate to the projects as shall be assigned by the Program Coordinator.
- Support periodic review of operations plans, work plans, activities and deliverables and performance guidelines for the project.
- Market and promote HIH EA (TZ) and its products and services.
- Management of members access to credit and financial/microfinance institutions partnership.
- Undertake frequent monitoring of members businesses, access to credit performance, disbursements, savings, and micro finance uptake to ensure that performance aligns with the organization's project targets.
- Monitor and analyse credit risks and provide advice on mitigation strategies.
- Lead and provide technical support in implementation of the project activities including the preparation of work plans and performance guidelines and ensure the program deliverables are in focus, on track and persistently pursued.
- Coordinate partnership initiatives with relevant national institutions e.g., Government Ministries, other donor funded programmes to facilitate the channelling of cutting-edge practical expertise to the members.
- Coordinate the implementation of HIH EA (TZ) project activities and all issue relating to project operations, support Branch Managers and branch staff in advancement & member's business developments and successes as well as guide the actualization of the project activities by HIH EA TZ members.
- Support the introduction of new and innovative methodologies into HIH EA (TZ)'s programs to improve the support provided to members on their business and development.
- Support the revision of HIH EA (TZ)'s training manuals to accommodate new methodologies, processes, technologies and the solid M&E frameworks on enterprises development and activities.
- Support on the development and periodic review of materials and documentation for HIH EA (TZ) project interventions in market knowledge and others as shall be requested.
- Build capacity of project staff to implement the revised training manuals, disseminate best practices and ensure a wide adoption of effective methods and mechanisms of project activities among HIH EA (TZ) members.
- Co-ordinate activities for meeting and engaging with local leaders and stakeholders in the respective areas of project implementations.

- Make recommendations on innovations and creation of products and services that would fit specific areas and members based on need analysis.
- Support proposals development & new project at HIH EA (TZ).
- Bring to the attention of the program manager issues and matters that need attention without undue delay.
- Develop and maintain strong and profitable relationships and networks with project stakeholders.
- Support the program manager to facilitate effective and impactful field visits for donors, partners and other stakeholders.
- Participate in relevant forums (such as government, community and other stakeholder) whenever nominated.
- Maintain a network of peers and professional contacts for exchange of ideas and information.
- Maintain good public relations and promote visibility of HiH EA (TZ)'s work within project areas.
- Maintain relationship among field staffs in collaboration with branch managers.
- Support the branch managers to handle immediate staff issues in consultation with branch manager.
- Perform any other duties as may be assigned by the Supervisor from time to time.

❖ **Specifications & Qualifications.**

- Bachelor's Degree in the field of adult education & Community Development, Project planning and management, Business administration, Agricultural Economics, Community development, Agri-business Management, Cooperatives management & Entrepreneurship, Project planning and Commerce or other relevant discipline.
- Good understanding of the dynamics local agro-economic sectors, products and markets.
- Good understanding of entrepreneurship and small-scale business creation.
- Demonstrated good leadership, management and interpersonal skills, demonstrated ability to build and nurture partnership, and ability to work with people of diverse backgrounds especially at the community level.
- Good analytical skills with conceptual and practical understanding of peri-urban and rural development and experience in working with marginalized communities within the local context.
- Strong communication both oral and written in English and Kiswahili and report writing skills
- Proficiency in use of Microsoft Word, Excel and PowerPoint.
- Strong performance drive, initiative and commitment to individual and team results.
- At least 2 years' working experience on the relevant field.
- Experience of the same position on project with adult engagement is an added advantage.

❖ **Application process**

Qualified and interested candidates should forward a cover letter, CV & academic Certificates in one document, citing the **Position** and **Reference Number** to careers@handinhandea.or.tz on or before close of business by **05th October, 2025**. Only shortlisted candidates will be contacted.

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