

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 conducts field operations in six branches namely, Moshi, Arusha, Manyara, Singida, Dodoma and Meatu.

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.

SUMMARY BUSINESS DEVELOPMENT TRAINEE – JOB DESCRIPTION AND SPECIFICATIONS. REF.NO: HEATZ BDO. 01/2026 (04) POST.

1. JOB SUMMARY - PURPOSE

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

2. DUTIES AND RESPONSIBILITIES

- Select, identify and recruit potential groups/members in accordance with the established operations policy.
- Screening and selection of high potential businesses in line with the laid down minimum selection criteria
- Work closely with clients to develop and articulate growth plans that demonstrates impact, growth, and long-term financial sustainability.
- Provide practical advice, and technical assistance across the areas of finance, sales & marketing, operations, and staffing to help clients harness opportunities, structure their businesses more effectively, and catalyse growth.
- Advise and assist clients in product development, sales and marketing strategy, and customer acquisition.
- Create general awareness of HIHEA TZ operations activities in assigned areas of operation through promotion and outreach.
- Foster market linkages by connecting members to market opportunities.
- Foster and facilitate financial linkages between target clients or members and financial services providers
- Access and analyse business, identify the obstacles to growth of the business offer advice on viable solutions to overcome challenges affecting the enterprises.
- Ensure collection of member personal information and fully filled registration form (bio data tool).
- 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 motorcycle in good working conditions and report any breakdown and damages to the Project supervisor in a timely manner.
- Perform any other duties as may be assigned by the Supervisor from time to time.

3. KNOWLEDGE, SKILLS AND ABILITIES:

The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training

a. Level of Education/Academic Qualification

- Bachelor's Degree in Community Development, Social Sciences, Agri-business Cooperative, Micro Finance, Marketing, Business Management, Administration, Commerce or related field.

b. Specialized Training/Professional Qualifications

- Training in any of the following areas: Community Development, Social Sciences, Agri-business Cooperative, Micro Finance, Marketing, Business Management, Administration, Commerce or related field.

c. Competencies/Abilities/Skills Required

- 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.
- Working knowledge of basic accounting, financial reporting and budget preparation.
- Demonstrated initiative, good and consistent performance as a BRO for not less than one year in HIHEA-TZ.
- Good interpersonal, public relations and community mobilization skills with demonstrated ability to develop and maintain constructive relationships and profitable networks, and work with people of diverse backgrounds 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 planning and organizational skills with demonstrated ability to multitask and follow instructions.
- Good communication skills and working knowledge of English, Kiswahili.
- Licence and experience to ride a motorbike is an added advantage.

d. Relevant Work Experience

- 2 years relevant work experience in a similar position in an NGO Context.

Application process

Qualified and interested candidates should forward a cover letter and CV in one document, citing the **Position** and **Reference Number** to careers@handinhandea.or.tz on or before closing of business by **03rd March 2026**.

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Hand in Hand Eastern Africa - Tanzania

Giving Hope, Dignity and Choice

Disclaimer:

Hand in Hand Eastern Africa (TZ) is an equal opportunity employer and does not charge or accept any amount or security deposit from job seekers during the selection process or while inviting candidates for an interview.