



We Are Hiring ASSISTANT FINANCE OFFICER Volunteer

KEY RESPONSIBILITIES

- Support the preparation of accurate and timely financial reports for projects and the organization.
- Record financial transactions in line with accounting standards and organizational procedures.
- Assist in budget preparation and monitor expenditure against approved budgets.
- Ensure proper filing and documentation of all financial records (vouchers, receipts, invoices).
- Support internal and external audit processes by preparing required documentation.
- Work closely with programme teams to ensure financial compliance with donor requirements and project plans.

QUALIFICATIONS & COMPETENCIES

- CPA (Certified Public Accountant) – mandatory requirement.
- Bachelor's degree or diploma in Accounting, Finance, or a related field.
- Demonstrated understanding of financial management systems within NGOs or development programmes.
- Proficiency in Microsoft Excel and accounting software (e.g., QuickBooks, Tally, or equivalent).
- High level of integrity, attention to detail, and strong organizational skills.
- Ability to work independently and collaboratively within a multidisciplinary team.
- Prior experience in NGOs or donor-funded projects is an added advantage.

TERMS OF ENGAGEMENT

- This is a volunteer position designed to provide practical, hands-on experience in financial management within a development organization.
- Exposure to donor-funded programme finance, compliance systems, and audit processes.
- Minimum commitment of 3–6 months is preferred, with flexibility based on mutual agreement.

→ Apply Now

Submit your **Cover letter & CV** to:
taheamwanza@gmail.com

Deadline To Apply: 25th May 2026

For more info Visit Us at: www.tahea.or.tz

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We Are Hiring

AGRICULTURE OFFICER Volunteer

KEY RESPONSIBILITIES

- Support implementation of agroecology and climate-smart agriculture (CSA) interventions at community level.
- Facilitate farmer training on sustainable practices including soil fertility management, crop diversification, intercropping, and organic pest control.
- Support establishment and monitoring of demonstration plots for farmer learning and replication.
- Assist in farmer mobilization and extension activities targeting women and youth smallholder farmers.
- Collect field data and contribute to programme monitoring, reporting, and learning (MEL).
- Work closely with extension officers and programme teams to ensure effective delivery of interventions.

QUALIFICATIONS & COMPETENCIES

- Must have formal training in Agriculture (Diploma or Degree in Agriculture, Agronomy, Agroecology, or related field) – mandatory requirement.
- Practical understanding of smallholder farming systems and rural livelihoods.
- Knowledge of climate-smart agriculture and sustainable land management practices is an added advantage.
- Strong facilitation and community engagement skills.
- Ability to work in rural settings and engage directly with farmers.
- Basic skills in data collection and reporting.
- Experience working with NGOs or community-based projects is an added advantage.

TERMS OF ENGAGEMENT

- This is a volunteer position designed to provide hands-on experience in development programming and field-based agricultural extension.
- Exposure to climate adaptation programmes, donor-funded project implementation, and community systems strengthening.
- Minimum commitment of 3–6 months is preferred.

→ **APPLY NOW**

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