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## VACANCY ANNOUNCEMENT

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.

### Activity background

TAHA is implementing the Joint Programme "Transforming Seaweed Farming through Integrated Financial Solutions for Enhanced Food Systems in Zanzibar" supported by WFP in collaboration with the Revolutionary Government of Zanzibar and United Nations agencies, including, FAO, IFAD, and UN Women. The programme aims to transform seaweed farming from a subsistence activity into a resilient, inclusive, and commercially viable sector through strengthened financial inclusion, climate-smart production systems, value addition, market linkages, and cooperative development.

The programme targets seaweed farmers, cooperatives, women, youth, and vulnerable groups across Unguja and Pemba. To support the implementation of entrepreneurship, cooperative governance, financial literacy, and market development interventions, the programme seeks to recruit two qualified Business Development Services (BDS) Officers (one located in Pemba, one in Unguja).

TAHA is seeking for a motivated and experienced Tanzanian to fill the position as described below.

**Position:** Business Development Services Officer

**Reporting to:** Business Development Services Coordinator (2)

**Duty station:** Zanzibar (Unguja & Pemba), Tanzania

**Duration:** Eight (8) months

### Position summary.

The BDS Officer will support the implementation of project activities related to entrepreneurship development, cooperative strengthening, financial literacy and access, governance improvement, market systems strengthening, and business linkage facilitation for seaweed farmers and cooperatives in Zanzibar. The officer will work closely with seaweed cooperatives, community-based trainers, financial institutions, government authorities, private sector actors, and implementing partners to ensure effective delivery of project outputs and achievement of targeted results.

### Scope of work

#### A. Entrepreneurship and Financial Literacy Support

- Coordinate entrepreneurship and financial literacy training for seaweed farmers, cooperatives, women, youth, and vulnerable groups.
- Facilitate training sessions on budgeting, record-keeping, loan management, market analysis, communication, and business planning.
- Support the rollout of financial literacy trainings and community awareness sessions.
- Assist seaweed farmers and groups in developing simple and bankable business plans.
- Promote adoption of financial management best practices among cooperatives and producer groups and link them to financial institutions.

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## **B. Cooperative Governance and Institutional Strengthening**

- Facilitate training on gender-responsive governance, inclusive leadership, accountability, and transparent decision-making.
- Support cooperatives to strengthen governance structures, constitutions, by-laws, and internal management systems.
- Coordinate implementation and use of governance toolkits and financial reporting templates.
- Support the establishment and strengthening of internal control and accountability systems within cooperatives.

## **C. Market Linkages and Business Networking**

- Facilitate market linkage opportunities between seaweed cooperatives, buyers, processors, and financial service providers.
- Support organization of networking and peer-learning events including Seaweed Day and Women's Day forums.
- Promote business-to-business (B2B) engagement and market exposure opportunities.
- Support cooperative participation in exhibitions, trade fairs, and learning visits.

## **D. Capacity Building of Community-Based Trainers (CBTs)**

- Coordinate field-level support for Community-Based Trainers enrolled in the Certified Financial Educators (CFE) Programme.
- Support identification, mobilization, and follow-up of CBTs across target communities.
- Monitor CBT outreach activities and support cascading of financial literacy and entrepreneurship skills to communities.

## **E. Monitoring, Reporting, and Documentation**

- Collect and compile activity data, attendance records, beneficiary profiles, and training reports.
- Maintain updated records of cooperatives, beneficiaries, and project activities.
- Prepare monthly, quarterly, and activity progress reports.
- Document success stories, lessons learned, case studies, and best practices.
- Support monitoring and evaluation activities, including post-training assessments and beneficiary tracking.

## **F. Stakeholder Coordination and Collaboration**

- Work closely with district authorities, extension officers, cooperatives, financial institutions, and project partners.
- Participate in coordination meetings and stakeholder engagement forums.
- Ensure effective communication and coordination between project beneficiaries and implementing partners.

### **Qualifications and skills**

<b>Degree Level</b>	Bachelor's degree in Agribusiness, Business Administration, Entrepreneurship, Cooperative Management, Community Development, Economics, Rural Development, or related field.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 3 years' experience in supporting MSME's or farmer groups in entrepreneurship, financial inclusion, governance or related fields.</li> <li>• Prior experience in community engagement, training of trainers, capacity building assignments</li> </ul>

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	<p>preferred.</p> <ul style="list-style-type: none"> <li>• Experience in working in the seaweed sector is desirable.</li> <li>• Candidates from Zanzibar preferred.</li> </ul>
<b>Key Skills</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills. Good planning &amp; coordination, management, and leadership skills. Strong interpersonal skills and the ability to build and maintain effective relationships with stakeholders.</li> <li>• Competence in driving motorcycle or vehicles preferred.</li> </ul>

### Application Procedure

Interested and qualified individuals should send their applications enclosing detailed.

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

The cover letter to 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](mailto:recruitment@taha.or.tz).
2. **Subject Line:** In the subject line of your email, clearly state the position you are applying for. For example: "APPLICATION FOR BUSINESS DEVELOPMENT OFFICER POSITION."
3. **Deadline:** The deadline for submitting your application is Sunday, 17<sup>th</sup> May 2026. 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 the TAHA salary scale, and in alignment with the candidate's qualifications and professional experience. Other employment benefits will be as per the organization's 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.**