



1. JOB TITLE: TECHNICAL ASSISTANT – AGRIBUSINESS, TANZANIA

Job Grade: KT 7

Program: Regional East Africa Women and Youth Economic Empowerment in Fisheries project

Unit of Service: Tanzania

Reports To: Program Assistant - Aquaculture

Duty Station: KT Tanzania – Dodoma

Supervision: Village Agents/ToTs

Employment Category: Contract

Purpose of the Job

The Technical Assistant – Agribusiness will support the implementation of the Women and Youth Economic Empowerment in Fisheries project in Tanzania.

Responsibilities:

Management of Project Partners

- a) Actively support and strengthen linkages between District Officials, KT, and other relevant stakeholders in the implementation area.
- b) Actively support Resident Associates, ToTs and WYEEFIMA project participants to participate in project activities, improve quality of fish and fish products for sale in national and regional markets.

Project Implementation:

- a) Conduct all activities in accordance with approved project plan.
- b) Assist in the preparation and dissemination of training materials, including the customization and printing of manuals and posters.
- c) Support in the coordination of training logistics, such as booking venues, arranging transport, and organizing refreshments.
- d) Build the capacity of the ToTs and fish value chain actors in PHH techniques.
- e) Assist in linking traders to suppliers of PHH technologies and facilitating access to finance for post-harvest equipment.
- f) Provide logistical support for the distribution of PHH materials and technologies to fish value chain actors.

Project Monitoring & Evaluation

- a) Communicate with participants to ensure their participation in training sessions and follow-up activities.
- b) Coordinate with trainers, Lead trainers and other stakeholders to ensure the smooth execution of the training program.
- c) Write and submit monthly technical reports detailing the progress of activities, challenges encountered, and recommendations for improvement.
- d) Ensure that reports are comprehensive and submitted on time to Program Assistant for aggregation.
- e) Conduct regular field monitoring of project activities in liaison with the in-country M&E Team
- f) Collect and enter data related to participant training sessions, participant attendance, and feedback.
- g) Support the establishment and management of Business Organizations, ensuring accurate data collection for volumes traded and other activities.
- h) Manage and ensure accurate data capturing and analysis about the WYEEFIMA project activities.
- i) Prepare and monthly progress reports for regions for which he/she is responsible

Finance and Administration:

a) Comply with project and KT financial controls, regulations, and operational guidelines. b) Provide technical input to ensure documentation and efficient management of project documents.

Information and Communication:

a) Support the Communications and technical team to prepare documentation of best practices including writing/editing articles, press releases, lessons learnt and other learning materials.

HR Management

a) Supervise and manage the performance of Resident Associates and Village Agents to achieve project goals and objectives.

Fundraising:

a) Utilize technical skills, knowledge and networks to contribute to fundraising initiatives of KT Tanzania.

Competencies Required:

- a) Excellent Interpersonal and communication skills.
- b) Ability to operate independently when carrying out established, recurring and non-recurring tasks.
- c) Good skills in writing, editing, formatting, research, negotiation, and verbal communications.
- d) Demonstrated attention to detail.
- e) Demonstrated knowledge and experience in value chain development in similar projects or programs that relate to women and youth empowerment.

Educational Qualifications and Experience Required:

- a) Bachelor's degree in Agribusiness, Rural Development, Economics, Trade Facilitation or a related field.
- b) Additional training or experience in project coordination, or related areas is an asset.
- c) At least 2 years of experience in supporting agricultural or rural development projects, preferably in a program or technical assistant role.
- d) Experience in data collection, report writing, and logistics coordination.
- e) Experience in conducting training, mobilization of small traders and group formation.
- f) Ability to speak and communicate well in Kiswahili language is an added advantage.

How to Apply

If you are the right candidate, please send your application letter plus the followings:

- An up-to-date CV, highlighting relevant skills and experiences (presented in relation to each of the responsibilities listed above).
- The names and contacts of three referees, daytime telephone contacts and emails. Two must be your previous immediate supervisors.
- Copies of all relevant Academic Certificates, and Transcripts for both “O” and “A” levels.
- A statement and proof of the current remuneration package

Please submit your application documents electronically through our KT Odoo System addressed to; The Human Resource Manager, Kilimo Trust.

Deadline for receiving applications is **Friday 03rd July 2026**

Only shortlisted candidates will be contacted.

APPLY HERE

2. JOB TITLE: ASSISTANT PROGRAM OFFICER - VALUE CHAIN DEVELOPMENT

Program: Regional East Africa Women and Youth Economic Empowerment in Fisheries project

Job Grade: KT5

Unit of Service: KT Tanzania

Reports To: Program Officer Value Chain Development

Supervision: Program Assitsnats, Technical Assistants, Resident Associates, Consultants

Employment Category: One Year Contract (Renewable)

Purpose of the Job:

Lead efforts to support and manage the technical team to develop value chains in the fisheries sector, focusing on empowering women and youth. The post holder shall provide overall leadership and management support to the Country Office team and support the Country Team to deliver WYEEFIMA Program targets for Tanzania.

Responsibilities:

Project planning

- a) Provide technical support in developing a detailed Results Plan and Financial budget.
- b) Support the development of training programs for women and youth fish traders, and other value chain actors in collaboration with the project team.
- c) Support project team to develop workplans.

Project Implementation:

- a) Work with the technical team to prepare training materials to be used for relevant training on fish PHH management, business management, fish trade etc.
- b) Support value chain actors and provide technical support in the development of business cases and plans for investment in fish and fish by-product businesses.
- c) Provide technical support in the production of feasibility analyses for investment in different fish by-products in relation to differentiated markets.
- d) Implement project-planned activities and track progress against milestones and key performance indicators.
- e) Implement a system of compliance assessment to ensure adherence to KT and donor project standards and requirements.

Project Monitoring, Evaluation and Learning:

- a) In collaboration with in-country MEL officer, undertake periodic surveys to gauge progress made on delivery of WYEEFIMA project targets for Tanzania.
- b) Support in capturing accurate data for tracking performance of WYEEFIMA project targets.
- c) Support preparation and review of monthly and quarterly progress reports and documentation of success stories, lessons and facilitate sharing of the same.
- d) Prepare timely reports on project activities; consolidate findings and prepare infographics that communicate results in easy-to-understand formats.

e) Review monthly and quarterly reports from field assistants, associates and or subcontractors/consultants in relation to sub-contract scope of work.

f) Monitor achievements of project deliverables, risks, and any issues as well as impact and report back to Program team Leader as stated in Project implementation Plans.

Finance and Administration:

a) Comply with project and KT financial controls, regulations, and operational guidelines. b) Support administrative functions of the KT office in Tanzania.

c) Provide technical input to ensure documentation and efficient management of project documents.

Information and Communication:

a) Establish, manage and maintain strategic relationships with all KT project stakeholders and partners in Tanzania while increasing our visibility.

b) Support the Communications and technical team to prepare documentation of best practices including writing/editing articles, press releases, lessons learnt and other learning materials.

HR Management

a) Supervise and manage the performance of Project Assistants, Technical Assistants, Resident Associates, Village Agents and Consultants to achieve project goals and objectives.

Fundraising:

a) Utilize technical skills, knowledge and networks to contribute to fundraising initiatives of KT Tanzania

b) Work with the Country Team, Team Lead Resource Mobilization and Quality Assurance on fundraising initiatives for Tanzania

Key Performance Indicators

1. Training materials for MSME, traders and youth groups training developed.

2. Business cases and investment scenarios for fish stakeholders developed in collaboration with country team and consultant (s).

3. WYEEFIMA Project partners in Tanzania supported during implementation in growing their businesses and providing job opportunities for Women and Youth.

4. At least 4 articles, blogs, media podcasts, TV and radio messages are published on KT social handles

about project implementation in Tanzania every year.

5. Accurate and timely monthly and quarterly reports on project progress submitted to relevant offices.
6. HR and Administration of Tanzania country offices supported.
7. KT finances appropriately utilized in accordance with finance management policy of the Trust.
8. At least 2 project proposals are submitted and funded in Tanzania annually.
9. Contribute to KT brand recognition in Tanzania through various channels and social media platforms.

Educational Qualifications and Experience Required

- a) Degree in Agricultural Economics, Business Management, Entrepreneurship or Natural Resource Economics with a strong understanding of Value Chain Development, building agricultural markets, youth and women empowerment and SME development.
- b) Demonstrated experience in value chain development in rural contexts is a MUST.
- c) A minimum of 4 years of progressive engagement in project management, especially in value chain development for youth and women empowerment initiatives in Tanzania.
- d) Demonstrated knowledge and experience in the Value Chain studies, Cross Border Trade and or Entrepreneurship is a huge added advantage.
- e) Ability to speak and communicate well in any of the local languages of Tanzanian Fishing communities and Kiswahili is an added advantage.
- f) Experience managing and coordinating diverse teams is an added advantage
- g) Demonstrated experience and ability to write concise impactful field and country level reports.
- h) Demonstrated ability to multi-task and deliver quality work under tight deadlines.
- i) High attention to detail and accuracy; Integrity; Self-driven; Courteous; Innovative; and good **management of time are all a plus.**

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