



# People's Development Forum VIUNGO PROJECT 2020 – 2023

## JOB DESCRIPTION FOR VARIOUS POSITIONS

### ABOUT PEOPLES DEVELOPMENT FORUM (PDF)

People's Development's Forum (PDF) is a fast growing institution registered under the Non-governmental organization Act, 2002 of the Laws of Tanzania in the Ministry of Health, Community Development, Gender, Elderly and Children in 2010 with registration number 00000/00004302. For more information, visit our website at [www.pdfz.org](http://www.pdfz.org)

### INITIATIVE DESCRIPTION

PDF is coordinating implementation of European Union 4 years Funded Zanzibar Value Web, Horticulture, and Income Growth (VIUNGO) Project in Zanzibar. The 12.5 Billion TZS VIUNGO project is implemented in collaboration with the Revolutionary Government of Zanzibar (SMZ) and two NGOs namely Community Forest Pemba (CFP) and Tanzania Media Women Association-Zanzibar (TAMWA-ZNZ). The Overall objective of VIUNGO project is to unlock the potential of the horticulture value chain, increase the value and volume of high-quality products to markets, and promote inclusive economic growth in Zanzibar. The VIUNGO project is based on direct provision of key enabling resources and knowledge to actor's at all major nodes in Zanzibar's horticulture value web based on the unique needs and opportunities for growth at each node. VIUNGO project provides dedicated convening supports and knowledge products which foster improved dialogue and new collaborative ventures; seeks to increase smallholder farmer production and productivity, Improve the food and nutrition security as well as support access to physical resources and technical knowledge for improving horticulture value addition, marketing, and enterprise development.

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Peoples Development Forum Building  
P.O. Box 55021 Dar Es Salaam

## 1. Accountant (Dar Es Salaam HQ)

**Start:** March 1, 2020

**Title:** Accountant,

**Contract Schedule:** Full-time

**Salary:** Competitive Salary and Benefits

**Reporting to:** Chief Financial Manager with dotted lines to the Chief Project Manager and the Executive Director.

### POSITION DESCRIPTION

The Accountant, reporting to the Chief Financial Manager with dotted lines to the Chief Project Manager and the Executive Director will provide accounting support to the partners and national office and will undertake all aspects of financial management, including corporate accounting, regulatory and financial reporting, budget and forecasts preparation, as well as development of internal control policies and procedures and capacity development of staff.

### KEY RESPONSIBILITIES

- Treasury management of the Country Office, ensuring availability of cash based on approved work plans, timely submission of cash forecast to Head Office, reporting on variances against budgets
- Prepare annual, quarterly and monthly budget and financial forecasts
- Maintain general ledger entries, prepare trial balances, and reconcile accounts
- Prepare project financial reports, tracking performance against budget, and reporting on variances according to monthly close schedule
- Prepare regulatory reporting and ensure compliance with registration requirements; calculate taxes owing and prepares tax returns as required
- Submit to Head Office for approval monthly reconciliation between national reports to tax authorities and monthly project financial reports, provide explanation for any difference observed
- Prepare payroll and regulatory deductions
- Track accounts receivable/payable and processes advance requests and invoices for staff, partners, and suppliers
- Banking, processing bank deposits, including trips to the bank
- Obtain all supporting documentation - bank statements, invoices and receipts etc. - and maintain orderly filing system at the Country Office
- Document areas of risk, formulate controls, and take steps to reduce vulnerabilities;

- Coordinate with Headquarters to ensure appropriate financial and administrative management and compliance with donor rules/regulations
- Lead annual budgeting exercise and collaborate with the Chief Project Manager and other technical team leaders to ensure program activities are in accordance with the project budget and work plan
- Develop and provide training to staff on project financial processes and policies as well build capacity for budgeting, forecasting and reporting
- Perform other duties as delegated by the Chief Project Manager

## QUALIFICATIONS

- Applicant must be a citizen of **Tanzania**
- A degree in Financial Management, Accounting or related field
- Chartered Accountant designation required
- 3 -5 years of demonstrated experience in project and business financial planning/management.
- Advanced ability in developing project financial models, budgeting and forecasting tools
- Experience with creating financial statements, general ledger functions and the month-end/year end close process.
- Strong knowledge of generally-accepted accounting and procurement practices
- Demonstrated ability to manage and prioritize multiple tasks with competing deadlines
- Strong diplomatic, interpersonal, communication and presentation skills required
- Advanced-level knowledge of Microsoft Excel
- Excellent accounting software user and must have experience of QuickBooks
- Idea candidate will have experience working in an international context and/or multi-country projects and understand grants and contribution management
- Strong verbal and written English skills required

**Deadline to apply:** February 25, 2020 at 5pm EST. Please submit your cover letter and CV as a one document Word or PDF by e-mail to [info@pdftz.org](mailto:info@pdftz.org) . No phone calls or any other communication apart from the email about the position can be accepted. We thank all applicants for their interest; however only those selected for an interview will be contacted.

2. Nutrition & Food Security Officers (2); 1 Pemba and 1 Unguja

**Start:** March 1, 2020

**Title:** Nutrition & Food Security Officer

**Schedule:** Full-time

**Salary:** Competitive Salary and Benefits

**Reporting to:** Chief Project Manager with dotted lines to the Director of Programs and the Executive Director.

## POSITION DESCRIPTION

PDF is hiring a nutrition and food security officer to join a team in the VIUNGO. We are looking for a self-motivated, highly energetic professional who understands the nutritional needs of pregnant, expecting mothers and children under five. The ideal candidate will have background in nutrition and food security.

## KEY RESPONSIBILITIES

- Train smallholder farmers, particularly women, to grow diverse and rich crops in innovative climate-smart horticulture systems.
- Improve uptake of locally appropriate nutrition practices through various strategies
- Empower smallholder farmers to establish nutrition intensive permaculture kitchen gardens.
- Support establishment of model permaculture kitchen gardens in Pemba and Unguja.
- Create and disseminate locally-appropriate nutrition Information, Communication, and Education (ICE) resources.
- Conduct workshops on locally-appropriate nutrition practices
- Train agriculture extension officers (AEOs) in project-initiated nutrition curriculum tools.
- Empower smallholder farmers in improved food security practices including hygiene, handling, and storage.
- Support smallholder farmers with appropriate food preservation technology and machines.
- Empower LGAs on "local food security early warning system".

## QUALIFICATIONS

- Applicant must be a citizen of **Tanzania**
- Bachelor's Degree in Nutrition, food security or related field
- 3 years working experience in the area of food, nutrition or food security
- Experience in health promotion related to food security and malnutrition

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### 3. Value Addition Officer (2); 1 Pemba and 1 Unguja

**Start:** March 1, 2020

**Title:** Enterprise Development & Value Addition Officer

**Schedule:** Full-time

**Salary:** Competitive Salary and Benefits

**Reporting to:** Chief Project Manager with dotted lines to the Director of Programs and the Executive Director.

## POSITION DESCRIPTION

The ideal candidate has strong abilities in agronomy, agricultural markets and value chain development, business planning, understand about market system change in Zanzibar, flexible, self-initiative.

## KEY RESPONSIBILITIES

- unlock the commercial potential of Zanzibar's horticulture sector
- work with government and stakeholders to establish processing zones
- Ensure enterprise incubation for farmer-owned and -operated businesses happens
- create direct trade linkages within lucrative local, national, regional and international segments that drive further enterprise investment and growth
- Support construction and use of Public Private Partnerships (PPP) and "full stack" commercial horticultural production and processing hubs.
- Provide horticulture value addition enterprise creation, incubation, and acceleration supports.
- Support construction and use of shared use 600 sq. ft. multiwall double-glazed solar dryers
- Develop and promote real time mobile phone-based horticultural marketplace knowledge and trade platforms
- Develop brand books for unique Zanzibar horticultural products.

## QUALIFICATIONS

- Applicant must be a citizen of **Tanzania**
- Bachelor's degree in related field such as agriculture economics, business administration, public administration, agriculture policy.
- At least 5 years of demonstrated experience in value chain development and market access related, and/or analysis/research of agribusiness and/or socio-economic development projects.

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- Practical experience supporting the development of farmers' and farmers' enterprises.
- Demonstrated capacity to work with private sector players (financial institutions, exporters, buyers, traders, transporters, input suppliers or processors)
- An understanding of climate-smart agriculture principles is preferred.
- Fluency in English.

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#### **4. Financial Inclusion Officer (2); 1 Pemba and 1 Unguja**

**Start: March 1, 2020**

**Title:** Financial Inclusion Officer

**Schedule:** Full-time

**Salary:** Competitive Salary and Benefits

**Reporting to:** Chief Project Manager with dotted lines to the Director of Programs and the Executive Director.

### **POSITION DESCRIPTION**

The ideal candidate has strong abilities in microfinance, Business planning, understand about market system change in Zanzibar, flexible, self-initiative. Experience with formation and training of informal microfinance instantons including VSLA and VICOBA will be an added advantage.

### **KEY RESPONSIBILITIES**

- Improve access to inclusive financial services for funding investments in horticulture enterprise
- improving access to Village Savings and Loan Associations (VSLAs) specifically trained in serving the horticulture sector
- Provide ongoing capacity development and direct financial assistance to support the implementation of horticulture-related business plans
- Forge ties between VSLAs with formal banking institutions and to access group bank accounts while at the same time engaging commercial banks to minimize cost-restrictive barriers and enact Sharia-compliant options – thereby increasing project sustainability
- Facilitate formation and capacity building to VSLAs groups.
- Train members of VSLA groups on horticulture-related investments via Training of Trainers (TOTs) methodology.
- Empower VSLA on the use of mobile phone for financial transaction reporting.
- Link VSLA with financial services providers.

### **QUALIFICATIONS**

- Applicant must be a citizen of **Tanzania**
- Bachelor's degree in related field such as agriculture economics, business administration, public administration.
- At least 5 years of demonstrated experience in microfinance promotion related works.



- Demonstrated capacity to work with private sector players (financial institutions, exporters, buyers, traders, transporters, input suppliers or processors)
- Fluency in English and Swahili.

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5. Chief Project Manager (1)  
**Start:** March 1, 2020  
**Title:** Nutrition & Food Security Officer  
**Schedule:** Full-time  
**Salary:** Competitive Salary and Benefits  
**Reporting to:** Executive Director and Joint Project Committee (JPC).

### POSITION DESCRIPTION

The Chief Project Manager for VIUNGO project, reporting to the Executive Director of PDF based in Dar es Salaam, will bring initiative, innovation and leadership to the management of the VIUNGO project in Zanzibar, Unguja and Pemba, and will be accountable for achieving project results.

### KEY RESPONSIBILITIES

- Management of the Project Human resources
- Leading the project staff to ensure the project achieve the five objectives of VIUNGO project
- Management and operational responsibility of the staff on day to day
- Management and facilitation of the handover in case of staff turnover
- Management of project activity implementation according to annual and quarterly plans
- Ensures definition of the activities in the operational plan in line with the project design, Work plan and allocated financial resources
- Coordination and supervision of the activities in Unguja and Pemba for all partners
- Support procurement of goods & services in compliance with both PDF and EU policies.
- Management of the operational and institutional relations with project's partners and stakeholders as well as with the donor and local authorities
- Ensure project monitoring and evaluation is done accordingly and data are shared with key stakeholders
- Financial/ Administrative supervision: monitoring the financial flows of the project, actual and forecasted expenses against budget, cash and bank management; budget control and variance analysis.
- Directly involve in grant writing by coordinating with [grant writers](#) or coordinators
- Oversee if the grants are implemented according to the operational and financial needs of the organization

- Keep the relevant staff and the partners informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities
- Oversee the job of invoicing, accounting, reporting, and other administrative functions to ensure successful execution of grant process
- Prepare financial or budget plans and allocation along with the planning and finance department in accordance with each requirement
- Analyze the budget trends and make recommendations for cost control and reduction for various grants
- Monitor paperwork and other related documents connected with grant-funded programs
- Maintain records of all payments and receivables and prepare monthly records for all grant related activities
- Provide training to the new staff on grants management and reporting requirements

## QUALIFICATIONS

- Applicant must be a citizen of **Tanzania**
- Master Degree in Social Sciences, e.g. Development Studies, Public administration or related degree
- Strong administrative competencies and good knowledge of financial management
- Ability to assess needs and write new project proposal
- Understanding of Microsoft Suit
- Excellent knowledge of written and spoken English and Swahili
- At least ten (10) years of relevant experience in management of donors funded projects
- Demonstrates integrity by modelling the NGO values and ethical standards;

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