About us
At Nutrition International, we make a difference, because nutrition is the difference.

Woven into the very fabric of our approach is the passion and drive of our global team of over 400 people, working in 13 offices across 11 countries with one common goal: transforming the lives of people who need it most through improved nutrition.

If you are a motivated and passionate individual who shares our conviction that a better world is possible through improved nutrition, wants to leave the world a little better than they found it, and is looking to be part of a global team with a clear vision, we want to hear from you. Please consider applying for the position below.

Know our team
Nutrition International's Corporate Service (CS) Unit is a dedicated team of Finance and Administrative experts with extensive global experience. The unit leads on providing global Accounting, Finance, Budget, and Compliance, Contracting and Procurement, Facilities Management and Information Management and Information Technology (IM/IT). Corporate Service team are found in Nutrition International's Head Quarters in Ottawa, Canada, as well as within our Regional and Country Offices throughout Africa and Asia. Currently Nutrition International is seeking applications for the following vacancies:

1. POST TITLE: Project Driver

Employment Type: Full Time

Location: Tanzania

Deadline for submission: April 5th, 2022

About you

You will have a**Secondary school certificate with driving school training from a recognized institution. Holder of Valid Class 'C' driver's license and clean driving record. At least 3 years work experience, ideally gained in an NGO environment and s**olid knowledge and experience in vehicle maintenance and repairs and demonstration of safe driving practices.

Skills in excellent interpersonal and communication skills, time management skills, team player, flexible, uphold integrity and ability to work in a multicultural environment.

Fluent in written and spoken English and Swahili.

About the role

In this role you will be:

- Provide transportation for project staff and related partners during the entire period of the BRIGHT project life.
- Follow up the driver planning, and scheduling using project calendar and register transportation requests.
- Deliver/distribute project goods including parcels, letters and other relevant items to offices, businesses as appropriate within Tabora municipality, to the respective districts and while on safari when directed.
- Deliver correspondence to project partners as may be required.
- Facilitate pick-ups for project visitors and transportation during official visits.
- Performs basic maintenance procedures to ensure the longest working life possible for the vehicle.
- Keeping track of maintenance record of vehicle(s) to ensure service schedules are adhered to and to remind the employer in advance when vehicle service is due.
- Apply for the renewal for the vehicle license.
- Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition.

- Ensure sound running of the vehicles assigned and arrange minor repairs where necessary - Check oil and tyres properly and keep the service vehicles in clean condition, both inside and outside.
- Keep track of timely car insurance renewals.
- Update monthly mileage records - maintain logbook of each service vehicle on daily basis.
- Ensuring necessary steps are taken as required by rules and regulations in case of involvement in an accident.
- Act as a back-up while at the office and taking care of visitor registration, incl. maintaining a register of incoming visitors.
- Assisting in making travel arrangements including flight reservations and confirmations, and hotel arrangements for BRIGHT project staff.
- Support Administration Section by assisting with the mail deliveries, both incoming and outgoing, and procurement of small utilities.
- Assist with office and meeting room re-arrangement for various meetings/events and occasional minor repair jobs in the Office, such as hanging pictures and small office repairs.
- Perform any other tasks that may be assigned by supervisors.

APPLICATION INSTRUCTIONS: CLICK HERE TO APPLY

2. POST TITLE: Office Cleaner

Employment Type: Full Time

Location: Tanzania

Deadline for submission: April 5th, 2022

About you

You will have a Secondary school certificate and at least one year certificate in a relevant field from a recognized institution and at least 1 year work experience in office cleaning. Training in cleaning skills is a significant advantage.

Skills in excellent interpersonal and communication skills, time management, team player, flexibility, initiative, independent, uphold integrity and ability to work in a multicultural environment.

Fluent in written and spoken English and Swahili.

About the role
In this role you will be:

- Maintain office cleanliness, which includes clearing Clean all areas of the office including offices, kitchen, cubicles, bathrooms, common areas, mopping floors, dusting computers and phones on daily basis using the approved cleaning supplies and materials.
- Keeping kitchens, toilets in hygienic condition and replenish sanitary items as deemed necessary.
- Keep inventory of office cleaning materials needs, monitor usage and ensure adequate stocks by advising appropriately Procurement staff.
- Periodically deep-clean the kitchen shelves, kitchen appliances, server room, storeroom, windows, and other areas as per agreed schedule.
- Request purchase of housekeeping supplies/equipment on a monthly or as needed basis.
- Notify supervisor about any repairs that she/he deems necessary.
- Ensure proper arrangement of office furniture and equipment, items in storeroom, and items in common areas, and inform Finance and Administration Manager immediately in case of missing items or those that need repair or replacement.
- Run errands as needed, i.e., picking up stationary items from vendors.
- Prepare the tea/Coffee for the staff on daily basis.
- Perform any other tasks that may be assigned by supervisors.

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3. POST TITLE: Program Assistant , BRIGHT Project

Employment Type: Full Time

Location: Tanzania

Deadline for submission: April 5th, 2022

About you

You will have aBachelor's degree in Business Administrationor relatedfields from a recognized University or an acceptable combination of education and experience.

At least 5 year's work experience working in a similar position and at least 3 year's experience working in program management environment. Solid knowledge and experience Microsoft Office and Database will be a significant advantage.

Skills on excellent interpersonal skills, flexibility, competent IT skills especially Microsoft office/excel, good presentation skills, excellent team working skills, integrity, and ability to work in a multicultural environment.

Fluent in written and spoken English and Swahili.

About the role

In this role you will be:

- Assist Program Officers in preparing all necessary documentation related to program activities, in line with Program Finance Processes and Procedures manual, including grant agreements, contracts, purchase orders, Travel Letters, budget reallocations, project extensions and/or supplements, project completion reports, and the regular project completion reports and project summaries.
- Assist NI program staff with the management and tracking of program budgets, milestones, reports so as to ensure that all obligations are met by the recipient and NI.
- Undertake day-to-day project administrative responsibilities such as determining funds available to project, preparing project estimated costs in consultation with the Senior Program Officer.
- Monitor project budget expenditure and alert NI program staff, as required.
- In consultation with NI program staff, liaise with grantee on the submission of technical and financial reports and ensure obligations are met by both the grantee and NI.
- Assist in administering the consultancy assignments including preparation of contracts, cheque requisitions, checking invoices, preparing payments, timely submission of reports and other follow-up action.

- Take appropriate actions, in the absence of NI program staff, to follow up with projects issues, such as answering stakeholders' questions, representing them at routine meetings, and debrief them upon their return.
- Collect data and statistics from websites for projects when requested by program staff.
- Assist NI program staff in the updating of the Contract Database.
- Coordinate and arrange travel itineraries, flights, accommodation, airport transport, visas, travel authorizations, documentation folders and prepare expense statements for program officers, consultants as well as program specific workshop participants and visitors.
- Assist with the organization and logistics for program meetings and workshops.
- Complete expense claims reports for program staff.
- Provide general office administrative services to program staff, such as fax, scanning, printing, photocopying and filing.
- Other duties and responsibilities as required.

APPLICATION INSTRUCTIONS: CLICK HERE TO APPLY

4. POST TITLE: Project Officer (Nutrition) - BRIGHT Project

Employment Type: Full Time

Location: Tanzania

Deadline for submission: April 5th, 2022

About you

You will have a Master's degree in Public health, Nutrition, Food Science and technology or international development from a recognized University.
At least 4 year's work experience with adolescent and women's health and nutrition and at least 5year's experience working with NGOs/International NGOs in the field of public health and nutrition.

Experience in understanding of regulatory decision making in Nutrition and Health in Tanzania and using participatory methodologies in training and capacity development is desirable.

Solid knowledge and experience in government policies and programs to address health and nutrition and sexual and reproductive health. Program/project implementation/supervision, monitoring and evaluation, working with or within public health systems and good understanding of direct and indirect nutrition interventions.

Skills on excellent interpersonal skills, competent IT skills, good presentation skills, team player and team leader, negotiation skills, strategic mindset, project management skills and ability to work in a multicultural environment.

Fluent in written and spoken English and Swahili.

About the role
In this role you will be

- Ensure a regularly updated landscape analysis of gender responsive nutrition and sexual reproductive health programs in all councils of Tabora region.
- Develop and plan in collaboration with other consortium members responding to programming gaps in the situation analyses aiming to ensure increased uptake of gender responsive nutrition and sexual reproductive health services by targeted groups.
- Develop gender sensitive tools and guidelines to facilitate high quality planning of project workplans and budgets.
- Lead the development of project plans and setting of high-quality performance targets ensuring adherence to technical standards, best practices, and donor guidelines.
- Coordinate the development of field work schedules.
- Lead in the development of manuals and guides and facilitate trainings and workshops.
- Develop terms of references for consultants as well as quality assure deliverables in line with contractual requirements.
- Undertake periodic field visits to BRIGHT Project sites to provide technical direction to project staff working for NI and implementing partners.
- Follow-up the timely implementation of recommendations from monitoring visits and evaluation.
- Support the BRIGHT MEAL Officer and partners to develop and implement the project's monitoring, evaluation accountability and learning plans.

- Support surveys and systems for collecting quality data for regular monitoring of direct and indirect nutrition interventions are in place and functioning.
- Support BRIGHT operational research and evaluations as well as knowledge translation and dissemination.
- Support the development of timely annual and semi-annual progress reports that meet donor requirements and quality standards.
- Document lessons learnt and good practices of BRIGHT.
- Facilitate the dissemination of the BRIGHT experience to other development actors at regional and national levels.
- Maintain good working relationships with other actors involved in maternal and child health and nutrition programs in the five targeted regions.
- Stay abreast of new developments in adolescent, maternal and child health and nutrition.
- Participate in national and international fora on sexual reproductive health and nutrition programs as required.
- Other duties and responsibilities may be required

APPLICATION INSTRUCTIONS: CLICK HERE TO APPLY

5. POST TITLE: Senior Project Officer - Monitoring, Evaluation, Accountability and Learning (MEAL)- BRIGHT PROJECT

Employment Type: Full Time

Location: Tanzania

Deadline for submission: April 5th, 2022

About you

You will have aminimumMaster's degree in Public health, Nutrition, or relatedfields from a recognized University. At least 5 year's work experience in MEAL and experience in training in project management, epidemiology and research methodologies preferred.

Solid knowledge and experience in data quality assurance, statistical analysis, documentation and developing of material publication. Work experience in the field, peer review publications, working in nutrition and public health, capacity building to program and partner staff and working in developing countries is desirable.

Experience using data management and statistical analysis using database and software's such as SQL, SPSS, SAS, EPI Info among others. Ability to perform research-related tasks like library research, analysis and synthesis of technical information is desirable.

Skills in organization and time management, team player, excellent communication skills, competent IT skills and ability to work in a multicultural environment.

Fluent in written and spoken English and Swahili.

About the role

In this role you will be:

Lead and coordinate the development of the detailed project Monitoring, Evaluation, Accountability and Learning (MEAL) plan, tools and budget.

Put in place systems and mechanisms for collecting data to monitor project indicators and set-up a standardized Management Information System accessible to project staff and NI management team.

Develop and update user-friendly monitoring guidelines.

Lead, coordinate and conduct periodic reviews of data collected during the life of the project including periodic field visits to provide leadership in data quality and validity audits.

Provide inputs to the project management team to help NI develop a comprehensive reporting framework with provisions for rigorous impact assessment of BRIGHT project.

Prepare statistical analysis and summaries of program results and data as needed.

Review of data books and donor narrative reports to quality assure reports from the BRIGHT project.

Develop guidelines and tools to help project staff capture and report on lessons learned and good practices.

Ensure that regular project reviews or assessments are carried out and the learning disseminated internally and externally (as appropriate).

Produce analytical quarterly and annual project progress reports, ensuring high quality reports are submitted on time and follow donor contracts' requirements.

Contribute to the preparation of technical reports and other communication products that reflect BRIGHT project results.

Provide continuous training and on-going support to project and partner staff in the use of monitoring tools and implementation of the BRIGHT project MEAL plan.

Lead and coordinate training of project staff on lessons learned and good practices capturing and reporting.

Manage implementing partners relationships as relates to monitoring, data and program learning.

Other duties and responsibilities as required.

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6. POST TITLE: Project Director, BRIGHT Project Tanzania

Employment Type: Full Time

Location: Tabora, Tanzania

Deadline for submission: April 4th, 2022

About you
You will have a Master's degree in Nutrition, Public health, International Development and/or relatedfield from a recognized University. Training in Epidemiology and Research Methodology is an asset.
At least 10 years work experience with NGOs, UN agencies or similar working on public health, reproductive health, food security and/or nutrition related programs. At least 5 years' experience working in gender in Tanzania or elsewhere in a project management or senior technical role.

Solid knowledge and experience working with multi-cultural global team in a dynamic and growing organization, expertise and commitment to integrating gender equality into public health and/or development programs and expertise in health system strengthening will be a significant advantage.

Skills on excellent communication, presentation and training skills, effective interpersonal skills, team player and team leader, strategic mindset, problem solving skills, competent IT skills and ability to uphold discretion and integrity.

Fluent in written and spoken in English and Swahili.

About the role

In this role you will be:

- Oversee and work closely with government stakeholders and implementing partners to develop a detailed project implementation plan and annual workplans that clearly define the strategies, activities, and resources (time, money, and equipment etc.) required for effective implementation of the project; and update workplans regularly to ensure the timely completion of activities and achievement of the deliverables.
- Facilitate the articulation of project scope, goals and deliverables and ensure they are understood by project staff, implementing partners and stakeholders.
- Manage sub-contracting agreements and relations with service providers and consultants/firms of the project, according to NI's strict policies. This includes the development of Terms of Reference, service provided and consultant/firm selection, contracting, monitoring and end of contract processes.
- Manage and support NI's project partners to ensure they are able to provide their full and positive contribution to the project and can meet their contractual obligations to NI.
- Initiate and support project quality improvements through the project cycle by directly providing advice and operations support to the Technical Director, Regional Manager, MEAL and Reporting Manager, Administration and Finance Manager and the Country Director.
- Work with the project partners, technical advisors, and CD to conduct regular learning reviews and ensure this information feeds into new NI projects.
- Prepare reports according to the donor calendar that captures progress on project plans, significant project achievements and NI's contribution to change.
- Ensure that all NI project staff (and indirectly the staff of NI's implementing partners) receive appropriate orientation to the project.
- In consultation with appropriate managers, interview, select, hire and induct new project team members with appropriate skill for the jobs.
- Ensure the overall leadership of the project team in accordance with NI's values.
- Ensure that the contracts database is regularly updated, regular relevant reports are generated, and budget variances are adequately explained and managed.
- Develop quarterly cash flow projections and monitor actuals and review variance analysis monthly to ensure the project operates within its budget parameters.
- Build and strengthen relationships with key project stakeholders and implementing partners to ensure that the project is harmonized with other donors funded project/programs and facilitates government leadership and ownership.
- Ensure positive communication and build a positive relationship with the donor and government agencies at national, regional and local level.

- Ensure budget for office management are properly and transparently managed, in liaison with the Regional Finance Director.
- Ensure the NI project office space and environment is appropriate, meets acceptable standards of safety, security and hygiene, and is properly maintained.
- And any other task as requested by the Country Director.

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