The United Republic of Tanzania
President's Office
TANZANIA SOCIAL ACTION FUND

EMPLOYMENT OPPORTUNITIES FOR TASAF III
ADVERTISEMENT OF THE VACANT POSITIONS

The United Republic of Tanzania has acquired financing towards the cost of the Tanzania Third Social Action Fund – Productive Social Safety Net (TASAF III PSSN). The Program is jointly financed by the World Bank, the Department for International Development (DFID), United States Agency for International Development (USAID) and the Kingdom of Spain. It is a 10-year Program, implemented in two phases of five years, each. The Government plans to roll out a nationwide safety net with a view to reducing poverty and improving the lives of the poor. The objective of TASAF III is "to enable poor households to increase incomes and opportunities while improving consumption". TASAF III targets people living under the basic needs poverty line (currently 33.6% of the population).

The First Phase of the TASAF III PSSN which will be implemented in five years starting this financial year 2012/13, consists of the following parts: Part 1 on Consolidation of Integrated Social Safety Net Interventions for extremely poor and Food Insecure Households and Part 2: on Institutional Strengthening. The development objective is to create a comprehensive, efficient well targeted Productive Social Safety Net Systems for the poor and vulnerable Section of the Tanzania population.

TASAF is now looking for competent and committed candidates who meets the minimum qualification stated below to fill the under-mentioned vacant positions.

1. DIRECTOR OF KNOWLEDGE MANAGEMENT AND ADVOCACY (1 POST)

BASIC FUNCTIONS:

To ensure adherence to the Financing Agreement and Operational Manual in relation to the delivery of the functions of the directorate.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

She /He shall:-

a) Coordinate the overall operations of the Directorate of Knowledge Management and Advocacy. This includes facilitating linkages with other Directorates and the office of the Executive Director.

b) Prepare and compile Directorate annual implementation plan and budgets.

c) Liaise with Coordination Directorate on Project related grievances;

d) Ensure the design and maintenance of TASAF website;

e) Coordinate compilation of capacity building requirements of the Knowledge Management and Advocacy at all levels and communicate to the respective directorate for necessary action.

f) Coordinate delivery of functions of, monitoring and evaluation, management information and development communication;

g) Ensure knowledge and experience sharing, among communities, (Project Authority Area (PAA), partners, and other stakeholders;

h) Coordinate compilation of capacity building requirements related to Knowledge Management and Advocacy at all levels and communicate to the respective directorate for necessary action.

i) Supervise the preparation of progress reports including quarterly and annual reports for reporting to TASAF Management Unit, National Steering Committee, Government of Tanzania, World Bank and other stakeholders.

j) Oversee the documentation of requests on matters related to knowledge management and advocacy for PAAs.

k) Coordinate dissemination of study and survey findings.

l) Coordinate activities related to institutional linkages, knowledge and information management and communication;

m) Oversee IT aspect of development and maintenance of Productive Social Safety Net MIS and Unified Registry of Beneficiaries (URB).

n) Conduct performance appraisal of all staff under the directorate, using agreed upon performance indicators and goals.

o) Be a member of the TASAF management team and responsible for preparation and presenting directorate reports.

p) Perform any other official duties as may be assigned by the Executive Director.

QUALIFICATIONS:

a) Holder of Masters Degree in Computer Science, Mass Communication, Social Science or any other development related field from recognized university.

b) At least ten (10) years experience in relevant field in Public and / or Private Sectors of which seven (7) years must be at senior managerial position.

c) Must be computer literate.

d) Must have a thorough knowledge and understanding of and experience with donor funded project.

e) High level of communication and interpersonal skills and ability to work with people at all levels. .

f) Ability to supervise, train and coach staff in relevant skills.

g) Self motivated with integrity and high level of confidentiality.

KEY PERFORMANCE MEASURES:

a) Existence of mechanisms to share information and get feedback from communities, PAAs, partners, and other stakeholders.

b) Existence of annual work plans and budget for the Directorate.

c) Quarterly and Annual implementation progress reports for activities in the Directorate are prepared as scheduled.

d) Existence of a fully developed and functioning PSSN MIS and Unified Registry of Beneficiaries (URB).

e) Enhanced TASAF image through various media channels Number of grievances received and resolved;

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance.

Duty Station: TASAF Head Office – Dar es Salaam

2. DIRECTOR OF COORDINATION (1 POST)

BASIC FUNCTIONS:

To ensure adherence to the Financing Agreement and Operational Manual in relation to the delivery of the functions of the directorate.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall:-

a) Coordinate the overall operations of the Directorate of Coordination. This includes facilitating linkages with other Directorates and the office of the Executive Director.

b) Provide professional advice to Executive Director and other members of TMU on matters pertaining to the Coordination functions;

c) Plan and coordinate Capacity Building activities in response to demand from various stakeholders implementing PSSN, Livelihoods Enhancement and Targeted Infrastructure Development activities including implementation strategies.

d) Coordinate technical support activities, plan and provide capacity building in response to demand from various stakeholders.

e) Ensure preparation, compilation and implementation of Directorate of Coordination annual plan and budget.

f) Coordinate preparation and revision of the Administration Handbook which will guide the management of TASAF funded activities in all area of operations, (TMU, Regions and Project Area Authorities).

g) Coordinate preparation, implementation and review of training and participation strategies.

h) Ensure coordinated delivery of various components of PSSN in PAAs, effective linkage with the TMU and effective utilization of resources.

i) Evaluate and recommend strengthening of TASAF Management and Administrative systems to ensure efficient and effective Project delivery;

j) Coordinate provision of support to heads of directorates in formulating and developing human resources development programs;

k) Coordinate organization of TASAF Management meetings as a Secretary to the Management Team, and ensure production of minutes of NSC meetings;

l) Coordinate implementation support missions with Development Partners, study tours/field and exchange visits.

m) Ensure that there is appropriate understanding and capacity for implementing the social safety net, livelihoods enhancement and targeted infrastructure development components.

n) Coordinate and supervise implementation of safeguard frameworks.

o) Plan and coordinate preparation of progress reports in all units in the directorate and compile the same for submission to TMU and NSC meetings.

p) Ensure availability of updated inventory register.

q) Coordinate recruitment and placement of staff. Coordinate provision of legal services in relation to contracts and other matters.

r) Coordinate with heads of directorates on timely staff performance appraisal.

s) Conduct performance appraisal of all staff under the directorate, using agreed upon performance indicators and goals.

t) Be a member of the TASAF management team and responsible for preparation and presenting directorate reports.

u) Perform any other official duties as may be assigned by the Executive Director.

QUALIFICATIONS:

a) Holder of Masters Degree in Business Administration, Human Resource, Engineering, , Sociology or any other development related field from recognized university.
b) At least ten (10) years experience in relevant field in Public and / or Private Sectors of which seven (7) years must be at senior managerial position.
c) Must have a working knowledge of computerized systems.
d) Must have a thorough knowledge and understanding of and experience with donor funded project.
e) High level of communication and interpersonal skills and ability to work with people at all levels. .
f) Ability to supervise, train and coach staff in relevant skills.
g) Self motivated with integrity and high level of confidentiality.

KEY PERFORMANCE MEASURES:

a) Existence of annual work plans and budget for the Directorate.

b) Existence of an effective Human and Physical Resource system.

c) Timely preparation and submission of PAAs Technical Assistant reports.

d) Existence of technical support reports by rapid response teams.

e) Minutes of conducted meetings.

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance.

Duty Station: TASAF Head Office, Dar es Salaam

3. DIRECTOR OF COMMUNITY SUPPORT (1 POST)

BASIC FUNCTIONS:

To ensure adherence to the Financing Agreement and Operational Manual in relation to the delivery of the functions of the directorate.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

She /He shall:-

a) Coordinate the overall operations of the Directorate of Community Support. This includes facilitating linkages with other Directorates and the office of the Executive Director.

b) Provide professional advice to the Executive Director and other Members of TMU on matters pertaining to community support activities.

c) Ensure planning and execution of targeting of poor and vulnerable households using a unified targeting mechanism.

d) Ensure planning and execution of enrolment and recetification of beneficiares in PAAs.Review and monitor work plans with pre-determined targets; this includes preparation, approvals and operationalization of plans for all departments within the directorate.

e) Ensure availability of multi year plans prepared by PAAs to guarantee predictability of transfers for the targeted beneficiaries.

f) Coordinate compilation of capacity building requirements of the Community Support at all levels and communicate to the respective directorate for necessary action.

g) Ensure that implementation of TASAF supported activities is done in accordance with sector norms and standards.

h) Facilitate the Sector Experts Team (SET) work to ensure smooth movements of sampled sub project applications and provide secretarial services to meetings convened by SET.

i) Supervise the preparation of progress reports including quarterly and annual reports for reporting to TASAF Management Unit, National Steering Committee, Government of Tanzania, World Bank and other stakeholders.

j) Ensure preparation, compilation and implementation of Directorate annual plan and budget.

k) Ensure existence and adherence to the master calendar for timely delivery of transfers.

l) Conduct performance appraisal of all staff under the directorate, using agreed upon performance indicators and goals.

m) Be a member of the TASAF management team and responsible for preparation and presenting directorate reports.

n) Perform any other official duties as may be assigned by the Executive Director.

QUALIFICATIONS:

a) Holder of Masters Degree in Social Science, Business, Civil Engineering or any other development related field from a recognized university,

b) A recognized professional qualification where applicable.

c) At least ten (10) years experience in relevant field in Public and / or Private Sectors of which seven (7) years must be at senior managerial position.

d) Must be computer literate.

e) Must have a thorough knowledge and understanding of and experience with donor funded project.

f) High level of communication and interpersonal skills and ability to work with people at all levels. .

g) Ability to supervise, train and coach staff in relevant skills.

h) Self motivated with integrity and high level of confidentiality.

i) Experience with community based development initiative and social fund related operations are an added advantage.

j) Self-motivated and able to work effectively, efficiently and independently without direct supervision.

KEY PERFORMANCE MEASURES:

a) Existence of annual work plans and budget for the Directorate.

b) Quarterly and Annual implementation progress reports for activities in the Directorate are prepared as scheduled.

c) Existence of master calendar to ensure timely delivery of transfers.

d) Sub project/transfers applications are processed within the agreed benchmarks prior to disbursement of funds.

e) Number of beneficiaries' groups involved in savings and economic activities.

f) Existence of a functioning Unified Registry of Beneficiaries (URB).

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance

Duty Station: TASAF Head Office, Dar Es Salaam

4. DISBURSEMENTS MANAGER (1 POST)

BASIC FUNCTIONS:

To assist the Director of Finance to manage the finance and disbursement functions of the Project as specified in the Financing Agreement and Operational Manual and ensure that expenditures are effected within the approved annual plans and budgets

PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He Shall;

a) Undertake disbursement duties within the prescribed policies and procedures of TASAF, in particular maintaining the liquidity and management of funds flow.

b) Prepare a comprehensive annual work program for the Disbursement Department;

c) Verify and assign right accounts codes to all financial transactions for booking in the system;

d) Process the transfer of funds to the Project Area Authorities for all TASAF supported activities.

e) Ensure that all expenditures are done within the approved plan and budgets.

f) Check all prepared Payment Vouchers to ensure that they are properly supported with adequate narrations charged to the right expenditure codes before effecting payment.

g) Ensure that Payment Voucher files are properly supported and arranged to ease retrieval of documents by authorized staff when need arise.

h) Ensure that transfers and advances to PAAs and payments to suppliers of goods and services and other approved commitments are done within a specified period. Notify payees and follow up acknowledgment of receipts of disbursement.

i) Countercheck payroll sheets to make sure that salaries are paid as per signed contracts.

j) Ensure timely remittance of statutory returns. Prepare Statement of Expenditure (SOE) and submit in time to the World Bank for application of funds.

k) Assess and compile capacity building requirements of the disbursement at all levels.

l) Conduct performance appraisals of disbursement using agreed upon performance indicators.

m) Be a member of the TASAF management.

n) Perform any other official duties as may be assigned by the Director of Finance.

QUALIFICATIONS:

a) Holder of Masters Degree in Finance, Accounting and Finance Business Administration or any other related field from recognized university.
b) Must possess internationally recognized accounting professional qualification such as CPA (T), ACCA, CIMA, CISA or other related profession.
c) Must be registered with the National Board of Accountants and Auditors (NBAA) in the category of Associate Certified Public Accountant (ACPA) or Fellow Certified Public Accountant (FCPA).
d) At least ten (10) years experience in relevant field in Public and / or Private Sectors of which five (5) years must be at managerial position.
e) Must have a working knowledge of computerized Accounting and Audit systems.
f) Must have a thorough knowledge and understanding of and experience with donor funded project.

g) High level of communication and interpersonal skills and ability to work with people at all levels.
h) Ability to supervise, train and coach staff in relevant skills.
i) Self motivated with integrity and high level of confidentiality.

KEY PERFORMANCE MEASURES:

a) Timely preparation of cash flow schedules;

b) Timely disbursement/ transfer of Funds to the PAAs;

c) Timely submission of applications for replenishment of funds to World Bank and other Development Partners;

d) Existence of proper custody of Payment Vouchers and supporting documents.

e) Existence of proper management of advances/imprests.

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance.

Duty Station: TASAF Head Office – Dar es Salaam

5. COORDINATION MANAGER (1 POST)

BASIC FUNCTIONS:
To assist the Director of Coordination to manage the coordination functions of the Project as specified in the Financing Agreement and Operational Manual.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
She/He shall:

a) Develop and update the overall coordination strategy.
b) Maintain effective linkages between TMU and Regions, PAAs and other key Stake Holders.
c) Coordinate assessment of capacity building requirements and preparation of training program for the Regional Focal Persons and Project Area Authority staff and Technical Assistants.
d) Coordinate implementation of participation strategy.
e) Coordinate provision of technical support at Regional and PAA levels by the Technical Assistant and Rapid Response Teams.
f) Follow up implementation of Memorandum of Understanding between TASAF and Regional Secretariats and PAAs.
g) Prepare and compile department annual implementation plan and budgets.
h) Supervise implementation of safeguard frameworks.
i) Prepare monthly, quarterly and yearly implementation progress reports for the department.
j) Assess and compile capacity building requirements of coordination department staff at all levels.
k) Conduct performance appraisals of coordination department staff using agreed upon performance indicators.
l) Be a member of the TASAF management team.

m) Perform any other official duties as may be assigned by the Director of Coordination.

QUALIFICATIONS:

a) Holder of Masters Degree in Social Sciences, Business Administration, Engineering or any other related field from a recognized university.
b) At least ten (10) years experience in relevant field in Public and / or Private Sectors of which five (5) years must be at managerial position.
c) Must be computer literate.
d) Must have a thorough knowledge and understanding of and experience with donor funded project.
e) High level of communication and interpersonal skills and ability to work with people at all levels.
f) Ability to supervise, train and coach staff in relevant skills.
g) Self motivated with integrity and high level of confidentiality

Key Performance Measures:

a) Timely submission of consolidated report from TAs.
b) Existence of effective linkage between TMU, Regions, PAAs and communities.
c) Number of PAAs request for technical support attended with specified period.
d) Number of training executed during the year.
e) Effectiveness of provision of technical support by TAs.

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance

Duty Station: TASAF Head Office –Dar es Salaam

6. CONDITIONAL CASH TRANSFER MANAGER (1 POST)

BASIC FUNCTIONS:

To assist the Director of Community Support to manage the conditional cash transfer functions of the Project as specified in the Financing Agreement and Operational Manual.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall:

a) Undertake conditional cash transfer functions within the prescribed policies and procedures of TASAF, in particular coordinating interventions of the department.
b) Be responsible for managing database for conditional cash transfer interventions.
c) Identify technical support requirements for implementation of conditional cash transfer interventions and ensure availability of required training materials and support.
d) Ensure compliance to conditional cash transfer implementation benchmarks by PAAs.
e) Ensure generation of payment lists for PAAs.
f) Participate in the preparation of IEC materials for conditional cash transfers.
g) Ensure adherence to the Master Calendar by Project Area Authorities and other players.
h) Ensure the integration of reconciliation of transfers and key records of transactions

i) Review payment request for beneficiaries' transfers prior submission to NSC for endorsement.

j) Prepare and compile department annual implementation plan and budgets.

k) Consolidate implementation progress reports in the department.

l) Be a member of the TASAF Management Team.

m) Coordinate and facilitate regular assessment of capacity enhancement needs of PAAs and target groups related to conditional cash transfer activities;

n) Prepare materials for conditional cash transfer orientation and training in PAAs.

o) Ensure adherence to procedures for collection of compliance data from health facilities and schools;

p) Ensure collection of data for registry update and cases for verification of compliance;

q) Ensure collection of various forms according to the Master Calendar;

r) Prepare work plans on quarterly and annual basis,

s) Consolidate implementation progress reports in the department.

t) Conduct performance appraisals of conditional cash transfer Program Officers using agreed upon performance indicators.

u) Perform any other official duties as may be assigned by the Director of Community Support.

QUALIFICATIONS:

a) A Masters Degree in Social Science, Economics and Business Administration or any other development related field from a recognized university.
b) At least ten (10) years experience in relevant field in Public and / or Private Sectors and at least five years (5) managerial experience.
c) Should be knowledgeable of various cash transfers operations;
d) Experience in the management of social/community development projects
e) Must be computer literate.
f) Must have a thorough knowledge and understanding of and experience with donor funded project.
g) High level of communication and interpersonal skills and ability to work with people at all levels.
h) Ability to supervise, train and coach staff in relevant skills.
i) Self motivated with integrity and high level of confidentiality

Key Performance Measures:

a) Existence of updated and operational conditional cash transfer data base.

b) Number of beneficiaries receiving cash transfer benefits.

c) Cash transfers processed within agreed benchmarks.

d) Existence of database of integrated reconciliation of the transfer and funds.

e) Existence of timely prepared quarterly and annual implementation progress reports

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance

Duty Station: TASAF Head Office - Dar es Salaam

7. PUBLIC WORKS PROGRAM MANAGER (1 POST)

BASIC FUNCTIONS:

To assist the Director of Community Support to manage the public works functions of the Project as specified in the Financing Agreement and Operational Manual.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall:

a) Undertake public works duties within the prescribed policies and procedures of TASAF, in particular coordinating interventions of the Public Works Program Department.

b) Be responsible for managing data base for public works interventions that captures; number of beneficiaries by sex, wages paid, funded, completed and certified subprojects.

c) Coordinate preparation of multi year plans by PAAs to guarantee predictability of transfers for the targeted beneficiaries.

d) Identify technical support requirements for implementation of PW interventions and ensure availability of required training materials and support.

e) Ensure compliance to PW implementation benchmarks by PAAs.

f) Prepare and update a guide for the PAAs on the number of PWP interventions needed to absorb the annual number of PW working days based on the number of beneficiaries in the village.

g) Participate in the preparation of IEC materials for public works program.

h) Coordinate verification of PW subprojects applications reviewed by PAA Technical Assistants ready for submission to SET on sample basis.

i) Compilation and review of subproject batches prior to submission to NSC for endorsement.

j) Prepare and compile department annual implementation plan and budgets.

k) Consolidate implementation progress reports in the department.

l) Conduct performance appraisals of public works department using agreed upon performance indicators.

m) Be a member of the TASAF management team.

n) Perform any other official duties as may be assigned by the Director of Community Support.

QUALIFICATIONS:

a) A Masters Degree in Civil Engineering, Agricultural Engineering, Land Use Planning, Forestry or any other related field from a recognized university.
b) At least ten (10) years experience in relevant field in Public and / or Private Sectors and at least five years (5) managerial experience.
c) A recognized professional qualification where applicable
d) Must be computer literate.

e) Must have a thorough knowledge and understanding of and experience with donor funded project.
f) Experience with community based development initiative and social fund related operations are an added advantage.
g) High level of communication and interpersonal skills and ability to work with people at all levels.
h) Ability to supervise, train and coach staff in relevant skills.
i) Self motivated with integrity and high level of confidentiality

KEY PERFORMANCE MEASURES:

a) Existence of updated and operational public works data base.

b) Public works applications are processed within agreed benchmark

c) Existence of an updated multi year plans for public works.

d) Number of PW applications funded and completed.

e) Existence of timely prepared quarterly and annual implementation progress reports.

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance

Duty Station: TASAF Head Office – Dar es Salaam.

8. LIVELIHOODS ENHANCEMENT MANAGER (1 POST)

BASIC FUNCTIONS:

To assist the Director of Community Support to manage the livelihoods enhancement functions of the Project as specified in the Financing Agreement and Operational Manual.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall:

a) Undertake livelihoods enhancement duties within the prescribed policies and procedures of TASAF, in particular coordinating interventions of the Livelihoods Enhancement Department.

b) Be responsible for managing database for livelihoods interventions that captures data on savings, grants and economic activities

c) Coordinate the development and review of Livelihoods strategy that seeks to strengthen the capacity of PAA facilitators and the targeted beneficiary groups to graduate out of poverty;

d) Coordinate the design, review and implementation of livelihoods program for the PAAs.

e) Identify technical support requirements for implementation of livelihoods interventions and ensure availability of required training materials and support.

f) Coordinate and facilitate regular assessment of capacity enhancement needs of PAAs and target groups related to livelihoods activities;

g) Coordinate and facilitate identification of existing capacity enhancement opportunities outside of TASAF that can be capitalized upon for resource optimization for livelihoods activities;

h) Prepare materials for community enterprise orientation and training.

i) Participate in the preparation of IEC materials for livelihoods enhancement.

j) Prepare implementation progress reports in the department.

k) Coordinate verification of livelihoods subprojects applications reviewed by PAA Technical Assistants ready for submission to SET on sample basis.

l) Review compiled subproject batches prior to submission to NSC for endorsement.

m) Prepare and compile department annual implementation plan and budgets.

n) Conduct performance appraisals of Livelihoods Enhancement Department using agreed upon performance indicators.

o) Be a member of the TASAF management team.

p) Perform any other official duties as may be assigned by the Director of Community Support.

QUALIFICATIONS:

a) A Masters Degree in Entrepreneurship, Business Administration, Economics or any other related field from a recognized university.
b) At least ten (10) years experience in relevant field in Public and / or Private Sectors and at least five (5) years managerial experience.
c) Should be knowledgeable in development and revision of community savings and investment strategies and micro enterprises capacity building activities.
d) Experience in the management of social/community development projects
e) Must be computer literate.
f) Must have a thorough knowledge and understanding of and experience with donor funded project.
g) Experience with community based development initiative and social fund related operations are an added advantage.
h) High level of communication and interpersonal skills and ability to work with people at all levels.
i) Ability to supervise, train and coach staff in relevant skills.
j) Self motivated with integrity and high level of confidentiality

KEY PERFORMANCE MEASURES:

a) Existence of updated and operational livelihoods enhancement data base.

b) Number of community savings groups formed and provided with Financial stationery

c) Livelihoods enhancement applications processed within agreed benchmark

d) Number of livelihoods sub projects processed for support and implemented

e) Existence of timely prepared quarterly and annual implementation progress reports.

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance

Duty Station: TASAF Head Office – Dar es Salaam.

9. UNIFIED REGISTRY OF BENEFICIARIES MANAGER (1 POST)

BASIC FUNCTIONS:

To assist the Director of Community Support to manage the Unified Registry of Beneficiaries (URB) functions of the Project as specified in the Financing Agreement and Operational Manual.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall:

a) Manage the Unified Registry of Beneficiaries within the prescribed policies and procedures of TASAF, in particular coordinating interventions of the department.

b) Manage the Productive Social Safety Net Management Information System (PSSN MIS);

c) Participate in the preparation of IEC materials for Unified Registry of Beneficiaries.

d) Coordinate and supervise targeting of poor and vulnerable households.

e) Ensure validation of targeting enrolment and recertification data entered at PAA level.

f) Coordinate and supervise targeting and enrolment data entry and organization at PAA level.

g) Coordinate and supervise updating of URB of poor and vulnerable households.

h) Coordinate and supervise enrolment of beneficiaries.

i) Coordinate and supervise re-certification of beneficiaries.

j) Oversee the establishment and approval of data entry clerks requirements and coordinate the decentralized data entry function.

k) Prepare and compile department annual implementation plan and budgets.

l) Consolidate implementation progress reports in the department.

m) Conduct performance appraisals of registry department using agreed upon performance indicators.

n) Be a member of the TASAF Management Team.

o) Perform any other official duties as may be assigned by the Director of Community Support.

QUALIFICATION AND EXPERIENCE:

a) A Masters Degree in Social Science, Business, Statistics, or any other development related field from a recognized university.
b) At least ten (10) years experience in relevant field in Public and / or Private Sectors and at least five (5) years must be at managerial;
c) Experience in the management of social/community development projects
d) Must be computer literate.
e) Must have a thorough knowledge and understanding of and experience with donor funded project.

f) High level of communication and interpersonal skills and ability to work with people at all levels.
g) Ability to supervise, train and coach staff in relevant skills.
h) Self motivated with integrity and high level of confidentiality.

KEY PERFORMANCE:

a) Existence of an operational and updated URB
b) Existence of an operational and full integrated PSSN MIS;
c) Existence of updated procedures, regulations, protocol for access, use and data entry.
d) Existence of timely prepared quarterly and annual implementation progress reports.

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance

Duty Station: TASAF Head Office – Dar es Salaam

10. TRAINING & PARTICIPATION SPECIALIST (1 POST)

BASIC FUNCTIONS:

To assist the Director of Coordination to manage the implementation of the training and participation strategy as specified in the Financing Agreement and Operational Manual.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall:

a) Coordinate implementation of the Project Training program
b) Coordinate operationalization of the Project Participation Strategy;
c) Coordinate revision of guidelines and guides related to training and participation when need arises;
d) Coordinate consolidation of capacity building needs assessment for coordinated implementation at TMU, Regional and PAA levels.
e) Coordinate technical launch events at National, Regional and PAA levels
f) Coordinate identification of existing capacity enhancement opportunities outside of TASAF that can be capitalized upon for resource optimization;
g) Coordinate compilation of training materials prepared by various directorates.
h) Coordinate delivery of training at TMU, Regional and PAA levels
i) Be responsible for managing data base for training activities;
j) Coordinate exchange visits for experiences sharing among key players at National, Regional, PAA and community levels;
k) Prepare and compile unit annual implementation plan and budgets.

l) Prepare monthly, quarterly and yearly implementation progress reports for the unit;

m) Assess and compile capacity building requirements of the unit;

n) Conduct performance appraisals of staff in the unit using agreed upon performance indicators.

o) Be a member of the TASAF management team;

p) Perform any other official duties as may be assigned by the Director.

QUALIFICATIONS:

a) Holder of Masters Degree in Social Science, Community Development and Human Resources or any other related field from a recognized university.
b) At least seven (7) years experience in relevant field in Public and / or Private Sectors and managerial experience of at least three (3) years;
c) Must be computer literate.
d) Must have a thorough knowledge and understanding of and experience with donor funded project.
e) High level of communication and interpersonal skills and ability to work with people at all levels.
f) Ability to supervise, train and coach staff in relevant skills.
g) Self motivated with integrity and high level of confidentiality

KEY PERFORMANCE MEASURES:

a) Existence of revised Training and Participation Strategies.

b) Existence of reports on technical launch events.

c) Existence of reports on conducted training at various levels.

d) Existence of inventory of compiled training materials.

e) Existence of updated training database.

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance

Duty Station: TASAF Head Office – Dar es Salaam.

11. SAFEGUARDS SPECIALIST (1 POST)

BASIC FUNCTION:
To assist the Director of Coordination to manage the implementation of the safeguard policy frameworks as specified in the Financing Agreement and Operational Manual.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall:

a) Ensure that implementation of subprojects complies to triggered safeguard policy frameworks;
b) Assess and compile capacity building requirements for effective implementation of safeguard policy frameworks by PAAs and communities;
c) Ensure availability of safeguards training materials;

d) Ensure provision of technical support to PAAs on the compliance of safeguard policy frameworks.
e) Responsible for managing the database for safeguards;
f) Receive and review safeguard implementation reports submitted by PAAs;
g) Ensure verification of compliance with safeguard policy frameworks;
h) Coordinate and facilitate identification of existing capacity enhancement opportunities outside of TASAF that can be capitalized upon for resource optimization for safeguard policy frameworks;

q) Prepare and compile unit annual implementation plan and budgets;

r) Prepare monthly, quarterly and yearly implementation progress reports for the unit;

s) Be a member of the TASAF management team;

t) Perform any other official duties as may be assigned by the Director.

QUALIFICATIONS:

a) Holder of Masters Degree in Environment, Social Science and Community Development or any other related field from a recognized university.
b) At least seven (7) years experience in relevant field in Public and / or Private Sectors and managerial experience of at least three (3) years;
c) Must be computer literate.
d) Must have a thorough knowledge and understanding of and experience with donor funded project.
e) High level of communication and interpersonal skills and ability to work with people at all levels.
f) Ability to supervise, train and coach staff in relevant skills.
g) Self motivated with integrity and high level of confidentiality

KEY PERFORMANCE MEASURES:

a) Existence of reports on safeguard policy frameworks training activities.

b) Actions taken on safeguards implementation reports reviewed.

c) Existence of updated safeguards database.

d) Existence of technical support reports to PAAs and communities.

e) Timely submission of quarterly and annual reports.

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance

Duty Station: TASAF Head Office – Dar es Salaam

12. MANAGEMENT INFORMATION SYSTEMS OFFICER (1 POST)

BASIC FUNCTIONS:

To assist the Information and Communication Technology Specialist to manage the Information and Communication Technology functions.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall;

a) Develop TASAF Management Information System Reporting module timely;

b) Update Management Information System based on the design and requirements of TASAF;

c) Develop new databases as need arises;

d) Participate in the identification of MIS capacity building requirements at TMU, Regional and PAA levels and ensure availability of required training materials;

e) Provide technical support to TMU, Regions and PAAs

f) Define requirements to ensure compatibility of TASAF MIS with systems of other stakeholders and partners.

g) Participate in the preparation of unit annual implementation plan and budgets.

h) Prepare monthly implementation progress reports of the unit.

i) Conduct performance appraisals of Management Information Systems Assistants using agreed upon performance indicators.

j) Perform any other official duties as may be assigned by the Information and Communication Technology Specialist

QUALIFICATIONS:

a) Holder of a first Degree or equivalent qualification in Computer Science, Computer Engineering, Information Technology or any other related field from a recognized university.
b) At least five (5) years experience in relevant field in Public and / or Private Sectors.
c) Knowledge and skills in programming using either visual basic, PHP, Java or any other relational database in client/server environment
d) Good communication and interpersonal skills.
e) Ability to supervise, train and coach staff in relevant skills.
f) Self motivated with integrity and high level of confidentiality

KEY PERFORMANCE MEASURES:

a) Number of key staff trained and using core applications at TMU and PAA level

b) Number of troubleshooting cases reported and resolved

c) Number of required databases and systems developed;

d) Availability of compatible TASAF MIS

e) Number of reports prepared and submitted timely;

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance

Duty Station: TASAF Head Office – Dar es Salaam.

13. MANAGEMENT INFORMATION SYSTEMS OFFICER – WEBMASTER (1 POST)

BASIC FUNCTIONS:

To assist the Information and Communication Technology Specialist to manage the Information and Communication Technology functions.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall:

a) Design and undertake periodic update of website including graphics, animation and functionality

b) Develop and maintain new online resources

c) Develop and maintain web based applications

d) Publish on TASAF website all relevant materials for promotion and information purposes

e) Review and test new software applications for potential use in web design

f) Participate in the preparation of unit annual implementation plan and budgets.

g) Participate in preparing monthly implementation progress reports of the Unit.

h) Conduct performance appraisals of Management Information Systems Assistants using agreed upon performance indicators.

i) Perform any other official duties as may be assigned by the Information and Communication Technology Specialist,

QUALIFICATIONS:

a) Holder of a first Degree or equivalent qualification in Computer Science, Computer Engineering, Information Technology or any other related field from a recognized university.
b) At least five (5) years experience in relevant field in Public and / or Private Sectors.
c) Must have experiences of not less than three years on web design
d) Good communication and interpersonal skills.
e) Ability to supervise, train and coach staff in relevant skills.
f) Self motivated with integrity and high level of confidentiality

KEY PERFORMANCE MEASURES:

a) Availability of updated TASAF website;

b) Number of required databases driven web-based application developed;

c) Number of staff trained;

d) Number of reports prepared and submitted timely;

e) Number of publications uploaded

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance

Duty Station: TASAF Head Office – Dar es Salaam

14. MONITORING AND EVALUATION OFFICER (1 POST)

BASIC FUNCTIONS:

To assist the Monitoring and Evaluation Specialist to implement monitoring and evaluation activities.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall:

a) Participate in tracking set control measures of the operations to ensure timely project implementation;

b) Participate in supervision of all evaluation studies;

c) Identify technical support requirements for monitoring of implemented interventions at Regional and PAAs levels;

d) Provide adequate technical support to Regions and PAAs for timely monitoring of implementation;

e) Compare the quantity, quality of change and levels of implementation at PAAs over time;

f) Participate in documenting good practices for effective implementation of the Project;

g) Assess and compile capacity building requirements and ensure availability of required training materials and support for effective implementation of monitoring by regions and PAAs.

h) Participate in compilation of Annual Plans and Budgets for the organization:

i) Participate in the preparation of unit annual implementation plan and budgets.

j) Participate in the preparation of the Project Implementation Completion Report (ICR);

k) Participate in documenting implementation challenges for management decision;

l) Prepare progress reports on monitoring and evaluation activities;

m) Perform any other official duties as assigned by the Monitoring and Evaluation Specialist;

QUALIFICATIONS:

a) A first Degree or equivalent qualification in Economics, Statistics, Sociology or any other related field from a recognized university;
b) At least five (5) years experience in relevant field in Public and / or Private Sectors.
c) Skills in Statistical Package for Social Sciences (SPSS) is an added advantages;
d) Must be computer literate;
e) Good communication and interpersonal skills.
f) Ability to supervise, train and coach staff in relevant skills.
g) Self motivated with integrity and high level of confidentiality

KEY PERFORFOMANCE MEASURES:

a) Number of Project progress reports prepared in time;
b) Annual plans and budgets prepared timely;
c) Actions taken on monitoring and evaluation issues identified and reported;
d) Number of consolidated reports prepared as inputs to quarterly and annual reports in time;
e) Number of compiled best practices for documentation

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance

Duty Station: TASAF Head Office – Dar es Salaam

15. DEVELOPMENT COMMUNICATION OFFICER (1 POST)

BASIC FUNCTIONS:

To assist the Development Communication Specialist to implement communication development activities in the unit.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall:

a) Participate in the identification of development communication activities that will deliver the Project objectives, guiding principles and operational guidelines to the PAA, communities and other stakeholders.
b) Maintain updated database for grievances;
c) Follow up timely resolution of grievances;
d) Participate in the preparation of articles for the website;
e) Participate in monitoring of implementation of communication interventions and assessing their impacts;
f) Prepare publications for the press of quarterly updates on TASAF supported interventions;
g) Follow up development, production and dissemination of TASAF radio and TV programs as well as feature articles;
h) Participate in identifying of capacity building requirements for delivery of communication functions at regional and PAA levels and ensure availability of required training materials.
i) Provide technical support to Regions and PAAs for timely implementation of communication activities;
j) Prepare documents of good practices for effective implementation of the Project;
k) Participate in maintaining the TASAF resource center and resourcing it with TASAF key documents, study reports, quarterly and annual reports;

l) Participate in the development of messages that address communication gaps and ensure timely dissemination;

m) Participate in carrying out of listership survey;

n) Maintaining an inventory of TASAF educational support materials;

o) Provide backstopping on development communication training and materials production at TASAF Management Unit and PAA levels.

p) Participate in the preparation of unit annual implementation plan and budgets.

q) Prepare progress reports on development communication activities;

r) Perform any other official duties as assigned by the Development Communication Specialist;

QUALIFICATIONS:

a) A first Degree or equivalent qualification in Mass Communication, Public Relations and Social Sciences or any other related field from a recognized university;
b) At least five (5) years experience in relevant field in Public and / or Private Sectors;
c) Must be computer literate;
d) Good communication and interpersonal skills.
e) Ability to supervise, train and coach staff in relevant skills.
f) Self motivated with integrity and high level of confidentiality

KEY PERFORMANCE MEASURES:

a) Number of articles prepared;

b) Number of press release timely prepared; Number of TV and radio programs prepared;

c) Existence of an effective TASAF resource center;

d) Existence of updated database for grievances;

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance

Duty Station: TASAF Head Office – Dar es Salaam

16. TRANSPORT OFFICER (1 POST)

BASIC FUNCTIONS:

To assist the Human Resources Manager in management of TASAF fleet.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall:

a) Review requests and allocate TMU vehicles;

b) Administer routine maintenance and service of vehicles and generators;

c) Attend vehicle defects and servicing needs to ensure vehicles are kept in good running condition;

d) Ensure that accidents are reported to Police and TMU;

e) Maintain TMU vehicles and generators database;

f) Ensure effective consumption of generators and vehicles fuel;

g) Review request and ensure accounting for fuel advances for field trips.

h) Ensure vehicles and generators are kept in tidy condition;

i) Responsible for collection of spares from stores for vehicle repairs;

j) Maintain drivers field trips roster;

k) Ensure security of TMU vehicles;

l) Prepare monthly reports on status of TMU motor vehicles and generators;

m) Analyze performance of various vehicles in the market and advise the management accordingly;

n) Assess and compile capacity building requirements of the drivers;

o) Conduct performance appraisals of staff in the unit using agreed upon performance indicators.

a) Perform any other official duties as may be assigned by the HRM.

QUALIFICATIONS:

a) Holder of a first Degree or equivalent qualification in Mechanical Engineering, Transport Logistics and Business Administration or any other related field from a recognized university.
b) At least five (5) years experience in relevant field in Public and / or Private Sectors.
c) Must be computer literate.
d) Good communication and interpersonal skills.
e) Ability to supervise, train and coach staff in relevant skills.
f) Self motivated with integrity and high level of confidentiality

KEY PERFORMANCE MEASURES:

a) Existence of TMU vehicles and generators database;

b) Existence of updated drivers field trips roster;

c) Existence of well maintained fleet of TMU vehicles;

d) Existence of tidy vehicles;

e) Existence of secured TMU vehicles;

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance

Duty Station: TASAF Head Office – Dar es Salaam

17. ASSISTANT DESKTOP PUBLISHER (1 POST)

BASIC FUNCTIONS:

To assist the Development Communication Officer to implement communication development activities in the unit.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall:

a) Format typescript and graphic elements using computer software to produce publication-ready material;

b) Check preliminary and final proofs for errors and make necessary corrections;

c) Operate desktop publishing software and equipment to design, lay out, and produce camera-ready copy;

d) View monitors for visual presentation of work in progress and for instructions and feedback throughout process, making modifications as necessary;

e) Prepare sample layouts for approval, using computer software.

f) Maintain copies of TASAF publications in print and /or electronic

g) Collaborate with graphic artists, editors and writers to produce master copies according to design specifications.

h) Participate in the preparation of unit annual implementation plan and budgets.

i) Participate in the preparation of progress reports on development communication activities;

j) Perform any other official duties as assigned by the Development Communication Officer;

QUALIFICATIONS:

a) Diploma in Arts and Design or equivalent qualification;

b) At least two (2) years experience in relevant field in Public or Private Sectors;

c) Knowledge in computer software like Adobe Photoshop illustrator and page makers, Adobe in design

d) Good communication and interpersonal skills;

e) Self motivated with integrity and high level of confidentiality

KEY PERFORMANCE MEASURES:

a) Existence of publication-ready materials;

b) Evidence of produced camera-ready copies;
c) Number of layouts approved;
d) Availability of copies of TASAF publications;

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance

Duty Station: TASAF Head Office – Dar es Salaam

18. ASSISTANT GRAPHIC DESIGNER (1 POST)

BASIC FUNCTIONS:

To assist the Development Communication Officer to implement communication development activities in the unit.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall:

a) Design graphics to meet TASAF promotional requirements;
b) Gather relevant information for required designs;
c) Create and produce images and logos related to information gathered;
d) Create layout for magazines, newspapers, newsletters, brochures and other print pieces;
e) Create layout for website and digital newsletters or email advertising
f) Produce credits for TV and films;
g) Use computer software to generate new images;
h) Key information into computer equipment to create layouts for various Project requirements;
i) Prepare illustrations for inclusion in presentations for forums;
j) Produce still and animated graphics for on-air and taped portions of various programs;
k) Prepare visual presentation by designing art copy layout.
l) Participate in the preparation of unit annual implementation plan and budgets.
m) Participate in the preparation of progress reports on development communication activities;
n) Perform any other official duties as assigned by the Development Communication Officer;

QUALIFICATIONS:

a) Diploma in Arts and Design or equivalent qualification;
b) At least two (2) years experience in relevant field in Public or Private Sectors;
c) Knowledge in computer software like Adobe Photoshop illustrator and page makers, Adobe in design
d) Good communication and interpersonal skills;
e) Self motivated with integrity and high level of confidentiality.

KEY PERFORMANCE MEASURES:

a) Existence of layouts for website and digital newsletters;
b) Number of presentations with illustrations;

c) Existence of credits for TV and films;
d) Availability of visual presentations;
e) Existence of graphics and photos.

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance

Duty Station: TASAF Head Office – Dar es Salaam

19. MANAGEMENT INFORMATION SYSTEMS ASSISTANT (3 POSTS)

BASIC FUNCTIONS:

To assist the Management Information Systems Officer to implement the management information systems activities.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall:

a) Undertake office automation and troubleshooting support to TMU and PAAs;
b) Participate in supporting users in updating departmental databases ;
c) Participate in tracking information technology assets;
d) Install applications and configure new computers ready for use;
e) Maintain computer network and hardware;
f) Make backup of files and archiving materials;
g) Carry out preventive maintenance of ICT equipment at TMU;
h) Participate in preparation of unit annual implementation plan and budget;
i) Prepare monthly implementation progress reports of the unit.
j) Perform any other official duties as may be assigned by the Management Information Systems Officer.

QUALIFICATIONS:

a) Diploma in Computer Science, Information Technology or equivalent qualification;
b) At least two (2) years experience in relevant field in Public or Private Sectors;
c) Knowledge of computer communications, networking, and printer-sharing;
d) Good knowledge of PC hardware & interfacing with peripheral devices (printers' scanners, etc.
e) Knowledge of operating systems and familiarity with database software packages;
f) Good communication and interpersonal skills;
g) Self motivated with integrity and high level of confidentiality.

KEY PERFORMANCE MEASURES:

a) Number of helpdesk calls attended;
b) Number of preventive maintenance task performed per year;

c) Number of helpdesk calls resolved;
d) Average time taken to resolve IT problems;

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance

Duty Station: TASAF Head Office – Dar es Salaam

20. ASSISTANT OFFICE MANAGEMENT SECRETARY (1 POST)

BASIC FUNCTIONS:

To assist the Office Management Secretary in providing office management services to the Office of the Executive Director.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall:

a) Participate in execution of secretarial duties in the office of the Executive Director;
b) Participate in preparing and conducting workshops and meetings;
c) Participate in keeping records of appointments;
d) Participate in making reservations for travel and accommodations;
e) File relevant documents;
f) Maintain office tidiness and equipment maintenance;
g) Participate in performing reception duties, including receiving and serving visitors;
h) Participate in sorting incoming mails and send outgoing mails;
i) Attend to telephone calls and messages at ED's Office;
j) Perform any other official duties as may be assigned by the Executive Director

QUALIFICATIONS:

a) A Diploma in Secretarial services, Business Administration or any other related field from a recognized institution.
b) At least 10 years' experience as Secretary in Public and / or Private Sectors.
c) Must be computer literate.
d) Good communication and interpersonal skills.
e) Ability to supervise, train and coach staff in relevant skills.
f) Self motivated with integrity and high level of confidentiality**.**

KEY PERFORMANCE MEASURES:

a) Number of prepared and serviced workshops
b) Existence of an effective filing and registry system
c) Existence of an effective mailing system.

d) Evidence of well managed appointments

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance

Duty Station: TASAF Head Office – Dar es Salaam

HOW TO APPLY

Interested candidates who meets this minimum qualification and experience should submit an application letter. The application letter should be accompanied with detailed CV, certified certificates and names and contact information of three professional referees with their postal addresses, telephone numbers and email (if available) no later than 17th August, 2012 16:00hrs and addressed to:

The Executive Director
Tanzania Social Action Fund (TASAF)
Malindi Street / Old Kilwa Road
P. O. Box 9381
Dar es salaam, Tanzania

Please indicate on the envelope the post applied **for** _____

PLEASE NOTE ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED.

TASAF IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY IN PEOPLE AND IDEAS.