



VACANCIES ANNOUNCEMENT

Hand in Hand Eastern Africa-Tanzania (HiH EA-TZ) is a newly registered NGO by the Ministry of Community Development, Gender and Children with a mandate to operate within the United Republic of Tanzania.

The HiH EA (TZ) is part of the global Hand in Hand international network, with independent operations within the Eastern Africa region with a *mission to work for the economic and social empowerment of marginalized women, youth and men and therefore the society by supporting the creation of sustainable Enterprises and Jobs.*

Hand in Hand Eastern Africa (HiH EA) which has operations in Kenya and had operations in Rwanda spanning about 7 years of experience will support the establishment, growth and expansion of the HiH EA-TZ in collaboration with Hand In Hand International based in London.

HiH EA -TZ intends to fill various vacancies in 2017 at its new and upcoming branches in Arusha and Moshi and invites applications from suitably qualified individuals for the following positions:

I. BRANCH MANAGERS – REF NO: HEA(TZ) BRN MGR 01-2017

Reporting to the Country Manager at Arusha, the Branch Managers will be responsible in planning, directing and co-coordinating the HiH EA (TZ) Program operations at the branch level.

Duties and Responsibilities

- To offer leadership to the staff and foster teamwork at the branch
- Ensure the program portfolio meets the set quality standards
- Identify staff gaps and advise the Country office
- To ensure the development and training of Branch staff
- Ensure there is compliance and implementation of policy and procedures at the branch level.
- Ensure that the branch meets the set key performance indicators and targets by monitoring and directing staff productivity and performance.
- Identify members' needs and gaps and to advise Country Office on product development and on existing product evaluation and reviews
- To market and promote HiH EA (TZ) as an organization as well as its products and services
- To direct day to day operations and management of HiH EA (TZ) products and services
- Collaborate and manage relations with the programme stakeholders within designated area covered by the branch
- To support and facilitate forums that involve community leaders and stakeholders
- Coordinate the program marketing activities between the Country office and the branch.
- Write and forward periodic reports on the branch performance and other issues.
- To manage and monitor the utilization and serviceability of branch assets.
- Ensure branch security and workplace safety.
- To address and resolve conflicts/ issues affecting the branch staff and team.
- In consultation with Country Office, to collaborate with government agencies, local NGO's and other stakeholders in one's areas of operation for the benefit of clients and the programme.

Hand in Hand Eastern Africa (TZ)

P.O. Box 7152 Arusha. Summit Centre Ltd, 1st Floor, West Wing, Block A, along Sokoine Road Tel. +255743720805.

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Hand in Hand Eastern Africa

P.O. Box 8562-00100 Nairobi, Kenya. Upper Hill, Lower Duplex Apartments, 2nd Floor, Room 26 Tel. +254202660908/09.

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Job Specifications

- Minimum 1 year working experience in community practice, social development and social enterprises
- Diploma or higher qualification in the field of Co-operative, Micro Finance, Marketing, Business Management or Administration, or Commerce.
- Strong conceptual and practical understanding of peri-rural development and financing.
- Passion and ability to work with marginalized rural and peri-urban communities.
- Good leadership and management ability
- Positive attitude and high level of integrity
- Demonstrable initiative, good and consistent performance
- Good team playing, communication and interpersonal skills
- Fluency in spoken and proficiency in written English and Kiswahili
- Demonstrated commitment to the mission and service of the HiH EA(TZ)

2. BRANCH ACCOUNTANTS – REF NO: HEA(TZ) BRN ACC 01-2017

The Branch Accountant will be responsible for the entry of data, verification of financial and accounting information in the MIS and ensure that all the primary financial and accounting transactions at their level comply with organization procedures, policies and guidelines.

Duties and Responsibilities

- Ensure that petty cash disbursements, accounting, re-imburement and update of all relevant expenses are done in time.
- Analyze all the expenses in line with approved budgets and liaise with the Branch Manager or Country Office where applicable on areas of funds mis-appropriation
- Manage stationery stocks in the branches with monthly stock takes and variance analysis and action thereof.
- Ensure that all assets have bar codes, quarterly verification and submit to Country Office a signed copy of list of assets relating to the branch
- Monitor branch performance, making sure that reports are accurate and sharing the system reports with the branch staff.
- Maintain the role as a known agent with bank in accessing HiH EA bank statements.
- Ensure timely reconciliations in relation to bank, loan, revenue and savings transactions
- In charge of safe custody of auditable documents filed at the branch level and other organizational properties like fueling cards.
- Reconcile fuel receipts to be in line with work tickets balances
- Ensure stringent adherence to Internal Control Systems and procedures as per organization policies.
- Execute the role of approver in Management Information System (MIS) and the contact person on issues relating to MIS system accuracy, efficiency and availability

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- Evaluate Customers due diligence on credit applications as a member of credit committee at the branch level
- Liaise with the Branch Manager to maintain proper relationships with suppliers, manage courier and postage, and procurements done at the branch level
- Work hand in hand with the Branch Manager to prepare accurate annual budgets
- Undertake any other duties as assigned from time to time

Specifications

- CPA II holder or higher is an advantage
- 1 year experience in a busy Accounting Department
- Proficiency in the use of computerized accounting systems and Microsoft suite packages
- A self-starter and team player working with minimal supervision
- Integrity and demonstrated commitment to the HIH EA(TZ)'s vision, mission and values
- Fluent oral and proficient written English and Kiswahili communication and interpersonal skills

3. BUSINESS RELATIONSHIP TRAINEES – REF NO: HEA(TZ) BRT 01-2017

The Business Relationship Trainee reports to the Branch Manager in a position of learnership that is a precursor to the substantive position of Business Relationship Officer. The general responsibility of the Business Relationship Officer is to promote the organizations business with a focus on outreach, mobilization, training and facilitation of groups and members for impact.

Duties and Responsibilities

- Undertake outreach and promotion through Group formation and awareness
- Market and promote HiH EA (TZ) as an organization as well as its products and services.
- Work with rural communities and groups within the area of operation
- Undertake groups training under the HiH EA(TZ) entrepreneurship training model
- Liaise and collaborate with HiH EA (TZ) partners on the ground for advancement of mutual goals
- To organize forums that involve community leaders and stakeholders
- Provide daily reports on individual portfolio
- Document successful case studies for records and content for corporate information

Specifications

- Graduates from Government recognized institutions with a minimum of Diploma in the field of Co-operative, Micro Finance, Marketing, Business Management or Administration, or Commerce.
- Willingness to relocate and work in the HiH EA(TZ) operational areas
- Ability and willingness to commit to the HiH EA(TZ)'s vision, mission and values
- Ability to fit in and work with diverse cultures
- Innovativeness and creativity in solving problems and generating solutions

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- Good communication and interpersonal skills
- Passion to work with and amongst marginalized rural communities
- Fluent oral and proficient written English and Kiswahili communication and interpersonal skills

4. DRIVER– REF NO: HEA(TZ) DRV 01-2017

Reporting to the Country Manager, the Driver will be responsible for the safe driving and maintenance of the organization's vehicles as assigned by the management.

Duties and Responsibilities

- Drive vehicles of Hand in Hand EA (TZ) for all official duties ensuring timeliness and safety
- Ensure the vehicle assigned is kept clean, well serviced and maintained as required
- Keep daily activity records in the vehicle log and ensuring all journeys are accounted for to authorized personnel
- Ensure all legal and subscription documents regarding the vehicle are available and up to date/valid i.e. insurance cover note, road rescue etc.
- Make sure that vehicle has proper tools to be able to handle emergencies, breakdown and normal rescue.
- To report and initiate the vehicle fuel replenishment
- To initiate the request for cash required for official travel and duly accounting for it
- Prepare monthly driver/vehicle report about total vehicle activity including total mileage driven, expenditure amounts and fuel consumption rate etc.
- Timely submission of vehicle report to supervisor at the end of each of month
- To assist with packing and delivery of HiH EA (TZ) stationery, equipment, materials etc., destined to branches and venues of official activities.
- To advise and share experience to users of motor vehicles and Management of the best usage, safety and territory information for optimum vehicle utilization.

Specifications

- Successful completion of Ordinary Level of education
- Must possess Class D local driver's license with a good driving record.
- Minimum 5 years unblemished driving experience
- Thorough knowledge of Tanzania traffic laws, city layout, driving routes, locations of frequently used addresses, parking in crowded city areas and use of Global Positioning System (GPS) tools
- Ability to make judgments on the safety interests of passengers, vehicle maintenance needs, timeliness, road etiquette and transportation priorities.
- Good personal organization and interpersonal skills
- Ability and willingness to commit to the HiH EA's vision, mission and values
- Fluent oral and proficient written English and Kiswahili communication and interpersonal skills
- Must be willing to work beyond regular work hours

Only qualified and interested candidates from Tanzania should forward a cover letter and CV, citing the **Position and Reference Number** to HIH EA via the email careerstz@handinhandea.org by **21st April, 2017**

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