

THE UNITED REPUBLIC OF TANZANIA



THE PRIME MINISTER'S OFFICE

**POLICY, COORDINATION, PARLIAMENT, LABOUR, YOUTH, EMPLOYMENT
AND THE DISABLED**

Ref.No.EA.9.355/02/31

19th July 2021

VACANCY ANNOUNCEMENT

Prime Minister's Office invites dynamics and suitable qualified Tanzanians to fill various posts in Coordination Unit of Agriculture and Fisheries Development Programme- AFDP as mentioned below:

1. PROGRAMME COORDINATOR- 1 POST

Programme Coordinator that will be liaising with the Focal Persons in Ministries of Agriculture, Ministry of Livestock and Fisheries, and Ministry of Finance and Planning. The position will be operating within the Prime Minister's Office and he or she will be responsible for all matters pertaining to the effective implementation, management and coordination of activities for effective delivery on the Agriculture and Fishery Development Programme (AFDP) objectives. He/ she will also be responsible for technical support to the district teams, secure required resources, and use formal processes and tools to manage resources, budgets, risks and changes and manages projects to ensure on-time completion according to specifications and within budgeted costs.

Programme Coordinator will be reporting to Permanent Secretary, Prime Minister's Office, (Policy, Coordination, Parliament, Labor, Youth, Employment and Disabled),

1.1. MAIN DUTIES AND RESPONSIBILITIES

- (i) Consolidate annual work plans and budgets of AFDP and submit to Technical Advisory Committee, Programme Steering Committee and IFAD for approval;
- (ii) Function as Secretariat for Programme Steering Committee (PSC);
- (iii) Manage annual reviews and any other learning events;
- (iv) Supervise the consolidation and review of reports (Annual, Semi-Annual and Quarterly Progress reports);
- (v) Follow up on day-to-day implementation activities of the programme;
- (vi) Advise Technical Advisory Committee and Programme Steering Committee on all matters of the programme and how best can the programme deliver;
- (vii) Organize quarterly meetings to review implementation progress
- (viii) Other programme related duties as they will be assigned by the Permanent Secretary

1.2. QUALIFICATIONS AND EXPERIENCE

1.2.1. QUALIFICATIONS:

Holder of Master's Degree from a recognized Institution in Agriculture, Animal Production, Animal Sciences, Project Management, Agricultural Economics, Agribusiness, Business Administration, Economics, or any other related field.

1.2.2. EXPERIENCE:

- (i) A candidate should have a minimum of 5 years' experience in leading or coordinating implementation of development programme, preferably in Public Institution or regional and international organization.
- (ii) A candidate with understanding of programme areas of seeds and fisheries sectors will be given priority.
- (iii) Experience in IFAD Funded projects will be added advantage.

1.3. DURATION:

One year contract, renewable for six years based on performance with six months' probation period.

1.4. DUTY STATION:

Dodoma-Tanzania

2. FINANCE OFFICER – 1 POST

The Finance Officer reports directly to the Programme Coordinator, and is responsible for financial management of the AFDP Programme and for maintaining all Programme accounts in good order. He/she will take charge of all matters in the Programme accounting cycle.

2.1. MAIN DUTIES AND RESPONSIBILITIES

Under the general supervision and authority of the Programme Coordinator, Finance Officer will be responsible for the following duties;

- (i) Installation of appropriate accounting/reporting systems to ensure that the PCU and especially the Programme Coordinator are regularly informed of on-going financial status and transactions;
- (ii) Follow up on preparations of source documents, payments vouchers, journal vouchers;
- (iii) Ensure chronological filing of documents with adequate cross reference to ensure ease of retrieval;
- (iv) Follow up of accountabilities, maintaining a detailed log of outstanding accountabilities;
- (v) Ensure timely capture of programme in the Government budget as required by the Government budgeting processes and calendars;
- (vi) Communicate to all implementing partner institutions and service providers their financial responsibilities, the funds available and how to access it, and the requirements of reporting and record keeping in accordance with prevailing government practices which are acceptable to IFAD;

- (vii) Ensure that all programme funds are used in accordance with conditions of the financing agreements, with due attention to economy and efficiency and only for the purposes for which the funds were provided;
- (viii) Ensure that all necessary supporting documents records and accounts are kept in respect to all programme activities, with clear linkages between the books of accounts and financial statements presented to the financiers;
- (ix) Ensure that designated account and operational accounts are maintained in accordance with the provisions of the financing agreement and in accordance with the finance rules and procedures;
- (x) Contribute to the preparation/ revisions of the programme implementation and Financial Manuals;
- (xi) Ensure the programme's financial procedures detailed in the programme implementation and financial manuals are strictly adhered to by all programme staff and executing agencies at the national and local levels;
- (xii) Ensure that the financial statements are prepared in accordance with International Public Sector Accounting Standards as adopted in Tanzania;
- (xiii) Liaise with external auditors to audit the Programme accounts to meet the required submission dates by both Government and IFAD;
- (xiv) Liaise with the designated Programme Accountants from the implementing institutions to ensure that Statement of Expenditures are prepared in timely manner and forwarded to IFAD;
- (xv) Process documentation and follow up on disbursement from government and IFAD to ensure that releases are not delayed.
- (xvi) Ensure that funds for programme implementation are disbursed in a timely manner to enable Programme interventions to be carried out on time.
- (xvii) Any other assignment or relevant duties in the field of his/her competences as may be assigned by the PC

2.2. QUALIFICATION AND EXPERIENCE

2.2.1. QUALIFICATIONS:

Degree in accounting, finance or financial management or any other related field and a registered CPA/ACCA. A Master Degree in a relevant field is an added advantage.

2.2.2. EXPERIENCE:

- (i) At least 5 years of experience in accounting and project financial management preferably in high performing Public Institution or regional and international organization.
- (ii) Experience with Government of Tanzania financial management and accounting systems, procurement procedures and evaluating quotes, bids, tenders and drafting contracts.
- (iii) Understanding of project management procedures for international funded projects, including auditing.
- (iv) Experience in IFAD Funded projects will be added advantage.

2.2.3. DURATION:

Two years contract, renewable for 6 years based on performance with 6 months' probation period.

2.2.4. DUTY STATION:

Dodoma-Tanzania

3. PROCUREMENT OFFICER-1 POST

Procurement Officer should perform his duties by adhering to procurement guidelines set out in the Public Procurement Act.

3.1. MAIN DUTIES AND RESPONSIBILITIES

- (i) Undertake or clear Procurement Risk Matrix assessments;
- (ii) Prepare or clear procurement related sections of Programme Concept Notes and Programme Design Reports including the Intergrated Risk Framework, the Programme Implementation Manual, The 18-month Procurement Plan, Financing Agreement and Letter to the Borrower;

- (iii) Review and/or clear procurement activities and process requiring IFAD's prior review and advice from Country Director regarding issuance of No Objections.
- (iv) Undertake or clear programme procurement reviews;
- (v) Provide inputs to procurement issues in supervision missions;
- (vi) Support procurement training and capacity building;
- (vii) Undertake portfolio-wide analysis of procurement performance trends and risks.

3.2. QUALIFICATIONS AND EXPERIENCE

3.2.1. QUALIFICATIONS:

Master's Degree in Procurement, Business Administration, Accounting, Finance, financial Management or any other related field.

3.2.2. EXPERIENCE:

- (i) At least five years progressively responsible experience in public purchasing, including supervisory responsibilities, operations and procurement of technical equipment, goods and services and relevant commodities preferably in high performing Public Institution or regional and international organization.
- (ii) Combined knowledge and Experience with Government of Tanzania and IFAD financial management and accounting systems, procurement and evaluating quotes, bids, tenders and drafting contracts.
- (iii) Experience in IFAD Funded projects will be added advantage.

3.2.3. DURATION:

Two years contract, renewable for 6 years based on performance with 6 months' probation period.

3.2.4. DUTY STATION:

Dodoma-Tanzania

4. MONITORING, EVALUATION AND KNOWLEDGE MANAGEMENT OFFICER

Under the direct supervision of the Programme Coordinator, the M&E and Knowledge Management Officer will be responsible for developing and managing the Programme Learning System. This includes developing an open system with upwards and downwards accountability, and creating a culture where Programme staff and implementation partners on one hand contribute to the development of the M&E system, and on the other learn from experience and share knowledge and information between one another in an organic matter

4.1. MAIN DUTIES AND RESPONSIBILITIES

- (i) Oversee the development of a strategy and plans to ensure systematic, continuous learning, improvement and knowledge sharing;
- (ii) Develop the overall framework for an M&E system to measure and/or assess progress in terms of inputs, outputs, outcomes and impact, taking into account the programme Log frame, Theory of Change, and broader programme management requirements, as well as Government ASDP II monitoring requirements and IFAD RIMS indicators;
- (iii) Consistent with ASDP II, develop a management information system (MIS) which defines the key indicators, data formats, sex and youth disaggregation, and the tools, procedures and responsibilities for data collection, transmission, processing and reporting;
- (iv) Supported by a short-term consultant establish and operationalize web-based M&E/MIS system, with a dashboard that offers real time data input and availability;
- (v) Train Programme staff and implementing partners in the M&E requirements; supervise and provide regular support to M&E activities at all levels; and provide coaching and mentoring, to build knowledge management, M&E, communication and other relevant skills and competencies of programme and partnering staff;
- (vi) Ensure that all service provider contracts include specifications for the internal monitoring required of them, the reporting system and the penalties for failure to report as specified;
- (vii) Monitor financial and physical progress; collate essential data to be included in quarterly, semi-annual and annual reports; and report back to the PCU, other key programme stakeholders and GOT/IFAD;

- (viii) Review and update regularly the programme Logframe;
- (ix) Define participatory methodologies and tools for assessing programme performance and outcomes involving stakeholders;
- (x) Guide and supervise organizations contracted to implement baseline and impact assessment studies;
- (xi) Facilitate the programme's annual review workshops, Midterm review and completion review;
- (xii) Oversee development of annual work plans and budget and support district –level planning and budgeting processes;
- (xiii) Ensure that innovative experiences, learning and goods are captured, synthesized, documented and shared continuously within the programme and within country partners/service providers, IFAD and other regional and international partners;
- (xiv) Ensure collection and analysis of sex and youth disaggregated data, so as to track the implementation of gender strategy activities and monitor the achievements of its targets.

4.2. QUALIFICATIONS AND EXPERIENCE

4.2.1. QUALIFICATIONS:

Holder of Master's Degree from a recognized Institution in Agriculture, Animal Production, Animal Sciences, Project Management, Agricultural Economics, Agribusiness, Research, Economics, Statistics or related disciplines.

4.2.2. EXPERIENCE:

- (i) At least five years professional experience in M&E related experience in the field of Agriculture and or fisheries project/ programme preferably in high performing Public Institution or regional and international organization.
- (ii) Extensive knowledge of monitoring and evaluation methodologies i.e., both quantitative and qualitative data collection, processing and analysis.

- (iii) Experience in conducting programme evaluations, including designing data collection tools/instruments, data visualization and presentation, and successfully drafting M&E technical reports.
- (iv) Experience in IFAD Funded projects will be added advantage.

4.2.3. DURATION:

Two years contract, renewable for 6 years based on performance with 6 months' probation period.

4.2.4. DUTY STATION:

Dodoma-Tanzania

5. GENERAL CONDITIONS;

- (i) All applicants must be citizens of Tanzania;
- (ii) Applicants should have good understanding of legal, administrative and operational standards and procedures in the Tanzania context;
- (iii) Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- (iv) Applicants must attach their certified copies of the following certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Birth certificate.
- (v) Attaching copies of the following certificates is strictly not accepted
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts.
- (vi) Applicants employed in the Public Service should route their application letters through their respective employers;
- (vii) Applicants should indicate three reputable referees with their reliable contacts;

- (viii) Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by the National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- (ix) Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- (x) Deadline for application is **30th July, 2021**
- (xi) Only short-listed candidates will be informed on a date for interview; and
- (xii) Presentation of forged certificates and other information will necessitate legal action.

6. APPLICATIONS PROCEDURES

Qualified candidates should submit their application, including a letter of interest, complete Curriculum Vitae and copies of Academic qualification to:

Permanent Secretary,
Prime Minister's Office,
Policy, Coordination, Parliament, Labour, Youth, Employment and the Disabled,
P.o. Box 980,
Government City- Mtumba,
40480 DODOMA.