



CAREER WITH BRAC TANZANIA FINANCE LTD

BRAC TANZANIA FINANCE LIMITED (BTFL) is the largest Microfinance organization in Tanzania with a mission to responsibly provide a range of financial services to people at the bottom of the pyramid. We particularly focus on women living in poverty in rural and hard-to-reach areas to create self-employment opportunities, build financial resilience, and harness women's entrepreneurial spirit by empowering them economically.

BRAC Tanzania Finance LTD is seeking applications from competent, dynamic, and self-motivated individual to fill up the following position.

Position (2): Assistant Knowledge Management and Grants Coordinator

Job Location: Dar es salaam HQ

Job Responsibilities:

- Provide support to the Knowledge Management and Grants Coordinator to work closely with the Microfinance operations team and the product/business development, digital, social performance to support proper implementation of all projects that have an integrated component with other NGO activities
- Organize and attend periodic coordination meetings with the NGO counterparts. Make sure the meetings are informative and action-oriented - set agendas, ensure participation, prepare with the required information, take notes and follow-up on action items.
- Train and guide field level staff on understanding the integrated nature of programme delivery and bring structure to coordination between different programmes at the branch level.
- Visit and monitor field activities and ensure structured coordination between staff and stakeholders at all levels of the organization.

Knowledge Management

- Work closely with Product, Social performance and Digital teams to generate and document insights and lessons from pilot implementations to help guide improvements to products/channels/processes.
- Make sure learnings from operational challenges and opportunities are shared with the management on a timely basis and that they are used effectively to help with change management.
- Work closely with the BRAC International Holdings B.V team in the creation of quality knowledge products, such as case studies, papers, blogs and articles, and create reports on knowledge management for engagement of internal and external stakeholders.
- Actively encourage knowledge-sharing and learning behaviours among staff, be a reference point to troubleshoot any issues with the knowledge hub and be able to direct staff to where resources are stored and how to access them. Continuously reference, promote, and encourage the use of the knowledge hub, whenever and wherever possible.
- Conduct annual learning organisation surveys to track the entity's progress towards becoming a learning organisation. Work with the KMGC to devise strategies for driving the culture shift around knowledge management among staff and for improving the knowledge hub based on challenges observed by the champions and challenges highlighted in the learning organisation surveys.
- Attend bi-weekly check-in calls with the Knowledge and Partnership Manager, BRAC International Holdings B.V. and quarterly knowledge management peer group meetings with knowledge champions from other countries to share updates, challenges, key learnings, and suggestions for improvement of knowledge management strategies

Grant Management and reporting

- Represent microfinance in periodic grant management meetings
- Coordinate with all relevant teams across NGO and Microfinance (Finance, operations, monitoring, IT/MIS etc.) to draft regular financial and narrative reports.
- Ensure grants reporting follows the set process in a timely manner
- Ensure timely submission of high-quality reports

Safeguarding Responsibilities

- Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitation to achieve the programme's goals on safeguarding implementation. Act as a key source of support, guidance, and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

Required Qualifications and Experience:

- Bachelor's degree in business administration, Finance, Economics, or Development Studies
- Minimum 3 years' experience in the development sector
- Preferably 1 year experience working in the microfinance/financial sector
- Previous experience of working with knowledge management will be a plus
- Know-how to validate, record and store knowledge in a useable, structured, digital format
- Tech-savvy with strong ability to learn and use new technologies. Strong proficiency in Microsoft Office applications (Excel, PowerPoint etc.) required, and proficiencies in knowledge management databases and/or professional services applications preferred
- Ability to interpret financial data and prepare budgets and financial grant reports
- Strong problem-solving skills, highly organized, strategic thinker with strong attention to detail.
- Strong sense of teamwork and collaboration and demonstrated ability to build relationships with individuals from diverse backgrounds.
- Diplomatic and highly effective on an interpersonal level in addition to cross-cultural sensitivity
- Strong written and verbal communication skills, and the ability to distil complex information into concise and pragmatic messages. Able to communicate effectively and tailor communication for a wide variety of audiences
- Drive, flexibility, resilience, and the ability to work under pressure
- Proactive problem-solver with strong analytical skills
- Task-oriented and strives to continuously improve
- Fluency in English required (spoken, reading, and written)
- Familiarity and experience with microfinance preferred
- Personal qualities of integrity, credibility, and dedication to the mission of BRAC

How to apply:

If you feel you are the right match for the above-mentioned position, please apply by sending your CV and cover letter through email to: recruitment.tanzania@brac.co.tz with a subject "**Assistant Knowledge Management and Grants Coordinator**".

The application deadline is 09.12.2024.

Only shortlisted candidates will be contacted.

BRAC is committed to safeguarding children, young people, and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.

BRAC is an equal opportunities employer.