



NATIONAL VACANCY TANZANIA

AGRICULTURAL COORDINATOR (Iringa DC and Kilolo)

CEFA is looking for an Agricultural Coordinator to supervise and support the implementation of projects addressing malnutrition in the Iringa DC and Kilolo Districts, specifically the projects titled Fighting Malnutrition in Iringa Rural- FM189/2021 and Food Education for Communities in Kilolo District- FM144/2022.

Job Location: Iringa Office

Starting date: 15th April 2025, 11 months with the possibility of extension

Salary: According to the experience and level of education of the selected candidate, the maximum basic salary is 2.700.000tzs/=

Who we are

CEFA (European Committee for Training and Agriculture) is an Italian NGO implementing projects in Tanzania since 1975.

In the last 40 years, CEFA has devoted itself to enabling processes of sustainable development focusing its action towards the implementation of integrated rural development projects located in the Southern Highlands.

The project

CEFA is looking for an Agricultural Coordinator to lead the field implementation of nutrition-focused interventions in Iringa Rural and Kilolo Districts, within the Iringa Region of Tanzania.

Since 2007, CEFA has been implementing a regional program to fighting malnutrition and food insecurity through sustainable agricultural development. This project builds on that foundation, addressing malnutrition through awareness campaigns, training, and practical interventions aimed at improving dietary diversity, food availability, and hygiene practices.

Overall Objective:

The project seeks to reduce malnutrition and food insecurity among vulnerable groups, including children, pregnant women, and families at risk, in Iringa Rural and Kilolo Districts. It aims to improve access to diverse and nutritious food while promoting good hygiene and nutrition practices at the community and household levels.

Specific Objectives:

- Provide technical oversight and coordination for agricultural and nutrition-related field activities.
 - Support and mentor Field Agents in implementing best practices in sustainable agriculture, food security, and nutrition.
 - Ensure timely and efficient execution of project activities related to agriculture, school gardens, and nutrition awareness campaigns.
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Duty and responsibilities

Under the supervision of the Project Manager (PM) and in coordination with the Operation Officer (OO), the Agricultural Coordinator will be responsible for overseeing and supervising two Field Agents and ensuring the effective execution of project activities.

1. Supervision and Technical Support

- Supervise and support the Field Agents in the implementation of project activities.
- Provide technical guidance on sustainable agriculture practices, irrigation systems, school gardens, and food production.
- Ensure adherence to project timelines and identify potential bottlenecks to propose solutions.

2. Project Implementation and Monitoring

- Coordinate and monitor activities such as school gardens, poultry distribution, irrigation system installation, and training sessions.
- Supervise and ensure the quality of data collection, including the use of the KOBO system for monitoring and evaluation.
- Conduct regular field visits to assess progress, provide technical feedback, and support Field Agents in problem-solving.

3. Capacity Building and Training

- Organize and deliver training sessions for Field Agents, farmers, and local stakeholders on sustainable agriculture, food security, and hygiene practices.
- Ensure that agricultural extension officers and beneficiaries receive appropriate guidance on best practices.

4. Engagement with Beneficiaries and Local Authorities

- Maintain continuous dialogue with local authorities, school committees, and community leaders to enhance project acceptance and participation.
- Facilitate communication between beneficiaries and the project team to ensure responsiveness to emerging needs.

5. Reporting and Documentation

- Compile monthly progress reports on agricultural activities, including challenges and recommendations.
- Ensure proper documentation of best practices and lessons learned for future project planning.
- Support the PM and OO in preparing technical reports and donor communications.

Required Competencies

- Proven experience in project coordination and supervision in rural development or humanitarian projects.
- Strong knowledge of agricultural practices, food security strategies, and nutrition-sensitive agriculture.
- Ability to work with rural communities and effectively communicate with beneficiaries and local stakeholders.
- Experience in managing field teams and training field personnel.
- Bachelor's degree or higher in Agriculture, Agribusiness, Rural Development, Food Security, or related fields.
- Minimum 3 years of relevant professional experience in NGOs and/or as Agricultural Coordinator.
- Proficiency in English and Kiswahili with strong reporting skills.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Strong decision-making, problem-solving, and analytical skills.
- Tanzanian citizenship.

Additional Valuable Competencies

- Previous experience in similar projects within the intervention area (Iringa Rural and Kilolo Districts).
- Prior work experience with Italian NGOs operating in Tanzania.
- Valid driving license with experience in driving on rural and unpaved roads.
- Familiarity with local languages (Kihehe and/or Kibena).

The Employee is requested to maintain a flexible attitude and a good degree of adaptation to possible modifications and/or integrations to the foreseen duties based on local necessities. Furthermore, efforts should be made to integrate the work into the wider context of CEFA's

presence in Tanzania to facilitate consistency and continuity among current and prospective projects.

Application Procedures

We want to ensure we select candidates who pay attention to details and can follow organizational procedures. Only applications adhering to the following instructions will be considered:

1. Submit your application via email before 17:00 (EAT) on the 21st of March 2025 to this email address: **cefa.recruitment.tz@gmail.com**
2. The subject line should state: **“Application for Agricultural Coordinator – CEFA Iringa”**.
3. Attach your Curriculum Vitae and a Cover Letter. We recommend a length of maximum 2 pages for the CV and 1 page for the Cover Letter.
4. Do NOT attach certificates or transcripts at this stage; we will request them only for shortlisted candidates.

CEFA is an equal opportunity employer and is committed to fostering an inclusive working environment. We strongly encourage applications from qualified individuals, including women, persons with disabilities, and members of other underrepresented groups. CEFA does not tolerate discrimination of any kind and ensures fair treatment throughout the recruitment process.



NATIONAL VACANCY TANZANIA

PROJECT FIELD AGENT (Iringa DC and Kilolo)

CEFA is looking for a **Field Agent** to implement projects addressing malnutrition in the Iringa DC and Kilolo Districts, specifically the projects titled **Fighting Malnutrition in Iringa Rural-FM189/2021** and **Food Education for Communities in Kilolo District- FM144/2022**.

Job Location: Iringa Office

Starting date: 1st April 2025, 11 months with possibility of extension

Salary: according to the experience and level of education of the selected candidate, the maximum basic salary is 1,300,000 TZS/=.

Who we are

CEFA (European Committee for Training and Agriculture) is an Italian NGO implementing projects in Tanzania since 1975.

In the last 40 years, CEFA has devoted itself to enabling processes of sustainable development focusing its action towards the implementation of integrated rural development projects located in the Southern Highlands.

The project

CEFA is looking for a Project Field Agent to join the team and, together with the current Field Agent, implement nutrition-focused interventions in Iringa Rural and Kilolo Districts, within the Iringa Region of Tanzania.

Since 2007, CEFA has been implementing a regional program to fighting malnutrition and food insecurity through sustainable agricultural development. This project builds on that foundation, addressing malnutrition through awareness campaigns, training, and practical interventions aimed at improving dietary diversity, food availability, and hygiene practices.

Overall Objective:

The project seeks to reduce malnutrition and food insecurity among vulnerable groups, including children, pregnant women, and families at risk, in Iringa Rural and Kilolo Districts. It

aims to improve access to diverse and nutritious food while promoting good hygiene and nutrition practices at the community and household levels.

Specific Objectives:

- Raise awareness in rural communities about healthier dietary and hygiene practices.
- Conduct educational and practical interventions in schools to improve food availability, diversity, and sustainability.
- Build capacity among farming families and agricultural extension officers to adopt sustainable practices that increase productivity and resilience.

Duty and responsibilities

Under the supervision of the Project Manager (PM) and Project Officer (PO), the Field Agent will be responsible for the following operational activities in the districts of Kilolo and Iringa Rural:

1. Operational Support for Project Activities

- **School Gardens:** Assist in distributing agricultural kits, seeds, and tools while supporting the establishment and maintenance of school gardens in the 20 targeted schools.
- **Wells and Irrigation Systems:** Monitor the excavation and installation of 3 solar-powered wells and irrigation systems, reporting any delays or issues.
- **Demonstration Plots:** Support the setup and maintenance of agricultural demonstration plots and assist during practical training sessions in the field.

2. Logistical Support for Trainings and Awareness Campaigns

- Ensure the transportation and delivery of materials (e.g., silos, PICS triple-layer sacks, kits for gardening and poultry farming).
- Collaborate in organizing **practical training sessions** on agricultural techniques, crop storage, and hygiene-nutrition practices.
- Provide logistical support for **awareness campaigns**, including:
 - Preparing materials (e.g., posters, brochures);
 - Ensuring events such as **Food Festivals** and **theatre performances** are conducted on schedule.

3. Direct Assistance to Target Communities

- Monitor the implementation of promoted best practices (hygiene, nutrition, and agricultural techniques) among beneficiary families.
- Support the distribution of **gardening kits** and **poultry animals**, verifying correct receipt and usage by the beneficiaries.
- Provide basic technical assistance during practical activities for poultry farming and vegetable gardening.

4. Field Data Collection and Monitoring

- Data collection of targeted beneficiaries including data entry in KOBO system.
- Conduct regular field visits to schools and communities to monitor progress on activities (e.g., school gardens, wells, and training).

- Collect basic data (e.g., participant attendance, material distribution, activity status) and report any challenges or emerging needs to the Field Coordinator.
 - Compile monthly reports on activities conducted and observed progress.
- 5. Engagement with Beneficiaries and Local Authorities**
- Maintain continuous dialogue with teachers, school committees, families, and local authorities to ensure active participation in project activities.
 - Facilitate communication between beneficiaries and the project team to address operational challenges encountered in the field.
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Required Competencies

- Proven experience in fieldwork within rural development or humanitarian projects.
- Practical knowledge in agriculture (gardening, irrigation, storage techniques) and/or basic nutrition practices and/or sensitization activities at community level.
- Ability to work directly with rural communities and effectively communicate with beneficiaries and local stakeholders.
- Strong organizational and problem-solving skills to manage practical field activities.
- Familiarity in local language (Kihehe and/or Kibena).
- Basic reporting skills and a proactive attitude for field monitoring tasks.
- Bachelor's degree or relevant Diploma preferably in Agriculture, Agribusiness, Community development, Project management or related fields;
- Minimum 2 years of relevant professional experience in NGOs and/or as Project Field Agent or Extension Officer;
- Proficiency in English and proven ability to write official letters and documents in English and Kiswahili;
- Proficiency with MS Office (Word, Excel, Power Point);
- Strong research, decision-making, critical thinking and problem-solving skills;
- Be a Tanzanian citizen.

The Employee is requested to keep a flexible attitude and good degree of adaptation to possible modifications and/or integration to the foreseen duties on the basis of necessities that may arise locally, and to make an effort to integrate his/her work in the wider context of CEFA presence in Tanzania in order to facilitate consistency and continuity among current and prospective projects.

Additional Valuable Competencies

The following additional competencies will be considered an asset:

- Previous experience in similar projects within the intervention area (Iringa Rural and Kilolo Districts).
- Prior work experience with Italian NGOs operating in Tanzania.
- Valid driving license, with experience in driving on rural and unpaved roads.

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