



GRADUATE RECRUITMENT ANNOUNCEMENT

About FCS

Foundation for Civil Society (FCS) is a leading Tanzanian not-for-profit development organization that provides grants and capacity-building support to local civil society organizations (CSOs). Established in September 2002, FCS has become one of the largest sources of funding for small and medium-sized Tanzanian CSOs and one of the most prominent and credible civil society institutions in Africa. Our mission is to contribute to sustainable and inclusive development in Tanzania through strengthening capabilities and sharing resources. We achieve this through strategic partnerships with CSOs, community groups, and other development actors. Over the years, FCS has supported more than 5,500 CSOs in all 31 regions of Tanzania, both in Mainland and Zanzibar. Through these efforts, we have reached millions of people and significantly contributed to good governance processes.

THE OPPORTUNITY

The FCS Graduate Trainee Program is a unique opportunity for recent graduates to gain valuable work experience, make a tangible impact in the development sector, and kick-start their careers with a respected organization. This program is designed to attract talented individuals who possess the skills and the passion to contribute meaningfully to FCS' mission. We are looking for graduates (graduated in 2022 or later) with diverse skills ready to immerse themselves in the work of a thriving non-profit.

TRAINEESHIP AREAS AND DESIRABLE ATTRIBUTES

Traineeship Areas Desirable Attributes

Accounts	Strong analytical and numerical skills, attention to detail, and integrity. Ability to process financial transactions, reconcile accounts, support accounts payable/receivable, and assist in financial reporting. Willingness to learn Smart ERP, grants management, audit support, and timesheet coordination. Accuracy, compliance, and efficiency in financial operations.
General Communications Programs	Strong writing skills, social media savvy, ability to plan and execute events, and passion for engaging with diverse audiences. Passion for development issues, ability to write activity concepts and reports, strong organizational skills, and excellent cross-functional communication.
Admin and Operations	Interest in financial management, administrative support, and logistics. Attention to detail, problem-solving attitude, and desire to support organizational efficiency.

QUALIFICATIONS:

- Bachelor's degree in a relevant field, aligned with the desired traineeship area, **completed in 2022 or later. Applicants with demonstrated academic excellence (such as high GPA scores and/or academic awards) are encouraged to apply.**
- Demonstrable skills and experience through coursework, projects, internships, or volunteer work.
- Strong interest in civil society development, social impact, and contributing to positive change in Tanzania.
- Exceptional written and verbal communication skills in both English and Swahili.
- Ability to work both independently and collaboratively in a dynamic team environment.

WE VALUE:

- Enthusiasm and a proactive approach to learning on the job.
- Creativity, innovation, and a willingness to explore new ideas.
- Potential for growth and a desire to make a lasting contribution to FCS.

WHAT WE OFFER:

- 12-month traineeship with the potential for conversion to a permanent or consulting position based on performance.
- On-the-job training and mentorship from experienced FCS staff.
- Opportunities to work on real-world projects and contribute to FCS deliverables.
- A **monthly stipend** to facilitate transport and meals.

APPLICATION PROCESS

- **Submit Your Application:** A short CV and a concise cover letter (no more than one page) highlighting your qualifications, skills relevant to the desired traineeship area, and your motivation for joining FCS.
- **Screening and Shortlisting:** Applications will be reviewed on a rolling basis up until the deadline, and shortlisted candidates will be contacted for the next stage.
- **Written Assessment:** Shortlisted candidates will be given a written task aligned with the chosen traineeship area to evaluate relevant skills.
- **Final Interview:** Top-performing candidates will be invited for a final interview to assess their suitability, potential, and fit within the FCS team.
- **Application Deadline:** Midnight, East African Time (EAT) on **21 March 2025**

Apply through the link

[**APPLY HERE**](#)