



EMPLOYMENT OPPORTUNITY

ORGANIZATION BACKGROUND

CARE is a leading humanitarian organization dedicated to fighting poverty and social injustice and places a particular emphasis on women and girls, their dignity and empowerment to lead their communities out of poverty. CARE began working in Tanzania since April 1994, in response to the crisis in Rwanda and the subsequent influx of refugees into the Kagera Region of North-western Tanzania. Over the subsequent years, CARE Tanzania developed innovative education, health, microfinance, and environmental programs across most regions of the country. In Tanzania CARE works with the Government both in mainland and Zanzibar and other stakeholders to transform communities and ensure financial inclusion and independence, health and nutrition, climate-smart development resilience, especially for women and girls.

PROJECT BACKGROUND

CARE Tanzania in collaboration with Relief to Development Society (REDESO), is implementing a project, *Enhancing Livelihood Resilience along the Sisal Value Chain in Kishapu District, Shinyanga Region* in Response to climate variability and COVID -19 Pandemic. This initiative aims to support small-scale farmers in Kishapu district, whose livelihoods are threatened by the changing climate. At its core, this project empowers vulnerable communities to thrive against the threats of climate change by using diversification of multiple livelihood options including poultry and horticulture farming in Kishapu District Council. The key strategies include working with Village Savings and Loan Associations (VSLAs) and Youth Savings and Loan Associations (YSLAs), training Community-Based Trainers (CBTs), and integrating collective investment models. Training sessions focus on building financial skills and sustainable livelihood practices to promote gender equality and economic empowerment. The project also aims to support the capacity of REDESO in establishing, managing and coordinating VSLAs for sustainable community development and livelihood improvement.

Furthermore, CARE Tanzania and REDESO are implementing a scale up interventions to expand some of the successful livelihood interventions the original project and integrate other proven models which will continue to improve household income and wellbeing of the vulnerable communities in Kishapu, especially women and youth. The goal is scaling the poultry and horticulture interventions and expand the reach from 1200 direct beneficiaries to 2700 by December 2026.

CARE Tanzania aims to support women farmers, to acquire knowledge, access, and control of productive resources for increased productivity, income, and autonomy, to leverage the accumulated capital and revolving credit held by Village Savings and Loan Associations (VSLAs). Improving productivity requires capital to access agricultural inputs, technologies, tools, machines and for farm management and all these have been the major struggle of the farmers to support their investment. CARE will apply VSLAs and an innovative Collective Investment Model, whereby VSLAs will mobilize and pull together capital and utilize different platforms to incentivize women farmers to invest and leverage their own capital to address key constraints, increasing market access and potential for women own agri-business.

CARE Tanzania seeks to recruit self-motivated, results driven, dynamic, suitably qualified, competent and dedicated Tanzanian to fill the following position:

POSITION TITLE: Project Coordinator – Gender and Village Savings and Loan Associations (1 position)

REPORTS TO: Program Director

LOCATION: Kishapu District (Shinyanga Region).

JOB SUMMARY

The Project Coordinator for the Kishapu Project will provide overall coordination, technical and operational leadership to the main and sister livelihood project in the project area and ensure regular linkage with Country Office Management. The S/he will support Village Savings and Loan Associations (VSLA) and similar saving and groups in such a way that the communities and farmers in the project area increase financial resilience and that invest in profitable and environmentally sustainable enterprises. S/he will also ensure CARE's VSLA approach is supported by CHOMOKA or other digitally enabled applications for supporting

saving groups. With an intention to support sisal value chain development by improving processing, tools, including their post-harvest handling approaches, access to capital, access to market and saving ability. S/he will also identify and promote at least two additional value chains and ensure they are adopted by communities through a participatory manner. S/he is expected to coordinate and maintain effective working relationships with project implementing partners, including close working relationships, capacity building and monitoring of the partner activities. S/he will ensure capacity building and adoption of the partner on VSLA approach, collective investment and other innovations to help women and youth groups to take forward these initiatives beyond the lifetime of the project and CARE exit.

KEY RESPONSIBILITIES AND TASKS

JOB RESPONSIBILITY 1: COORDINATION OF VSLAs, COMMUNITY MOBILIZATION AND ENTREPRENEURSHIP IMPACT PATHWAYS

- Plan and conduct demand creation meetings that will involve VSL group members, cooperative leaders, influential people and community at large in the operating area to let them understand what the project needs to achieve and their responsibilities as the target project participants in collaboration with designated Community Development Officer, Agriculture Officer and designated from the respective LGAs.
- Arrange all VSLAs into segmented tiers and ensure that groups receive the right interventions to support growth.
- Facilitate VSLAs into entrepreneurship skills and access to capital according to their segments (VSLA tiers), zones and needs.
- Develop an implementation plan for VSLA activities, including scale up and the different program implementation models that consider available funding, staffing and skills needed and the Impact Evaluation design.
- Facilitate transformation of saving groups (SGs) and formation of VSLAs to successful groups (including cash box, constitution, election of office bearers and key/box holders) following the digital platform of CHOMOKA App.
- Through the project, promote savings models within the project intervention site and the partner.
- Use communication skills to create and/or strengthen awareness of the available opportunities in agribusiness across horticulture, dairy and cereal produce within project sites and promote the participation of SG members in harnessing those opportunities.
- Promote savings models within the project intervention site and develop training materials for community-based trainers. In collaboration with Program Director and project partner (REDESO), design and implement a business model that will affect rural community agricultural transformation through involvement in resilient agricultural practice (RAP) and climate smart agriculture (CSA).

JOB RESPONSIBILITY 2: CAPACITY BUILDING AND TECHNICAL SUPPORT TO PROJECT PARTICIPANTS AND PARTNERS

- Support capacity building of local service providers i.e. Community Based Trainers (CBTs) and implementing partners across all core programming elements, including VSLA approach, gender, and other innovative approaches.
- Coaching and mentoring local service providers on capital access, market linkages, entrepreneurship and financial management.
- Conduct training/workshops to identify appropriate savings and credit models fit for women' transformation and future investment.
- Ensure training and capacity building for partners' staff so that they can better implement and monitor VSLA activities.
- Promote to VSLAs the use of digital ledger—CHOMOKA, awareness raising on collective investment.
- Advise on the possible livelihood opportunities that are beneficial and provide viable return on investment (RoI).
- Act as the focal point for communication and information sharing between CARE, local Government, implementing partner and other key stakeholders in support towards project success.
- If necessary and impactful, conduct exposure visits of new or other CARE supported community saving groups to enhance learning and capacity improvement.

JOB RESPONSIBILITY 3: PROMOTE GENDER WORK FOCUSING ON WOMEN AND GIRLS' INCLUSION

- Ensure VSLA interventions remain appropriate to the changing needs of women and girls in relation to project context and the impact evaluation by ensuring that women practice behaviors that are consistent with CARE's core values and promotion of women and girls' goals.
- Ensure that, through sensitization and training, women take lead role in their development activities, while CARE give support and facilitating role.
- Practice a behavior that is consistent with CARE organizational values and promotion of women and girls goals.
- Play leadership role in identifying and implementing initiatives that enhance commitment to inclusion of women and girls.
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- Conduct training by using engage male and boys' approach in project interventions areas.
- Ensure that the role of women and girls in sisal value chains and other key crops is mapped, understood and promoted to the different actors.

JOB RESPONSIBILITY 4: PROJECT OFFICE AND PARTNER COORDINATION

- Foster coordination and collaboration with project partner and relevant stakeholders in Kishapu District, including government authorities, NGOs, and implementing partners, to enhance co-creation of women led solutions. Participate in local related coordination mechanisms, working groups, and networks.
- Motivate the project implementation partner, ensuring they have clear work plans and objectives and receive consistent supervision and advisory support.
- Support capacity building of local service providers (CBTs) and partners across all core programming elements, including adoption of CARE's VSLA model and entrepreneurship.
- Play an active role in the monitoring of partner's saving groups, to gain respect and build trust with men and boys, women and girls so that they feel confident to share information with project implementation partners.
- Facilitate awareness creation and registration of key service providers, including agro-dealers, financial service providers, input suppliers and outlet markets, and register on agreed database.
- Support in developing and monitoring partners' work plans, liaising with Program Director and support departments (Finance, Administration and Grants/Sub-awards) to ensure on-time and on-budget implementation of the project activities.

JOB RESPONSIBILITY 5: MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING

- Play an active role in strengthening partnerships, overseeing planning, gathering and dissemination of information vital for strategic execution of the project.
- Ensure documentation and dissemination of innovative approaches, impact, evidence, and lessons learned through stories, case studies, pictures, videos, and ensure they are well documented for project improvement.
- Ensure monthly tracking of VSL group performance through Kobo and Power BI and other innovative digital systems in collaboration with CARE Country Office Information Management and Monitoring Teams.
- Work with the Program Director and Senior MEAL Manager to prepare and submit high quality monthly and quarterly project reports to CARE Tanzania and the donors of the project.
- Together with the project partners, develop and implement a plan to regularly collect and analyze data to monitor and evaluate project progress and quality and inform relevant decision-making lines at CARE Tanzania and donors.
- Collaborate with MEAL Coordinator and Program Quality teams to upload recruited Village Saving and Loan Association Groups and participate in all field monitoring and evaluation activities.
- Provide support during end-line reviews and evaluations of the savings and loan groups.
- Conduct monthly monitoring missions and quarterly program performance reviews and learning sessions with local service providers, implementing partner and other stakeholders of project interventions.
- Promote a culture of learning and sharing knowledge within the project. Ensure the documentation and dissemination of lessons learned, good practices, and innovative approaches.

JOB RESPONSIBILITY 6: PROMOTE AND ENSURE SAFETY AND SECURITY IN THE PROJECT AREA

- Take responsibility for ensuring personal safety and security, giving due care and consideration to the

impact of personal decisions on the safety and security of others.

- Considering safety and security to all program stakeholders and ensuring that there is zero do no harm to the communities where we work
- Safeguard all CARE properties including vehicles and office items as per CARE's safety and security procedures.

EDUCATION QUALIFICATIONS REQUIRED

- Bachelor Degree in Business Management, Rural Development, Project Planning and Management, Community Development, or any other relevant social science qualifications.

DESIRED

Any national and international training certificate/certification related to VSLAs, business management and entrepreneurship programming.

EXPERIENCE AND SKILLS

Required

- Minimum 5 years working experience around women and girls in agriculture sector development and formation of saving groups whereas experience in forming and managing VSLA is mandatory.
- Minimum 3 years' experience in conducting training and sensitization sessions on socioeconomic activities engagement with specific emphasis on women and girls development and community wellbeing.
- Minimum 3 years' practical experience interacting with rural community and sharing critical agendas towards leveraging sustainable development.
- Extensive experience in saving groups formation, including capacity building to members, community trainers, sensitization training provision and addressing inequalities faced by women and girls.
- Knowledge of VSLA model and saving groups management in rural settings with specific focus on women and girls.
- Strong project management and coordination skills with practical experience in research undertaking, survey and community information gathering and analysis.
- Experience and ability to work and thrive in rural environments with a strong understanding of rural settings and diversities. Experience in working with village representatives, and local government authorities.
- Strong partnership management skills and experience. Capable of building productive relationships with key partners in the project.
- Strong presentation and reporting skills including proficiency in Word, Excel, PowerPoint, email and Internet usage.
- Excellent written and oral communication skills, with a fluent writing style, good knowledge and practical use of both English and Kiswahili.

Desired

- Good understanding of saving groups and women dynamics in the region particularly around; economic development, gender, land rights, climate change, sustainable livelihoods and development.
- An approach to uphold CARE core values, i.e. Transformation, Integrity, Diversity, Equality and Excellence.
- Ability to build a good rapport with community leaders/ heads, women and women integrated groups, to gain their trust and confidence and understand the world from their perspective (sympathize).
- Ability to work and communicate with a range of stakeholders including policymakers and government officials, NGOs, the media, and community representatives.

MODE OF APPLICATIONS:

Only a letter of application and updated CV including names of at least 3 reputable referees from previous jobs (preferable line Managers) with reliable contacts should be sent by email to **Human Resources Department TZAHumanResourcesDepartment@care.org** by CoB, **24th April 2025 at 1700hrs. The applicants should clearly state the Job title applied for in the subject line of the email.** Only shortlisted applicants will be contacted.

CARE is an equal opportunity employer promoting gender, equity and diversity. Female and people with disability candidates are strongly encouraged to apply. Our selection process reflects our commitment to the protection of children and vulnerable adults from abuse.