

ACTIONS FOR DEVELOPMENT PROGRAMS - MBOZI (ADP-MBOZI)



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JOBS ADVERTISEMENT-DREAMS PROGRAM.

ADP-Mbozi is a registered National NGO on 10th October 2005 under section 11(3) Act No. 24 of 2002. Originally registered under the Trustees Incorporation Ordinance Cap. 375 on 29th November 1995 with registration number NGO/RI/00367.

Since then, the Organization has grown in terms of interventions and coverage. ADP Mbozi aims to be a leader in facilitating socio-economic empowerment of marginalized rural and urban communities in Tanzania through the promotion of food security, entrepreneurship, inclusive markets, gender equality, environmental conservation, and resilience to climate change.

It is a result-oriented organization that offers employees opportunities and experiences that are both interesting and challenging. The headquarters of the organization is located in Vwawa town of Mbozi District in Songwe region, but it works with grassroots communities in Katavi, Rukwa, Mbeya, Njombe, and Ruvuma regions.

ADP Mbozi in collaboration with Mercy Corp Tanzania and Village Enterprise, is expecting to implement the program known as Delivering Resilient Enterprises and Market Systems Tanzania (DREAMS) program targeting Naturalized and host community around Katumba settlement in Katavi region.

The DREAM Program.

Naturalized Tanzanians in western Tanzania are a long-neglected population facing persistent poverty. Unlike refugees living in camps, they do not receive humanitarian assistance and have limited access to economic opportunities. The Delivering Resilient Enterprises and Market Systems (DREAMS) Tanzania program is designed to support these naturalized individuals and nearby host communities by equipping them with the tools to build sustainable livelihoods. Through financial literacy and entrepreneurship training, business start-up grants, and ongoing mentorship, the program helps participants launch micro-enterprises and connect to local markets. DREAMS address these challenges by creating sustainable enterprises and promoting a culture of savings. The initiative also aims to strengthen the broader market system within these settlements, improving linkages with input suppliers, traders, financial institutions, and service providers. This ecosystem approach benefits both refugee and host communities by fostering local economic growth.

Therefore, the DREAMS Tanzania program seeks to change the lives of the poor by applying its evidence-based poverty graduation model. The model provides ultra-poor households with business skills, seed capital, and mentorship to help them build sustainable livelihoods.

For Naturalized citizens and hosting communities to be equipped with skills, resources, and markets to start sustainable businesses and graduate from extreme poverty, ADP Mbozi seeks a devoted and strong person to undertake the following positions: -

- 1. Job Title: DREAMS PROJECT MANAGER**
Position: 1
Reports to: Executive Director
Location: Mpanda.
Duration: One year with possibility of extension.

Position Overview

The Project Manager will be responsible for the overall management of DREAMS Tanzania. S/he will provide operational leadership to adapt and implement a successful program that delivers results for the naturalized citizens and host communities. S/he will lead a team of direct and indirect reports to deliver on the project activities, outputs, and outcomes.

Job Description

Deliver on Project Outcomes:

- Meaningful increase in the well-being of naturalized and host communities – transformed lives (increased HH income, increased savings, increased net assets, decreased food insecurity, increased dietary diversity, increased women’s agency, and improved perceived well-being).
- Improved socioeconomic integration of naturalized Tanzanians and host communities. (Increased access and participation in host community markets and Value chains, improved sense of community and trust between Refugees and host communities.
- Donors and implementing partners willing to advocate for DREAMS (Funds secured for increased scale by the current consortium and uptake of DREAMS by new implementing agencies)

Deliver on project activities and outputs:

- Design and implement a project plan combining Poverty Graduation and Market Systems activities, working closely with partners and stakeholders.
- Ensure meaningful layering, sequencing, and integration of activities based on the joint customer journey for how a program participant benefits from both approaches.
- Support the launch of 300 businesses and 30 savings groups by the end of the project year.
- Work with Mercy Corps to deliver on subsidies, onboarding, and management of Private Sector Actor’s activities.
- Ensure that strategic programmatic priorities (SPPs) such as youth, PWDs, gender, and climate change adaptation are effectively integrated throughout implementation.
- Ensure all training by business mentors and Mercy Corps –Private Sector Agents and mentoring activities meet the quality standards.
- Use adaptive management data for decision-making and implement strategies that drive business health.
- Document learning and incorporate analysis and lessons learnt into new strategies and advocacy work.

Partner/stakeholder Engagement and Management:

- Coordinate with the consortium team to ensure successful implementation of all DREAMS interventions (poverty graduation, market systems and legal)
- Work with the different stakeholders to map out geographic villages/zones and blocks for implementation, considering all constraints and effectively communicating to stakeholders
- Maintain regular reporting to the DREAMS regional, national, and internal stakeholders and the donors, ensuring all deliverables and milestones are met within project timelines.
- Coordinate with relevant partners and stakeholders and represent DREAMS in all coordination meetings at zonal and settlement level as required by government and stakeholders.

Human Resources and Administration:

- Manage a team of direct and indirect reports, including Field Associates and Business Mentors to deliver on individual and project goals.
- Work closely with Human Resources and administration officer to ensure adequate staffing of the field team.
- Lead in the recruitment process of Business Mentors and Field Associates.
- Work closely with the Human Resources and administration officer, provide annual reviews to field staff that include a written performance appraisal, and ensure that objectives identified in these reviews are achieved promptly
- Support other functional and consortium teams (Village Enterprise, Mercy Corps and Dignity Kwanza)
- Represent DREAMS and ADP Mbozi at conferences, events, and at the government level when needed
- Other duties as assigned by the Executive Director/Project Director /Senior Technical Assistance Manager

Financial Oversight and Control:

- In close collaboration with the Project Director, take full responsibility for the delegated budget management function on the programmatic aspects of the program, participate actively in budget review meetings, and contribute to financial decision-making, ensuring that value for money can be effectively demonstrated.
- Review weekly planned expenses and approve office expenditures that are not more than \$500.
- Work closely with the Finance team to ensure the timely disbursement of funds to field teams.
- Provide reporting to the Mercy Corps finance teams on disbursements and any grants that go unfunded.

Safeguarding:

"Safeguarding at DREAMS is everyone's responsibility."

- Ensure program participants are continuously sensitized about possible risks of child abuse, sexual/financial exploitation, prevention, and response mechanisms.
- Ensure compliance with DREAMS's safeguarding policies and Code of Conduct in all programs, operations, and practices.
- Report any child or adult safeguarding incidents in program operations for appropriate action and follow-up.

Qualifications and Experience:

- University degree or equivalent in development, program management, international development, or other relevant field, or equivalent combination of education and experience

- At least 5-7 years' experience in project management for a development program in an NGO. Experience working in Poverty Graduation, Market Systems Development, and Refugee setting is a STRONG advantage
- Experience in dealing with a diverse group of stakeholders representing government, external partners, and others.
- Excellent oral and written communication skills. Fluency in English and Swahili is a MUST. The ability to speak or understand any local language in Katavi/Mpanda is highly desirable.
- Computer literate and proficient in basic Microsoft packages and email and other technology including project management software. Experience using Salesforce, Wrike, Box, Dashboards, etc, is a strong advantage.

Key competencies and behaviors:

- Ability to work in challenging and changing environments, and to see through challenges to find solutions.
- Excellent interpersonal skills, including the ability to exercise diplomacy and tact as demonstrated in previous roles that required communication with a broad and diverse set of partners.
- Demonstrated skills in leadership and supervision of staff and building and maintaining a high-performing team.
- Exhibits consistent excellent judgment, develops and encourages new and innovative solutions.
- Approachable, good listener, easy to talk to; builds and maintains effective working relationships with colleagues and external partners and stakeholders.
- Sets ambitious and challenging goals for themselves and takes responsibility for their personal development.

- 2. Job Title: Finance and Administration Associate**
Position: 1
Reports to: Head of Finance and Administration /Program Manager
Location: Mpanda
Duration: One year with possibility of extension

Purpose of Position:

To provide coordination of the Finance & Administrative function of the DREAMS Program by ensuring that excellent financial practice that conforms to internal controls and policies are in place and adhered to.

Job Description:

General Finance:

- Prepare proper documentation for payments and file it accordingly
- Disbursement of the weekly stipends to the field teams
- Responsible for proper handling of office petty cash and safety procedures
- Assist in monthly reconciliations
- Liaise with F&A Manager on Financial Planning
- Work with the F&A Manager to coordinate preparations for monthly meetings and other office functions/activities

- Undertake other financial and administrative tasks as required
- Enter daily transactions into finance system and upload supporting documents to the transaction page
- Perform monthly reviews of all transactions that have been entered and make any required corrections prior to the closing of the books
- Provide the appropriate financial information as requested by the staff.

Programs:

- Manage and organize all program grant application forms that come in from the field
- Generate disbursement receipts prior to disbursements
- Responsible for maintaining the office filing system. Filing should be timely, chronological and well organized.
- Work within the field office to standardize the filing system
- Actively participate as part of the grant disbursement team
- Provide support to project staff in preparing grant disbursement documentation and supporting in the development of disbursement schedule
- Identify tools, resources, and best practices to help improve the project implementation

Audits:

- Assist with internal and external audits under the direction of the F&A Manager
- Escalate and report any financial issues to the Head of Finance/ Manager as soon as they are identified

Administration:

- Tracking of office equipment and documentation once it leaves the office
- Manage and update the Asset Listing document
- Support in the storage, issuance and monitoring the use of mobile phones for data collection
- Support the proper maintenance of upkeep of office equipment
- Schedule, manage and monitor the payment of all office bills
- Responsible for running office errands such as purchases of airtime, payment of bills, etc.
- Support the procurement process, certifying that VE is getting the best value for money on all related purchases
- Support the proper maintenance of upkeep of office equipment

Safeguarding: "Safeguarding is everyone's responsibility."

- Procure and maintain a ready stock of safeguarding stickers and all printable safeguarding materials
- Monitor, document, and report all incoming safeguarding phone calls
- Ensure compliance with ADP Mbozi/VE's safeguarding policies and Code of Conduct in all programs, operations and practices.
- Report any incident of child or adult safeguarding in program operations for appropriate action and follow-up.

Required Competencies and Attributes

- High level of integrity and stewardship
- Embraces teamwork and aspires to and supports the ideals of working in a team
- Passion to work in a rural community setting
- Self-driven and highly motivated to deliver results within tight deadlines.
- Positive attitude to work and to develop in a fast-paced work environment

Qualifications

For appointment to this position, a candidate must have:

- Part II of CPA (T) or its approved equivalent qualification OR a bachelor's degree in accounting, Business, Finance or Commerce or any other relevant equivalent qualification from a recognized institution.
- Proficiency in computer applications; Accounting-based systems are an added advantage
- Served in a comparable and relevant position for a minimum period of two (2) years in a busy Organization.
- Shown merit and ability in work performance and results.

3. Job Title: Monitoring, Evaluation, and Learning Coordinator-DREAMS Project

Position: 1

Reports to: Program Manager-DREAMS Project

Location: Mpanda

Duration: 1 Year with possibility of extension.

Position Overview: DREAMS MEL Coordinator will use his/her expertise to support DREAMS dynamic field-level Monitoring, Evaluation and Learning (MEL) team and activities. Program areas of involvement include: oversight for implementation of participant tracking systems; data cleaning and analysis; database management; information management; report writing; field visits; staff trainings; innovations in monitoring and evaluation tools and methodologies; design and oversight of M&E for special projects; participation in organizational research initiatives

Job Description

Key Result Areas

1. Project-specific MEL support
2. Operations Roles
3. Safeguarding

Project-Specific MEL Responsibilities

Lead implementation of MEL Team initiatives for DREAMS project, including:

- Manage data collection budget and timeline
- Measure and enforce adherence to data quality protocols, including:
 - Supervise Enumerators, ensuring monitoring of data collection and ensuring audits are both carried out accurately and productively
- Conduct and support timely data quality assessment of all incoming data and submit data quality reports to the supervisor.
- Timely cleaning of all participant tracking and monitoring data
- Analysis of participant tracking and monitoring data when needed
- Maintenance of participant tracking and monitoring dashboards and custom reports; creation of additional internal reports and memos as necessary
- Creation of MEL Reports for funders/stakeholders/ADP Mbozi in line with regional/project specific obligations
- Train field teams in data capture responsibilities as they relate to: targeting, participant enrollment, participant tracking, grant applications, and business spot checks

- Supervise Enumerators' team leader to ensure high quality trainings are delivered to enumerators in relation to all data capture responsibilities
- Build and maintain relationships with field staff. Coordinate with staff from other teams as necessary towards the following goals:
 - Procurement of enumerator protective gear and data collection equipment as needed
 - Open and clear communication channels are maintained for the sharing of MEL findings;
 - Clear timelines are in place for when staff might expect formal reporting (ex., targeting verification reports within 2 weeks of close of targeting; business owner registration stats available in real time, but data fully cleaned within one week of final sync)
 - Additional findings are shared with relevant parties on an ongoing basis
 - Problems are brought forward, 'lessons learned' are openly discussed, and innovations/solutions are tested
 - Staff understand why information is needed from them and by when (for example, each cycle BM assignments are needed at least a week before the refresher training so that the database can be prepped and the new targeting forms can be assigned to the Business Mentors in advance of the training)
- Support the MEL Manager in coordinating MEL activities with Consortium partners in matters relating to MEL
- Coordinate the documentation of best/promising practices as well as documenting Lessons learnt for possible scale-up within DREAMS project areas of operation
- Supervise Enumerators. In addition to the responsibilities outlined above:
 - Recruit and train new Field Officers as appropriate and under the direction of the MEL Manager
 - Support Field Officers in the recruitment and training of Enumerators as needed under the direction of the MEL Manager
 - Review the enumerators' planned expenses
 - Review enumerators' field activity plans
 - Review enumerators' field activity reports; monthly, aggregate relevant details from reports for sharing with staff
 - Other monitoring and evaluation tasks as assigned.

Project MEL Responsibilities

In collaboration with the consortium MEL leads and under the guidance of the MEL Manager:

- Create or maintain high-quality training materials (Manuals, PowerPoint presentations, practice TaroWorks forms, etc)
- Conduct timely updates of targeting data, Business Owner registration, Business Groups, Business Saving Groups, Small Grant data etc in Salesforce
- Design (when necessary), create, and publish data capture forms
- For outcome data, assist with data cleaning, analysis, and reporting
- Database management
- Participate in special project evaluations and review of M&E tools
- Develop and maintain templates to be used by the Enumerators' team leader for planning and reporting
- Develop, document in the MEL Manual, and maintain policies and procedures to be followed by enumerators
- Maintenance of MEL Manual

- Other monitoring and evaluation tasks as assigned.

Operations Role

- Assist in the adaptation, implementation, monitoring, and expansion of the DREAMS program
- Provide support to the field management team when needed
- Other operational tasks as assigned

Safeguarding: "Safeguarding is everyone's responsibility"

- Continuously sensitize program participants about possible risks of child abuse, sexual/financial exploitation, prevention and response mechanisms.
- Ensure compliance with DREAMS's safeguarding policies and Code of Conduct in all programs, operations and practices.
- Report any incident of child or adult safeguarding in program operations for appropriate action and follow up.

Qualifications

- A university degree in Monitoring and Evaluation, Economics, Statistics or a related field.
- Experience conducting monitoring and evaluation for social impact programming for more than two years.

Key competencies

- Possess the technical knowledge and skills necessary to succeed in the role, including Strong quantitative skills and experience with data analysis; good command of STATA, Proficiency in Microsoft Excel, MS Word, and MS PowerPoint, Proficiency with Google Documents, Gmail, and Android applications
- Understand the elements of data quality: consistent, complete, accurate, timely, verifiable, valid Proven ability to design monitoring and evaluation plans, including developing theories of change and logical frameworks
- Ability to develop SMART indicators Literacy with the basic methods for data collection: surveys, interviews, performance tests, site visits/observation, focus group discussions, participatory methods, pre-existing data
- Experience conducting data quality assessments and with cleaning data, Experience supervising data collection and teams of field worker
- Possess Training and Communication Skills
- Demonstrate ability to communicate key concepts to people with less than Level 5 education. Ability to orally communicate issues, problems, and key information. Ability to write clear, concise memos highlighting issues, problems, and key information
- Experience working as part of a diverse team with the ability to work via email, phone, Skype, and other virtual communications
- Flexible, self-motivating, able to manage multiple tasks efficiently, and a team player
- Must be a solid critical thinker able to identify potential solutions to challenges in new environments
- Experience with Salesforce and Taro Works
- Experience working in Refugee contexts
- Ability to speak SWAHILI and other major languages spoken in settlements.

4. Job Title: Field Associate

Position 1

Reports to: Project Manager

Duration: 1 Year with possibility of extension.

Location: Mpanda

Position Overview:

Full-time staff member who coordinates program implementation in remote communities and contributes to the growth and success of the organization. The Field Associate is a self-driven, self-sufficient staff member who excels at training others and coordinating activities, while also critically analyzing the program and providing feedback to senior management.

Job Description

Mentoring and Supervisory Activities:

- Deliver Business savings group mentoring sessions to project participants
- Manage all Business Mentors (BMs) in the project area, ensuring high-quality Program implementation
- Ensure that BMs efficiently and effectively integrate Private Sector Actors (PSAs) activities in the DREAMS program implementation.
- Regular field visits (3-4 days a week), including at least 6 business spot checks per week to assess training and mentoring by the Business Mentors and overall performance of businesses.
- Spearhead the Village opening and entry process in all implementation zones
- Guide the Business mentor on grant applications for viable businesses and approve before submitting them to the Project Manager for review
- Ensure BMs' work plans are developed and followed, and are timely shared via approved tools

Monthly meetings and Induction Training for BMs

- Prepare monthly meetings and agendas, and ensure they are always updated and shared
- Train BMs on new forms that need to be collected, constantly reinforcing the importance and value of the data we collect and helping BMs troubleshoot issues as needed.
- Work with M&E during each monthly meeting to confirm that the BMs have collected the proper forms and uploaded them to the database
- Lead and conduct Induction Training/onboarding for new BMs. This includes working closely with technical Staff to prepare agenda, schedule Field Visits, prepare materials
- Work with finance to ensure that all induction and monthly meeting materials are printed or made available in a timely manner

Program Reporting

- Work with the PM to collect, develop, validate, consolidate, revise and submit BM work plans in a timely manner.
- Monitor the collection of the Mentoring Checklist and activity reports
- Submit reports and minutes of any meeting attended on behalf of DREAMS.
- Ensure updated reports on attendance is tracked and entered in relevant filing system

Managing partnerships

- Help establish a relationship with Local Government/Settlement officials, community leaders and other stakeholders.
- The Field Associate represents the organization at ward and Village level including general meetings with Local government leadership, humanitarian actors, local authorities, protocol meetings, security meetings, as well as sector program meetings in consultation with the PM.
- Provide management with reports and feedback from government and partnership meetings as needed
- Support the BMs to register all Business Savings groups with relevant Government authorities

- Develop and implement the village and sub village entry and expansion strategy in collaboration with the PM.
- The Field Associate provides general support, guidance, and serves as focal point during program planning and reporting.

Internal activity coordination

- Participating in planned meetings and bringing a positive field perspective to these forums
- Ensure BMs collect and submit success Stories with photos as needed
- Support BMs in the implementation of pilots, studies, and data collection as needed
- Provide feedback and support to the overall program, pilots, and strategic expansion
- Work with the innovations team to train other partners or organizations
- Roll out pilots as well as act as focal persons for capturing ideas, learnings from the Business mentors and communities, and share with the innovations team.
- Work with M&E to deliver quality BM refresher activities
- Support in BMs in phone troubleshooting and in guiding BMs through quality data collection protocols

Vision Trip and Donor Visits

- Represent DREAMS and the program to donors, Vision Trips, and visiting staff
- Work with management to arrange field scheduling for visitors
- Coordinate all preparations at the field level
- In some cases, work on the weekends to accommodate donor and staff visits.

Business Mentor Performance Reviews, Capacity Building, and Professional Development

- Submit quarterly reports to the PM, Human Resource Manager on Business mentor performance
- Work with the HRM and PM to identify professional development opportunities for BMs and implement them
- Work with the HRM to conduct performance reviews for BMs
- Assist with the improvement and development of monitoring activities and materials for business mentors.

Communication and Management

- Attending and active participation in regular weekly meetings with supervisors and other forums as convened (Weekly DREAMS coordination meetings)
- Ensure BMs Collect and submit success Stories with photos and bring to the attention of the Communications associate eye catching programmatic scenarios for follow up.
- The Field Associate ensures that DREAMS procedures and donor regulations applicable to a project implemented around operation concerning program, logistics, fraud control, protection of vulnerable groups and special interest groups in collaboration with the HRM and Project Manager.

Logistics:

- Field Associate is in charge of overseeing and reporting on the logistics the field team including enforcement of field safety guidelines and adherence.
- Responsible for monitoring and reporting equipment usage and storage, planning, and maintenance of equipment and the functioning of the means of communication appropriate for the respective field staff.

Administration:

- The Field Associate is responsible for overseeing the management of day-to-day field operations including monitoring and reporting on staff attendance, staff leave, and authorization of minor emergency field expenses in consultation with the HRC/RM.

- Timely filing and safekeeping of necessary program documents i.e, attendance, work plans
- Regular and accurately updating of web-based documents like Google Sheets, google documents with relevant programmatic information.

Safeguarding: "Safeguarding at ADP Mbozi is everyone's responsibility."

- Continuously sensitize program participants about possible risks of child abuse, sexual/financial exploitation, prevention, and response mechanisms.
- Ensure compliance with DREAMS' safeguarding policies and Code of Conduct in all programs, operations, and practices.
- Report any incident of child or adult safeguarding in program operations to the safeguarding lead for appropriate action and follow-up.

Qualifications.

- University degree or equivalent in development, sociology, Community Development, Cooperative, program management, international development or other relevant field, or equivalent combination of education and experience.
- Minimum experience of 2 years working in antipoverty, VSLA, and financial inclusion programs.

Key competencies

- Self-driven and initiative- Providing detailed and timely feedback whenever necessary
- The Field Associate provides detailed, relevant feedback when requested
- He/she should think of how to improve synergies of the team and improve workflow as a team
- Should have IT and computer Skills, especially in MS Office, Google Docs, and email
- Great quality of work output
- Ability to build and lead a team, resolve conflicts
- Ability to enhance the capacities of team members
- Outstanding communication skills both in writing and speaking, and via other forms. Fluency in the local language (Swahili) is a MUST. Preference shall be given to candidates currently working in and residing within Mpanda.

5. Job Title: Business Mentor

Position: 5 Mentors (full-time)

Reports to: Field Associate

Contract Duration: One year with possibility of extension

Position overview:

A DREAMS Business Mentor is passionate about alleviating poverty in their community and dedicated to their roles as trainer, mentor, and community facilitator. This is a full-time employment job opportunity. A time commitment of 8 hours per day, 40 hours per week is required. An attractive compensation in line with the ADP-Mbozi structure and benefits package will be provided to the successful candidates.

This is a dynamic position that requires an individual with an innovative mindset and passion for supporting communities to move out of poverty traps. The candidate must have strong business acumen with knowledge of market linkages, business literacy, and village savings and loans management.

Job Description:

Outcomes of this position:

Meaningful increase in the well-being of Entrepreneurs and transformed lives (increased HH income, increased savings, increased net assets, decreased food insecurity, increased dietary diversity).

Position activities/Outputs:

Develop micro-enterprises

- Responsible for the identification of potential areas for the DREAM Program quality implementation and delivery in your respective area of work.
- Mobilize qualified groups and participants to participate in the DREAM program
- Accurately fill in village forms for each micro enterprise as specified in the Business Mentor manual
- Spearhead the start of approved microenterprises in your region in accordance to the funding cycle.

Training and disbursement:

- Properly train all new DREAM Business owners according to training process detailed in the Business Mentor Training Manual
- Work with other DREAM program staff to carry out grant disbursement for all approved business groups
- Conduct supplemental training sessions and evaluate micro-enterprise performance after the grant

Mentoring:

- Provide mentoring to business owners on choosing and running a business using methods outlined in Mentoring Manual. Mentoring will require at least two visits to each business per month.
- Prepare monthly reports detailing progress of business groups including successes and challenges, general observations using an approved format.

Business Savings Groups (BSGs):

- Organize and support 2 Business Savings Groups (BSG) with approximately 30 members
- Train business groups on BSG formation for self-directed savings and loans
- Attend Monthly Savings Group Meetings as needed to provide guidance and support to entrepreneurs

Regional Exposure and Analysis:

- Assist Field Associate and Project Manager to introduce the DREAMS program to local government agencies and to the community leaders.
- Work with the Field Associate and to help identify most viable businesses in the region for profiling.
- Consult with other Business Mentors to determine best practices and share information for quality program implementation.
- Attend Business Mentor trainings, participate in regional Business Mentor meetings, usually on monthly basis and provide input to innovation initiatives.
- Organize business visits to the sites of operation as and when requested by the DREAMS consortium.

Reporting:

- Submit a Monthly activity progress reports.
- Submit Business Profiles and success stories as and when requested for by the supervisor

Safeguarding:

"Safeguarding at ADP- MBOZI is everyone's responsibility"

- Continuously sensitize program participants about possible risks of child abuse, sexual/financial exploitation, prevention and response mechanisms.
- Ensure compliance with VE's safeguarding policies and Code of Conduct in all programs and operations
- Report any incident of child or adult safeguarding in program operations for appropriate follow up.

Qualification and Experience

- Minimum qualification of Diploma in Social work, Education, Business Management or related field.
- 1-year experience in teaching, training, mentoring and/or community work with adults obtained from a reputable Organization.
- Merit and ability in work performance and verifiable results
- Capability in conducting field work and residence in the specified area or willing to reside in the sub county of operation.
- Ability to Read, write, communicate and deliver business training in SWAHILI and the local languages as spoken in the project area is a MUST. This will be tested. Preference shall be given to candidates currently working in and around the settlement as well as residing within Mpanda.
- Self-starter, hardworking, Honest, trustworthy, open and approachable

6. Job Title: Part-time Enumerator
Position Five (5)
Reports to: MEL Coordinator
Duration: One year with possibility of extension

About the Job: We are seeking candidates to fill in the position of Part Time Enumerator to assist with data collection for the program being implemented in our areas of operation. The duration for this assignment is one year with the possibility of extension.

Job Description

Core roles

- Correct Community based Identification and Mapping of sampled respondents for interviews/survey
- Conducting interviews and surveys among identified households/respondents and taking records in electronic devices.
- Accurate Recording of GPS and all observations relating to the survey in question
- Introducing the survey and survey team where applicable to the other participants.
- Administering the informed consent to the respondents.
- Translating the survey content from English into the local Language
- Double-checking and synchronizing all collected data on a daily basis
- Other data collection tasks as assigned

Other tasks and responsibilities:

- Promoting teamwork relating to roles and responsibilities in the organization
- Maintaining privacy and confidentiality.
- Provide progress verbal and written activity reports on data collection process and challenges
- Responding to any clarifications relating to surveys,
- Ensure safety of all data collection equipment and machinery

Skills and competencies:

- Flexibility to various schedules
- Adoptability to changing work demands
- Ability to accurately operate mobile data collection technology
- Passion in working with illiterate/poor people
- Excessive movements within in rural settings
- Ability to fluently speak and understand SWAHILI is A MUST

Qualifications:

Minimum of Diploma in any discipline with prior experience/exposure in surveys, data collection and research disciplines are an asset.

Understanding of the elements of data quality. Prior experience in data collection using mobile technology/Android devices is desirable.

A successful candidate must be willing to consent to all academic, criminal, and other background checks before appointment

How to apply

- Qualified candidates are invited to submit their applications by including the following
- Cover letter addressed to ADP Mbozi Executive Director, P.O. Box 204, Mbozi
- CV with three recent referees
- Copies of certificates
- Send your application via email to info@adpmbozi.or.tz and copy to adpmbozi@yahoo.com by 30th July 2025 and indicate “**title of the position**” in the subject line.

