



VACANCY ADVERTISEMENT

Hand in Hand Eastern Africa-Tanzania (HIHEA TZ) is a Non-Governmental Organization (NGO) registered in Tanzania since 2018 with a mandate to operate in the country, and part of the Hand in Hand Global Network. Our vision is to empower the society, especially women, through the creation of sustainable enterprises and jobs. HIHEA (TZ) currently leads field operations through six branches, in Moshi, Arusha, Manyara, Dodoma, Singida & Meatu.

The organization works with marginalized communities in the areas of economic and social empowerment using a participatory approach aimed at helping people fight poverty and vulnerability. The Hand in Hand enterprise and job creation approach is based on a philosophy of self-help, providing training, skills and support to enable people living in poverty, particularly women, to build and sustain independent, market-based, economic activities. This provides for a higher level of income for them and their families, which in turn contributes to greater food security, better education for children, and increased access to healthcare, improved housing, and overall improved livelihoods.

**SUMMARY: BRANCH MANAGER JOB DESCRIPTION AND SPECIFICATIONS.
REF.NO: HTZ BM -01/2026 (01) POST: LOCATION: IRINGA**

1. JOB SUMMARY - PURPOSE

The position is responsible for coordination, implementation and operations of HIHEA TZ's programs at the Branch level. This includes responsibility for human resources, administration and logistics for the Branch. Always ensures adherence to the organization's policies and standard operating procedures.

2. DUTIES AND RESPONSIBILITIES

R1. Program implementation.

- Support implementation of the strategic plans and business plans at the Branch level.
- Lead implementation and support periodic review of Branch operational plans, work plans and activities.
- Lead the preparation and use of the budgets, and support budget monitoring and control for the Branch.
- Ensure prudent management of financial and material resources allocated to the Branch.
- Direct day-to-day operations and management of HIHEA TZ products and services.
- Ensure the program portfolio meets the set quality standards.
- Coordinate Branch marketing, sales and promotional activities, in collaboration with Head Office.
- Ensure that the branch meets the performance targets by directing staff and monitoring their productivity and delivery.
- Identify members' needs and gaps and inform Head Office on product needs, as well as evaluation and reviews of existing products.

R2. Compliance & Reporting.

- Maintain quality standards and ensure compliance with policy and procedures at the Branch level.
- Ensure that proper documentation and adequate records are maintained for all Branch activities, and there is proper and effective filing system.
- Prepare and submit periodic reports on the Branch performance and other issues as per schedule and/or management directive.
- Report matters that need respective attention/information/action of the Supervisor in a timely manner.
- Track program/project activities and expenditures and provide periodic input to management on performance against established benchmarks.
- Submit financial reports for the Branch to the Operations and Finance teams within established timelines.
- Support in gathering and sharing information on case studies, experiences, lessons and best practices.

R3. Monitoring & Evaluation.

- Support monitoring and evaluation of programs/projects.
- Adopt and use monitoring systems in tracking and reporting on activities and results realized in the implementation of programs and projects.
- Lead in adoption of monitoring and evaluation findings and recommendations at the Branch.

R4. Stakeholders & Partnership.

- In consultation with Country Office, collaborate with government agencies, local NGO's and other stakeholders in the area of operation for the benefit of clients and the programme.
- Develop and maintain strong and profitable relationships with stakeholders within the area of operation covered by the Branch.
- Coordinate field visits for donors, partners and other stakeholders and ensure they are successful, effective and impactful.
- Participate in relevant forums (such as government, community and other stakeholder).
- Represent and participate in forums whenever nominated by HIHEA TZ.
- Maintain a network of peers and professional contacts for exchange of ideas and information.
- Maintain good public relations and promote visibility of HIHEA TZ's work within the area of operation covered by the Branch.

R5. Human resource & Administration.

- Offer leadership to the staff and foster teamwork at the Branch and address and resolve conflicts and any issues affecting the team in a timely manner.
- Ensure effective supervision of staff including support to recruitment, coaching and mentoring, performance management, and timely handling of grievance and disciplinary issues.
- Proactively employ practices that lead to staff motivation and retention.
- Facilitate development, capacity building and training of staff at the Branch, identify staff gaps and advise the Head office accordingly.
- Proactively mentor and support team members as a way of building a pipeline of talent in the organization.
- Conduct appraisal for all staff of the Branch.
- Provide effective and efficient logistics support at the Branch office and coordinate all logistical arrangements for fieldwork for staff and visitors.
- Manage and monitor the utilization of branch assets and ensure that all assets in the Branch are in serviceable condition and only used for intended purposes.
- Overall, in charge of procurement at the Branch office and must ensure they are undertaken within established policy and standards, and the goods and services provide value for money.
- Ensure the Branch office observes HIHEA TZ security and workplace safety requirements and is the focal person on this for the Branch.
- Ensure safe custody of all security documents and contractual agreements for the Branch.
- Perform any other duties as may be assigned by the Supervisor from time to time.

3. KNOWLEDGE, SKILLS AND ABILITIES: The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.

a. Level of Education/Academic Qualification

- Bachelor's Degree in the field of Cooperative, Micro Finance, Marketing, Business Management or Administration or Commerce. Strong conceptual and practical understanding of peri-urban and rural development and financing

b. Competencies/Abilities/Skills Required

- Passion and ability to work with marginalized rural and peri-urban communities.
- Demonstrated good leadership, management and interpersonal skills with the ability to work and relate well to people of diverse backgrounds, especially at the community level.
- Good team player with demonstrates initiative, and good and consistent performance.
- Working knowledge of computerized accounting and other computer application packages.
- Positive attitude and high level of integrity to be able to handle assets, cash and cash-related transactions.
- Attention to detail to be able to scrutinize payment-supporting documents before effecting payment.
- Good analytical skills and report-writing skills.
- Effective communication both oral and written in English and Kiswahili.
- Good organization and planning skills.

- Demonstrate commitment to the mission and service of the HIH EA TZ.

c. Relevant Work Experience

- At least 3 years' experience in a similar position.

Application process

Qualified and interested candidates should forward a cover letter and CV in **one document (PDF), citing the Position and Reference Number to careers@handinhandea.or.tz on or before close of business by 31st March, 2026. Only shortlisted candidates will be contacted.**

Website: <http://handinhandea.or.tz/>

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Giving Hope, Dignity and Choice

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