

## **VACANCY ANNOUNCEMENT**

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 its branches across six regions Kilimanjaro, 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 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: PROGRAM MANAGER JOB DESCRIPTION AND SPECIFICATIONS.**

**REF.NO: HTZ PM -01/2026 (01) POST: LOCATION: IRINGA**

#### **1. JOB SUMMARY - PURPOSE**

The role oversees the planning, implementation, and monitoring of assigned projects, manages resources and budgets, engages stakeholders, ensures compliance and reporting, and provides leadership and mentorship to staff to achieve sustainable project outcomes.

#### **2. DUTIES AND RESPONSIBILITIES**

##### **R1. Business Management**

- T1. Contribute to the development of the corporate strategic plan and spearhead implementation of the aspects that relate to the projects.
- T2. Facilitate implementation and support periodic review of operations plans, work plans, activities and deliverables and performance guidelines for assigned projects.
- T3. Support preparation and use of the budgets and monitor and control budgets for assigned projects across implementing branches.
- T4. Ensure prudent management of financial and material resources allocated to the assigned project.
- T5. Market and promote HiHEA TZ and its products and services.

##### **R2. Implementation of Project Activities**

- T1. Lead the design of the assigned project and implementation of its activities.
- T2. Participate in area survey, routing, mobilization and flagging off the project areas that are assigned
- T3. Co-ordinate activities for meeting and engaging with local leaders and stakeholders in the respective areas of project operation.
- T4. Provide oversight into management and operations of assigned branches to achieve intended project outcomes and impacts.
- T5. Undertake field visits for supervision and support of the respective projects
- T6. Make recommendations on innovations and creation of products and services that would fit specific areas and members based on need analysis.
- T7. Participate in human resource training and capacity building for staff.
- T8. Support in the review of training manuals
- T9. Support in the development of proposals for resource mobilization and fundraising
- T10. Track program/project activities and expenditures and provide periodic input to management on performance against established benchmarks.

- T11. Ensure compliance with legal and donor requirements, organization policies and standard operating procedures, and maintain established quality standards.
- T12. Bring to the attention of management issues and matters that need attention without undue delay.

### **R3. Monitoring, Evaluation and Learning**

- T1. Support monitoring and evaluation activities for assigned projects.
- T2. Adopt and use monitoring systems in tracking and reporting activities and results realized in the implementation of program/project activities.
- T3. Support in gathering and sharing information on case studies, experiences, lessons, and best practices.
- T4. Spearhead adoption of monitoring and evaluation findings and recommendations for assigned project(s).

### **R4. Records and Reports**

- T1. Prepare and submit periodic and ad-hoc narrative and financial reports (for management, donors and other relevant audiences) within established timelines.
- T2. Ensure proper documentation and maintain adequate records for all program/project activities through maintenance of proper and effective filing systems.

### **R5. Relationship Management**

- T1. Develop and maintain strong and profitable relationships with stakeholders.
- T2. Maintain mutually beneficial communications and relations with respective project donors and development partners
- T3. Facilitate effective and impactful field visits for donors, partners, and other stakeholders.
- T4. Participate in relevant forums (such as government, community, and other stakeholders) whenever nominated.
- T5. Maintain a network of peers and professional contacts for exchange of ideas and information.
- T6. Maintain good public relations and promote visibility of HiH EA TZ's work within project areas and branches.

### **T7. Management of Staff**

- T1. Offer leadership to the staff and foster teamwork and address and resolve conflicts/issues affecting the team in a timely manner.
- T2. Ensure effective supervision of staff including support to recruitment, coaching and mentoring, performance management, and timely handling of grievance and disciplinary issues.
- T3. Proactively employ practices that lead to staff motivation and retention and provide for succession plans.
- T4. Facilitate development, capacity building and training of staff in the assigned project(s) and Branches, identify staff gaps and advise the Head Office accordingly.
- T5. Proactively mentor and support team members as a way of building a pipeline of talent in the organization.
- T6. Conduct appraisal for supervised staff.

### **R6. 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**

A bachelor's degree in any of the following disciplines: Project Management, Business Administration/Management, Economics, Social Sciences or any related discipline.

#### **b. Specialized Training/Professional Qualifications**

- Training in monitoring and evaluation will be an added advantage.

#### **c. Competencies/Abilities/Skills Required**

- Good project management skills, Value chain practices and demonstrable ability to coordinate field activities.

- Strong conceptual and practical understanding of peri-urban and rural development and experience in working with marginalized communities in such an environment.
- Proven leadership and management ability, motivation and keenness in developing self and others
- Strong communication both oral and written in English and Kiswahili and interpersonal skills coupled with demonstrated partnership building competence.
- Proficiency in use of Microsoft Word, Excel and PowerPoint in report making
- Strong performance drive, initiative and commitment to individual and team results
- Strong interpersonal skills with the ability to work and relate well to people of diverse backgrounds, especially at the community level.
- Good team player with demonstrate initiative, good and consistent performance
- Positive attitude and high level of integrity to be able to handle assets, cash and cash related transactions.
- Good organizing skills, an individual who has attention to detail to be able to scrutinize payment supporting documents before affecting payment.
- Good analytical skills and report writing skills

d. **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](mailto:careers@handinhandea.or.tz) on or before close of business by 04<sup>th</sup> April, 2026. Only shortlisted candidates will be contacted.**

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

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Hand in Hand Eastern Africa -

***Giving Hope, Dignity and Choice***

**Disclaimer:**

Hand in Hand Eastern Africa (TZ) is an equal opportunity employer and does not charge or accept any amount or security deposit from job seekers during the shortlisting/selection process or while inviting candidates for an interview.