

## 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 Seven Regions, in Kilimanjaro, Arusha, Manyara, Singida, Dodoma, Simiyu and Iringa.

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 OF PROGRAM OFFICER – JOB DESCRIPTION AND SPECIFICATIONS. REF.NO: HIHEATZ PO. 01/2026 (01) POST. LOCATION: IRINGA.**

The position is responsible for providing technical support to Projects implemented at the branch level. This includes planning, directing and coordination of operations of the project and others to ensure actualization of its deliverables in line with donor agreements, budgets and timelines.

#### ❖ **DUTIES AND RESPONSIBILITIES.**

- Spearhead implementation of the project aspects that relate to the projects as shall be assigned by the Program Coordinator.
- Support periodic review of operations plans, work plans, activities and deliverables and performance guidelines for the project.
- Market and promote HIH EA (TZ) and its products and services.
- Management of members access to credit and financial/microfinance institutions partnership.
- Undertake frequent monitoring of members businesses, access to credit performance, disbursements, savings, and micro finance uptake to ensure that performance aligns with the organization's project targets.
- Monitor and analyse credit risks and provide advice on mitigation strategies.
- Lead and provide technical support in implementation of the project activities including the preparation of work plans and performance guidelines and ensure the program deliverables are in focus, on track and persistently pursued.
- Coordinate partnership initiatives with relevant national institutions e.g., Government Ministries, other donor funded programmes to facilitate the channelling of cutting-edge practical expertise to the members.
- Coordinate the implementation of HIH EA (TZ) project activities and all issue relating to project operations, support Branch Managers and branch staff in advancement & member's business developments and successes as well as guide the actualization of the project activities by HIH EA TZ members.
- Support the introduction of new and innovative methodologies into HIH EA (TZ)'s programs to improve the support provided to members on their business and development.
- Support the revision of HIH EA (TZ)'s training manuals to accommodate new methodologies, processes, technologies and the solid M&E frameworks on enterprises development and activities.
- Support on the development and periodic review of materials and documentation for HIH EA (TZ) project interventions in market knowledge and others as shall be requested.
- Build capacity of project staff to implement the revised training manuals, disseminate best practices and ensure a wide adoption of effective methods and mechanisms of project activities among HIH EA (TZ) members.
- Co-ordinate activities for meeting and engaging with local leaders and stakeholders in the respective areas of project implementations.

- Make recommendations on innovations and creation of products and services that would fit specific areas and members based on need analysis.
- Support proposals development & new project at HIH EA (TZ).
- Bring to the attention of the program manager issues and matters that need attention without undue delay.
- Develop and maintain strong and profitable relationships and networks with project stakeholders.
- Support the program manager to facilitate effective and impactful field visits for donors, partners and other stakeholders.
- Participate in relevant forums (such as government, community and other stakeholder) whenever nominated.
- Maintain a network of peers and professional contacts for exchange of ideas and information.
- Maintain good public relations and promote visibility of HiH EA (TZ)'s work within project areas.
- Maintain relationship among field staffs in collaboration with branch managers.
- Support the branch managers to handle immediate staff issues in consultation with branch manager.
- Perform any other duties as may be assigned by the Supervisor from time to time.

#### ❖ **Specifications & Qualifications.**

- Bachelor's Degree in the field of Community Development, Project planning and management, Business administration, Agricultural Economics, Community development, Agri-business Management, Cooperatives management & Entrepreneurship, Project planning and Commerce or other relevant discipline.
- Good understanding of the dynamics local agro-economic sectors, products and markets.
- Good understanding of entrepreneurship and small-scale business creation.
- Demonstrated good leadership, management and interpersonal skills, demonstrated ability to build and nurture partnership, and ability to work with people of diverse backgrounds especially at the community level.
- Good analytical skills with conceptual and practical understanding of peri-urban and rural development and experience in working with marginalized communities within the local context.
- Strong communication both oral and written in English and Kiswahili and report writing skills
- Proficiency in use of Microsoft Word, Excel and PowerPoint.
- Strong performance drive, initiative and commitment to individual and team results.
- At least 3 years' working experience on the relevant field.
- Experience of the same position on project with adult engagement is an added advantage.

#### ❖ **Application process**

Qualified and interested candidates should forward a cover letter, CV & in one pdf document, citing the **Position** and **Reference Number** to [careers@handinhandea.or.tz](mailto:careers@handinhandea.or.tz) on or before close of business by **26<sup>th</sup> May, 2026**. Only shortlisted candidates will be contacted.

**Website:** [www.handinhandea.or.tz](http://www.handinhandea.or.tz)  
**7559**

**PO Box 7152 Arusha.Tel. +255 27 254**

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#### ***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 selection process or while inviting candidates for an interview.*