

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 branches, in Moshi, Arusha, Manyara, Dodoma, Iringa, 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: TECHNICAL ADVISOR JOB DESCRIPTION AND SPECIFICATIONS.

REF.NO: HTZ TA-01/2026 (01) POST:

1. JOB SUMMARY - PURPOSE

The position is responsible for the implementation of program activities specifically under the HILTI Resilient Institutions Supporting Entrepreneurs (RISE) Tanzania project within the assigned target areas and communities in compliance with established policies and procedures.

2. DUTIES AND RESPONSIBILITIES

- T1. Lead technical implementation of the RISE project, supporting poultry and dairy Producer Organisations to become sustainable and commercially viable member-owned enterprises that effectively and inclusively meet the needs of their members.
- T2. Conduct capacity gap assessments of selected project producer organisations.
- T3. Develop, deliver, and monitor, organisational transformation plans for each producer organisation based on their capacity gap analysis, supporting them through the delivery of tiered capacity building and coaching packages suited to their strengths and weaknesses.
- T4. Develop and support the roll out of viable and sustainable growth plans for each Producer Organisation and provide technical guidance and coaching on financing and market expansion.
- T5. Support producer organisations to strengthen the services they provide to members, including market access and extension services.
- T6. Build producer group capacity to implement gender responsive and gender transformative reforms that ensure inclusive leadership.
- T7. Build the capacity of HiH Tanzania staff and Community Development Officers at district and ward level on pertinent producer organisation expertise.

- T8. Convene and sustain external relationships — local governments, financial institutions, processors and buyers, input suppliers, apex bodies and universities
- T9. Work alongside MEL colleagues to run the MEL framework to generate credible evidence on what moves POs between maturity tiers and what changes member income and gender outcomes.
- T10. Work closely with project teams during identification, selection, and recruitment of potential groups in accordance with the established operations policy.
- T11. Organize and facilitate produce organisations exposure, peer-to-peer, and practical learning visits.
- T12. Represent HiH EA (TZ) in the designated area, including representation in local development committees; and participate in relevant forums whenever nominated, such as government, community, and other stakeholder forums.
- T13. Participate in and assist with monitoring and evaluation, including supporting field activities, providing data and information, adopting findings and recommendations, documenting case studies, experiences, and lessons, and adopting best practices.
- T14. Create and nurture effective working relationships with stakeholders: producer organisation leadership, producer organisation membership, local community, partners, service providers, collaborators, market and value chain actors, relevant government agencies, etc.
- T15. Prepare and submit monthly, semi-annual, and annual reports on time
- T16. Maintain quality standards and ensure compliance with policies and procedures in the implementation of activities in the assigned area.
- T17. Ensure proper documentation and maintain adequate records for all activities through maintenance of a proper and effective filing system.
- T18. Perform any other duties as may be assigned by the Supervisor from time to time.

3. KNOWLEDGE, SKILLS AND ABILITIES:

a. Level of Education/Academic Qualification

- Master's degree in cooperative management, agribusiness, finance, rural development or a closely related field. A qualification in related disciplines may be considered where supported by significant and relevant practical producer organisation management experience.

b. Specialized Training/Professional Qualifications

- Training in any of the following areas: Agronomy, Agricultural Economics and Agribusiness, Environmental Science, Community Development, Social Sciences, Microfinance, Marketing, Business Management, or related field.

c. Competencies/Abilities/Skills Required

- Strong understanding of effective producer organisation governance, accountability and organisational development.
- Strong business and commercial acumen, including the ability to assess growth opportunities, market opportunities, investment options and value-chain dynamics.
- Strong partnership brokering and ecosystem facilitation skills, with the ability to bring together diverse actors around shared objectives.
- Strong relationship management skills, including the ability to build constructive relationships with government, private sector, financial institutions and community

actors.

- Ability to manage programmes adaptively, using evidence, learning and changing context to inform decisions and course-correct delivery.
- Strong analytical skills and an evidence-based approach to decision-making.
- Strong understanding of Monitoring, Evaluation and Learning, including systems-change approaches and the use of data to inform programme improvement.
- Strong coaching, facilitation and adult-learning skills, including the ability to work effectively with mixed-literacy audiences.
- Strong interpersonal, communication and community engagement skills, with the ability to work effectively with people from diverse backgrounds and at different levels of an organisation.
- Ability to communicate clearly and build trust with marginalised rural and peri-urban communities.
- Ability to work collaboratively and independently, demonstrating sound judgement, initiative and a solutions-focused approach.
- High level of integrity, professionalism and commitment to teamwork.
- Commitment to safeguarding, gender equality and inclusion, and the ability to integrate these principles into programme design and delivery.
- Fluency in English and Kiswahili.
- A valid motorbike licence and ability to ride a motorbike would be an advantage.

d. Relevant Work Experience

- At least eight years' professional experience strengthening producer organisations or cooperatives in East Africa, including at least five years in a technical leadership, advisory or equivalent senior role.
- Demonstrated experience supporting producer organisations to develop and implement sustainable growth plans, including business development, market analysis, contract negotiation, investment appraisal, value-chain development and productive-asset optimisation.
- Proven experience in cooperative finance, including identifying appropriate financing instruments, preparing organisations to access finance and brokering relationships with banks, SACCOs and/or development finance institutions.
- Demonstrated experience developing market linkages and supporting commercialisation of producer organisations, including buyer engagement, aggregation, group contracting, pricing and value-addition business cases.
- Experience conducting organisational maturity or capacity assessments and developing results frameworks, including managing and interpreting panel and/or baseline–endline data.
- Experience coordinating with local government in Tanzania and working with the laws, policies and regulations relevant to producer organisations and cooperatives.
- Direct experience working with dairy and/or poultry value chains in Tanzania, including relevant aspects of quality-based payment, cooling and processing decisions, and input-quality systems.

- Demonstrated experience integrating gender considerations into producer organisation development, including by-law reform, women's leadership pathways, individual membership and payment systems, and approaches to engaging men as allies.
- Experience coaching and building the capacity of field staff and/or government officers, including through ongoing mentoring and practical support rather than training delivery alone.
- Hands-on experience establishing or strengthening financial management systems, including bookkeeping, budgeting, financial controls, reporting and audit readiness.
- Experience working with diverse partners and stakeholders to strengthen producer organisations, build partnerships and facilitate improvements across market systems.
- Experience applying adaptive programme management approaches, using monitoring, learning and evidence to identify challenges, make adjustments and improve delivery.

The position is responsible for the implementation of program activities specifically under the HILTI Roots Tanzania project within the assigned target areas and communities in compliance with established policies and procedures.

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 16th October 2026. Only shortlisted candidates will be contacted.**

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

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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.