The United Republic of Tanzania
President's Office
TANZANIA SOCIAL ACTION FUND

EMPLOYMENT OPPORTUNITIES FOR TASAF III

ADVERTISEMENT OF THE VACANT POSITIONS

The United Republic of Tanzania has acquired financing towards the cost of the Tanzania Third Social Action Fund – Productive Social Safety Net (TASAF III PSSN). The Program is jointly financed by the World Bank, the Department for International Development (DFID), United States Agency for International Development (USAID) and the Kingdom of Spain. It is a 10-year Program, implemented in two phases of five years, each. The Government plans to roll out a nationwide safety net with a view to reducing poverty and improving the lives of the poor. The objective of TASAF III is "to enable poor households to increase incomes and opportunities while improving consumption". TASAF III targets people living under the basic needs poverty line (currently 33.6% of the population).

The First Phase of the TASAF III PSSN which will be implemented in five years starting this financial year 2012/13, consists of the following parts: Part 1 on Consolidation of Integrated Social Safety Net Interventions for extremely poor and Food Insecure Households and Part 2: on Institutional Strengthening. The development objective is to create a comprehensive, efficient well targeted Productive Social Safety Net Systems for the poor and vulnerable Section of the Tanzania population.

TASAF is now looking for competent and committed candidates who meets the minimum qualification stated below to fill the under-mentioned vacant positions.

1. PROJECT AUTHORITY AREA- TECHNICAL ASSISTANT (MONITORING OFFICER) - 30 POSTS

BASIC FUNCTIONS:

To assist the Coordination and Technical Support Officer to coordinate activities of technical support and coordination in the assigned Project Area Authority. (PAA)

PRINCIPAL DUTIES AND RESPONSIBILITIES:

a) Review of PAAs multi year plans for Pubic Works;
b) Review all interventions application files to be supported by TASAF;
c) Review all cash transfers request forms
d) Compile and report grievances to the Coordination and Technical Support Officer;
e) Monitoring of project implementation in respective Project Area Authority (PAAs);
f) Ensure regular submission of implementation progress reports
g) Validate data entered by PAAs into the TASAF MIS

h) Participate and provide technical support to trainings, assessment and in reporting for all TASAF supported activities.
i) Undertake a detailed review of procedures at the PAA including, documents, records, reports, and adherence to policies and procedures by the implementers.
j) Review and assess the capacity building program for the Focal person PAAs on specific areas of project implementation
k) Receives and reviews reports on various activities implemented from the PAAs and prepare consolidated monthly and quarterly reports.
l) Liaises with the Coordination and Technical Support Officer to ensure that the key aspects of the program as well as transfer and other entitlements are well understood.
m) Perform any other official duties as may be assigned by the Coordination and Technical Support Officer.

QUALIFICATIONS:

a) Holder of a first Degree or equivalent qualification in Social Science, Business, Accounting or any other related field from a recognized university.
b) At least five (5) years experience in relevant field in Public and / or Private Sectors.
c) Experience in the management of social/community development projects
d) Knowledge and understanding of and experience with donor funded project.
e) Must be computer literate.
f) Must have a valid driving license
g) Good communication and interpersonal skills.
h) Ability to supervise, train and coach staff in relevant skills.
i) Self motivated with integrity and high level of confidentiality

KEY PERFORMANCE MEASURES:

a) Availability of consolidated reports submitted timely.
b) Reports on feedback meetings conducted as a means of linkage between TMU, Regional ,PAAs and payment agents.
c) Availability of reports on training events executed in the assigned PAA.
e) Reports on provision of technical support to PAA.
f) Number of reviewed interventions application files.

Duration of Contract: Terms of Contract is 2 years renewable on the basis of performance

Duty Station: Project Area Authority (Any LGA, Unguja and Pemba).

HOW TO APPLY

Interested candidates who meet this minimum qualification and experience should submit an application letter. The application letter should be accompanied with detailed CV, certified certificates, full address of previous employer, names and contact information of three professional referees full address with their postal addresses, telephone numbers and email (if available) not later than January 3, 2013, 16:00hrs and addressed to:

The Executive Director
Tanzania Social Action Fund (TASAF)
Malindi Street / Old Kilwa Road
P. O. Box 9381
Dar es salaam, Tanzania

PLEASE NOTE ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED.

TASAF IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY IN PEOPLE AND IDEAS.