



## 1. Procurement and Logistics Assistant for the USAID/Tanzania Lishe (Nutrition) Project - Rukwa

Chemonics International Inc, a U.S. based international development consulting firm, seeks a **Procurement and Logistics Assistant** for the USAID Lishe (Nutrition) Project. The five-year project aims to strengthen health and food market systems that promote the adoption of optimal nutrition-related behaviors across a range of stakeholders in targeted regions in Tanzania. We are seeking individuals who have a passion for making a difference in the lives of people around the world.

The Procurement and Logistics Assistant is responsible for providing effective support to the USAID Lishe (Nutrition) Project by assisting the Dar es Salaam-based Office Manager in maintaining the integrity and proper execution of project procurement processes in the regions. They are also responsible for the logistical arrangements of the regional team members and will work closely with technical team members and the Regional Administrative Assistants to plan and finalize travel arrangements. Overall logistical responsibilities include arranging air travel, booking hotel accommodations, organizing travel by road, overseeing maintenance of all project vehicles, and supervising the regional office drivers. The Procurement and Logistics Assistants will be based in **Rukwa**.

### KEY RESPONSIBILITIES

#### *Procurement*

- Ensuring that all project property is added to the project inventory tracker immediately upon acquisition, while also ensuring that the tracker is updated constantly to reflect an accurate accounting of all project items, values, and locations.
- Assisting Dar es Salaam-based Office Manager by gathering quotations and conducting market research for project procurements while adhering to all pertinent USAID and Chemonics policies.
- Assisting the Dar es Salaam-based Office Manager with drafting RFQs/RFPs, BPAs, and purchase orders.
- Tracking the periods of performance of service agreements and other related operations agreements.

## *Logistics*

- Booking hotel reservations for regional staff for overnight travel from their home and for Dar es Salaam-based staff visiting the region.
- Reviewing hotel invoices for those hotels with which the Project has an account.
- Assist the Dar es Salaam-based Administrative Assistant with booking air tickets for regional staff and reviewing the corresponding invoices from the travel.
- Coordinating road travel for region-based staff, assigning Project drivers, and ensuring drivers check in when they reach their destinations.
- Reviewing fuel card top-up reconciliations for accuracy and ensuring project vehicles are not used for personal reasons.
- Working with the Regional Administrative Assistant to address office administration issues such as security guard oversight, access procedures, office maintenance, generator maintenance, etc.
- Producing work products in conformity with Chemonics', the Project's, and USAID's standards.
- Communicating information in a way that demonstrates a basic understanding of development assistance work, Chemonics culture, values, and practices, and the specific scope and nature of the USAID Lishe (Nutrition) project.
- Demonstrating maturity, dependability, integrity, and initiative to learn competencies and skills required for the job assignment.
- Contributing positively to a work environment that emphasizes teamwork, respect for differences, accepting and giving constructive feedback, and collaboration.
- Executing other assignments as requested by the supervisor or Senior Finance and Operations Director.

## **QUALIFICATIONS**

- Bachelor's degree in supply chain management, business administration, or a relevant field required.
- Minimum of three years' experience working in a procurement role, or two years in a procurement role on a USAID-funded project.
- Experience planning logistical arrangements for office travel highly preferred.
- Proficiency in Microsoft office applications (Word, Excel, Outlook, and Teams), and the ability to accurately input data into various software applications in a manner that is easily referenceable by management.
- Knowledge of USAID procurement regulations, subcontract procedures, and good administrative skills is strongly desired.
- Ability to work with integrity both independently and as part of a team.
- Demonstrates leadership, versatility, integrity, strong organizational and work prioritization skills, and attention to detail.

- Ability to work in a professional and cordial manner with multi-national team, implementing and cooperating partners, and relevant NGOs and government agencies often under demanding/busy circumstances.
- Good interpersonal skills, honesty, patience, and commitment to excellence.
- Excellent written and verbal communications skills in English

## APPLICATION INSTRUCTIONS

To apply, please submit a CV and application below. Please submit your application as soon as possible, as candidates will be contacted on a rolling basis. This application will close on **Monday, November 25, 2024**. No telephone inquiries, please. Finalists will be contacted.

Chemonics is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Military veterans, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

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## 2. Njombe Regional Extension Support Coordinator for the USAID/Tanzania Lishe (Nutrition) Project

Chemonics International Inc, a U.S. based international development consulting firm, seeks a **Regional Extension Support Coordinator** for the USAID Lishe (Nutrition) project. The five-year project aims to strengthen health and food market systems that promote the adoption of optimal nutrition-related behaviors across a range of stakeholders in targeted regions in Tanzania. We are seeking individuals who have a passion for making a difference in the lives of people around the world. This long-term position will be based in **Njombe**. The Regional Extension Support Coordinator is supervised by the Nutrition and Food Systems Senior Technical Advisor.

The Regional Extension Support Coordinator is responsible for coordinating region-level food security, food safety, resilient, nutrition, and Climate Smart Agriculture activities and overseeing the USAID Lishe (Nutrition) Project Extension Support Officers in Njombe. The Regional Extension Support Coordinator in Njombe is expected to coordinate and collaborate with the other regional team members. The Regional Extension Support Coordinator contributes to the Project's goal of improving the consumption of safe and safe nutritious food.

### KEY RESPONSIBILITIES

- Lead in the implementation, monitoring, and adaptation of nutrition-sensitive practices through increased knowledge of better agricultural practices and innovative income-generating activities

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at the household and community level, all in collaboration with the Nutrition and Food Systems Senior Technical Advisor, SBC Advisor, and Monitoring, Evaluation, Adaption, and Learning (MEAL) team.

- Provide technical support through coaching and mentorship for quality implementation of extension activities at the community level.
- Conduct risk assessments and working with Regional Secretariats to address risk-based food safety concerns at the household and enterprise level.
- Organize and facilitate learning events that promote food security, resilience, and nutrition.
- Identify village model farmers and establish community agricultural demonstration and learning sites.
- Coordinate farmer field days with stakeholders.
- Support communities establish village savings and loan groups and coordinate capacity building activities.
- Lead training at the community level using affordable and sustainable technologies related to production, food preservation, and storage practices.
- Provide ongoing coaching and mentorship to model farmers to ensure adoption of improved production and livestock practices.
- Draft activity monthly and quarterly reports on livelihood-related activities.
- Participate in technical working groups, relevant district meetings, and liaise with other organizations.
- Work with Regional Secretariat and Local Government Authorities and extension officers to promote local ownership in activity implementation.
- Work with Local Government Authorities to develop strategies for enforcing guidelines and regulations for food safety.
- Conduct risk assessments and work with Regional Secretariat to address risk-based food safety concerns at the household and enterprise level.
- Collaborate with the MEL team and Nutrition and Food Systems Senior Technical Advisor to develop quality benchmarks for livelihood activities.
- Collaborate with relevant Local Government Authority departments and staff during planning, budgeting, implementation, and monitoring of activities.
- Collaborate with private-sector stakeholders in the respective region.
- Other related duties as requested by the Nutrition and Food Systems Senior Technical Advisor and the Regional Coordinator.

## **QUALIFICATIONS**

- Bachelor's degree in food science and technology, agriculture economics, horticulture, nutrition, or a related field
- Eight (8) years of experience in working in the areas of nutrition and food systems, community agribusiness, food storage and processing, improved post harvesting, project/program management, and in working with Tanzanian government stakeholders in the areas of community-based extension support (and integrated nutrition extension teams) and Social and Behavioral Change.
- Experience with a USAID-funded project preferred.
- Excellent communication skills, including interpersonal skills, and should communicate satisfactorily in written and oral English.
- Proficiency in Microsoft programs (i.e. Excel, Word, PowerPoint) and the ability to learn to use various commercially available accounting software programs.

- Strong organizational and work prioritization skills, attention to detail.
- Ability to work with integrity both independently and as part of a team.
- Ability to work in a professional and cordial manner with staff, implementing and cooperating partners, and relevant NGOs and government agencies often under demanding/busy circumstances.
- Demonstrated leadership, versatility, and integrity.

## APPLICATION INSTRUCTIONS

To apply, please submit your CV and application below. Applications must be submitted by **Tuesday, November 26th, 2024**, however, please submit your application as soon as possible, as candidates will be contacted on a rolling basis. No telephone inquiries, please. Finalists will be contacted., however, please submit your application as soon as possible, as candidates will be contacted on a rolling basis. No telephone inquiries, please. Finalists will be contacted.

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## 3. Lishe Administrative Intern for the USAID/Tanzania Lishe (Nutrition) Project

Chemonics International Inc, a U.S. based international development consulting firm, seeks an **Administrative Intern** for the USAID Lishe (Nutrition) project. The five-year project aims to strengthen health and food market systems that promote the adoption of optimal nutrition-related behaviors across a range of stakeholders in targeted regions in Tanzania. We are seeking individuals who have a passion for making a difference in the lives of people around the world. This short-term position will be based in **Dar es Salaam**.

The Administrative Intern will provide support to the USAID Lishe (Nutrition) Project Operations team in the overall administrative management of the Project's Dar es Salaam office. The Administrative intern will be exposed to Chemonics' real-life work environment, which will enable the intern to learn how to relate with people professionally, share ideas, build the administrative skills needed in an office setting, and apply the knowledge that was acquired throughout undergraduate studies.

### RESPONSIBILITIES:

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- Supporting the Administrative Assistant with reviewing and processing travel advance and expense report forms, ensuring their completeness and accuracy before submission to the Senior Finance and Operations Director for approval.
- Assisting with accounts receivable management.
- Setting up office space for new hires.
- Assisting with organizing meetings and events on and off site, which may include setting up of rooms, arranging catering and refreshments, ensuring the necessary equipment is in place and functioning, and the preparation of papers for distribution.
- Assisting with participant payment registration, backup document collection, and review.
- Assisting the Procurement and Logistics Assistant in maintaining the storage and verification of inventory.
- Other duties as assigned that support the smooth and efficient running of the office.

### **QUALIFICATIONS:**

- Bachelor's degree in business administration/management/studies, or related. Bachelor's degree may not have been earned more than two years ago.
- Proficiency in computer applications, including the Microsoft Office suite, especially Excel.
- Ability to work independently and collaboratively within a multidisciplinary team environment.
- Strong communication skills, including interpersonal skills, and should communicate satisfactorily in written and oral English
- Strong organizational and work prioritization skills, attention to detail
- Ability to work in a professional and cordial manner with staff, implementing and cooperating partners, and relevant NGOs and government agencies often under demanding/busy circumstances
- Demonstrate leadership, versatility, and integrity
- Contributing positively to a work environment that emphasizes teamwork, respect for differences, accepting and giving constructive feedback, and collaboration.

### **APPLICATION INSTRUCTIONS:**

To apply, please submit a CV and application below. Please submit your application as soon as possible, as candidates will be contacted on a rolling basis. The internship is unpaid, but Chemonics will provide a transportation stipend of TSh.600,000 / month. Chemonics will provide transportation costs from successful candidates' home of record to the region to their assigned region. This application will close on **Monday, November 25, 2024**. No telephone inquiries, please. Finalists will be contacted.

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