



CAREER WITH BRAC ENTERPRISE TANZANIA LIMITED

About BRAC Enterprises Tanzania Limited (BETL)

BRAC is one of the largest providers of non-formal education in the world. We have been running schools in Bangladesh for 30+ years and internationally since 2002. BRAC currently operates a global pre-primary school program in Bangladesh, Tanzania, and Uganda, and we are developing markets for early childhood development (ECD) for 3-5-year-olds in the same countries through our 'Play Labs' project. In Tanzania, this includes the operation of 30 play labs co-located with the Tanzanian Government and funded through the Yidan Prize.

BRAC Enterprises Tanzania Limited (BETL) is a registered private company in Tanzania. Working as a social enterprise, BETL is currently piloting a cross-subsidy business model for ECD to improve the development of 3-5-year-old children in Tanzania. Through this project, BRAC aims to catalyze the ECD private sector in Tanzania by developing a sustainable business model for the provision of low-cost, high-quality, and scalable play-based ECD program. The BETL team recently opened five schools and is in the process of launching one mobile ECD program in Dar es Salaam.

BRAC in Tanzania is seeking applications from competent, dynamic and self-motivated individual to fill up the following position;

Position: Operations Officer

Job Location: Dar es Salaam.

Job Summary:

The Operations Officer will play a key role in building the financial and operational capacity of Angaza Affiliates. This position will work closely with Affiliate Heads and Caregivers to strengthen compliance, efficiency, and profitability. The Operations Officer will support Affiliates with day-to-day finance and operations, provide training and coaching, and ensure that each Affiliate is run as a successful business. The role reports to the Finance & Operations Manager and supports delivery of the wider Angaza Academy business plan.

Education Qualifications

Degree in Finance, Business Administration, or related field

Responsibilities:

1. Finance Capacity Building & Support

- Train Affiliate Heads and designated staff on BETL financial policies and procedures.
 - Support Affiliates with record-keeping, fee collection systems, and use of approved financial tools.
 - Review Affiliate financial records for accuracy and compliance, escalating issues to the FOM.
 - Monitor fee collection rates and support Affiliates to improve profitability.
 - Ensure Affiliate compliance with statutory obligations.
 - Provide on-site coaching to strengthen accountability and reduce financial risks.
2. Operations Support
- Guide Affiliates to follow BETL operational procedures and internal controls
 - Provide hands-on support in procurement, stock management, and use of local suppliers to maximize cost-effectiveness.
 - Monitor adherence to BETL safeguarding and quality assurance policies.
 - Support Affiliates to prepare for audits, inspections, and registrations with government authorities.
 - Share operational best practices across Affiliates to encourage business growth and efficiency.
3. Logistics and Facilities
- Support Affiliates and FOM in arranging cost-effective procurement and delivery of materials.
 - Monitor and advise on building maintenance, safety, and compliance.
 - Assist with Affiliate registration processes and liaison with relevant authorities, under FOM guidance.
 - Support logistics for Affiliate meetings and training.
4. Reporting & Collaboration
- Prepare regular reports on Affiliate business performance for the FOM.
 - Provide feedback on challenges and opportunities to improve Affiliate profitability.
 - Collaborate with other BETL teams (Quality, HR, Marketing) to provide joined-up business support.
 - Act as the first point of contact for Affiliate finance/operations issues, escalating complex matters to the FOM.

Required Skills / Capacity

- At least 1-year experience in finance/operations support, preferably in a multi-site or franchise/affiliate context.
- Strong training and coaching skills; ability to build capacity at grassroots level.
- Knowledge of financial record-keeping, basic accounting, and compliance requirements in Tanzania.
- Strong organizational, problem-solving, and communication skills.
- Willingness to travel regularly to Affiliate centres.

EMPLOYMENT TYPE: *CONTRACTUAL*

SALARY: *Negotiable*

How to apply:

If you feel you are the right match for the above-mentioned position, please apply by sending your CV and cover letter through email to: bimcf.tanzania@brac.or.tz with a subject "Operations Officer"

Please mention the name of the position, in the subject bar.

Only complete applications will be accepted, and shortlisted candidates will be contacted.

Application deadline: 08th October 2025

BRAC is committed to safeguarding children, young people, and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.

BRAC is an equal opportunities employer.