



FEED THE FUTURE

The U.S. Government's Global Hunger & Food Security Initiative



The Agricultural Sector Policy and Institutional Reform Strengthening (ASPIRES) project is part of the Feed the Future Innovation Lab for Food Security Policy funded through USAID. The project goal is to accelerate Tanzania's adoption of more effective policies and programs in order to drive broad-based agricultural sector growth, improve household food security and nutrition, and reduce poverty. The project is implemented by Michigan State University (MSU) through ASPIRES Tanzania. ASPIRES is registered as an NGO in Tanzania.

EMPLOYMENT OPPORTUNITIES

ASPIRES Tanzania would like to recruit candidates for the positions described below, subject to availability of funds.

1. DEPUTY CHIEF OF PARTY (DCOP)

Essential Duties & Responsibilities

- Coordinate with the Chief of Party in management of the technical components, providing programmatic leadership and overseeing the strategic planning of activities in support of the project goals and objectives, including the determination of project priorities and appropriate technical initiatives
- Oversee policy research and analytical studies
- Ensure results-oriented technical components and high-quality and timely deliverables and reports, focusing on synergistic coordination of all technical areas
- Advise national counterparts on technical issues and participate in relevant advisory and/or working groups with counterparts, partner institutions, the Agriculture Sector Lead Ministries (ASLMs) and all other local stakeholders
- Represent the project in public and professional circles through meetings, conferences, and presentations
- Develop and modify as necessary the technical work plans and budget
- Coordinate activities with other agencies and closely collaborate with key staff on implementing activities
- Ensure technical compliance with USAID rules and regulations
- Work closely with MSU home office to ensure effective, timely and coordinated project implementation
- Focus on achieving results in all areas on schedule and maintain positive relationships with GoT officials, partners, and implementing partners
- Perform other duties as assigned by the CoP

Education and Experience

- A graduate degree in Agricultural Economics, Economics, Business Administration or related field
- At least 10 years of relevant work experience in agriculture, agribusiness development, research and policy
- Experience in development projects and administrative functions in institutions
- Excellent research and analytical skills and demonstrated experience in policy issues
- Effective verbal and written communications skills and he/she/must be fluent in English
- Good interpersonal skills and ability to collaborate and work effectively with cross-cultural teams
- Strong results orientation, demonstrated ability to balance multiple projects with a high level of accuracy and the ability to prioritize tasks and work independently
- Excellent working knowledge of word processing, database, statistics software and spreadsheet software.
- Experience with donor-funded projects is desirable

2. FISCAL AND ADMINISTRATIVE OFFICER

Essential Duties & Responsibilities

- Provide support to CoP and Head of Operations in-country financial leadership of ASPIRES
- Monitor budgets and expenditures for project activities
- Ensure that adequate financial controls are in place to maintain proper accountability of expenditures
- Ensure that financial transactions are properly authorized, recorded, have adequate supporting documentation, are maintained and can be easily extracted for the purpose of preparing financial statements and audits
- Ensure that all procurement processes and expenditures of the project are in accordance with MSU and project guidelines
- Prepare and submit timely and accurate financial reports according to ASPIRES and donors' policies
- Arrange for travel, hotel reservations and logistical support for project staff
- Provide administrative and logistical support for organization of events, conferences, visits, etc.
- Participate in meetings and prepare routine correspondence, memoranda and reports
- Other administrative/financial assignments as requested by the Chief of Party

Education and Experience

- A Bachelor's degree in Accounting, Business or equivalent is required
- A Certified Public Accountant (local or international) is desirable
- At least 3 years of relevant work experience in finance and administrative functions
- Excellent analytical skills and demonstrated experience in preparation of financial reports and working with budgets
- Effective verbal and written communications skills and he/she must be fluent in English
- Good interpersonal skills and ability to collaborate and work effectively with cross-cultural teams
- Strong results orientation, demonstrated ability to balance multiple projects with a high level of accuracy and the ability to prioritize tasks and work independently
- Excellent working knowledge of word processing, database, accounting packages and spreadsheet software
- Experience with donor-funded projects is desirable

APPLICATION SUBMISSION:

Applications should be submitted to: aspirestanzania@yahoo.com and copy to serabora@gmail.com. The application should include: a) Your CV with 3 names and addresses of referees; An application letter with 1-page Annex of the Statement of Purpose; and Copies of your academic certificates. The application deadline is COB **August 30th, 2019**.

ASPIRES will only respond to short-listed candidates. Thus, if you do not hear from us you should be aware that your application was not successful.



MICHIGAN STATE
UNIVERSITY

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Tanzania