**Job Advert - Program Officer - Policy Advisor**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Program Officer</th>
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<tbody>
<tr>
<td>Job Grade:</td>
<td>KT4</td>
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<td>Unit of Service:</td>
<td>KT Tanzania</td>
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<td>Reports To:</td>
<td>Country Team Leader Tanzania</td>
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<tr>
<td>Duty Station:</td>
<td>Dar-es-Salaam -Tanzania</td>
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<tr>
<td>Employment Category:</td>
<td>One Year Renewal Contract</td>
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**Purpose of the Job**
- To support Program Development through, Program implementation, Policy Development & Promotion
- To ensure that Private sector interests are reflected in all project national rice policies for Tanzania.

**Responsibilities:**

**Policy Development**
- a) Participate in government policy platforms to promote rice industry concerns raised by Matching Fund partners and other rice sector stakeholders.
- b) Complete the drafted policy briefs and conduct new policy studies to analyze current issues affecting intra-regional rice trade.
- c) Conduct the recruitment of private sector millers and farmers into membership-based platforms for the rice value chain e.g. Agricultural Council of Tanzania.

**Project Management**
- a) In liaison with the Country Team Leader, develop detailed projects’ activity work plans.
- b) Develop project implementation and sub-agreement documentation for all partners.
- c) Supervise and review established consortia work plans and activity implementation.

**Project Design/ fundraising**
- a) Design new projects for scaling up ongoing projects and support partners to develop fundable business ideas and proposals.
- b) Design new projects’ systems and strategy in collaboration with the Country Team Leader.
- c) Design and develop technical project materials and tools to support effective execution.
- d) Participate in the development and issuance of project procedures and policies.
- e) Prepare and provide technical input in new project proposals.

**Project Implementation**
- a) Build the capacity of the value chain actors for various Projects to appreciate structured markets/trade.
- b) To increase productivity, quality and volumes of various value chains traded collectively and commercially.
- c) Develop and implement business models that enhance efficiency and marketing through structured value chain linkages, improved technology and process management, and hence increased profitability of farmers and other value chain actors.
- d) Conduct regular field/site visits to manage, guide, review and evaluate projects’ progress.
- e) Assist Project Teams to establish resource needs and examine alternative implementation strategies/approaches/methodologies, ensuring value for money.

**Project Finance**
- a) Provide inputs that support preparation of annual and other activity budgets, and conduct periodic budget reviews and analyses, undertaking accounts reconciliation of on-site and off-site budgets and reporting to the Country Team Leader.
- b) Track budget expenditures for different project teams and sub-grant partners.
c) Prepare procurement requests for good/services that require prior funding agency approval.
d) Comply with project financial controls and all laid out operational procedures

Knowledge Management and Documentation
a) Maintain a proper system of project information and documentation.
b) Prepare regular progress reports and submit the same on time.
c) Review quarterly reports from field assistants and or sub-contractors/grantees in relation to sub-contract scope of work.
d) Maintain accurate record of project implementation activities including lessons learned perform accurate data analysis and interpretation of results.

Information and Communication
a) Develop effective communication processes and maintain strategic relationships with stakeholders and partners
b) Coordinate communications between Country Team Leader and field/project offices
c) Support the Country Team Leader in preparation of timely reports on project activities.
d) Consolidate findings and prepare reports
e) Coordinate and participate in stakeholder and partners’ meetings
f) Prepare documentation of best practices including writing/editing articles, press releases and other materials
g) Review data and information generated by the projects’ activities and prepare information
h) materials for briefing and review sessions.

Educational Qualifications and Experience Required
a) Master’s degree in any field of agriculture, or agricultural economics; development studies; business studies majoring in agribusiness with strong understanding of agribusiness policies in Tanzania, financing and fundraising
b) A Bachelor’s degree in Agricultural Economics/Policy OR any related field
c) A minimum of Five (5) years of progressive project management; policy development and three of which should be with Government Agencies.
d) Ability to Speak and Write English and Kiswahili very well

How to Apply
If you are the right candidate, please send your application letter plus the following:
✓ An up-to-date CV, highlighting relevant skills and experience (presented in relation to each of the Responsibilities and each of the experience areas listed above).
✓ Copies of Academic Certificate and Transcripts for O’ level, A’ level – where applicable, Under-Graduate and Post-Graduate qualifications
✓ The names and contacts of your immediate supervisor(s) in the current job and two of your immediate previous jobs.
✓ Your daytime contact telephone number; and
✓ A statement and proof of current remuneration package

Please submit your application electronically to:
The Human Resource & Administration Manager
Kilimo Trust
Plot No. 42, Princess Anne Drive
Bugolobi P.O. Box 71782,
Kampala, Uganda
Tel: +256 392 264 980/1, 0200 926 498
Email: recruitment@kilimotrust.org

Closing Date: 28th February 2020
Only shortlisted candidates will be contacted