



# JOB ADVERTISEMENT

Sustainable Environment Management Action (SEMA) is a non-government organization which set out to fight poverty through improving Health and Nutrition status, Inclusive quality Education, WASH services, Good Governance and Leadership, Institutional development, Climate Change (Mitigation and adaptation), Agricultural productivity and Environmental Management and Conservation in the rural areas of the poor and marginalized communities.

SEMA in partnership with Stromme Foundation (SF) is implementing the Enhanced Livelihoods through Commercial Agricultural Production (ELCAP) Project in three districts (Ikungi, Iramba and Manyoni) in Singida region, Tanzania. The project overall goal is to sustainably improve the livelihoods of small-scale farmers and their households by increasing food security, enhancing income generating opportunities and creating jobs.

**Title:** Communication and Marketing Officer

**Employment type :** Full time

**Location :** Singida Region, Tanzania

**Duration :** 1-year renewable

## Job Summary:

The Communication and Marketing Officer will be responsible for ELCAP project which aim on the overall responsibility to improve the livelihoods of smallholder farmers, and other value-chain actors in the Singida Region of Tanzania, by improving their agricultural production, diversifying revenue streams, creating jobs and expanding their links to wider markets. He/ She will support farmers' access to more lucrative markets and broader product distribution will be achieved through a Commercial Village approach, promoting farmer organizations and coordination among farmers, as well as linkages with buyers and other stakeholders along the product value chain.

## Key Duties and Responsibilities:

- Jointly with the relevant staff to ensure timely and quality completion of all ELCAP activities including procurement and distribution of inputs.
- Support farmers' access to more lucrative markets and broader product distribution will be achieved through a Commercial Village approach, promoting farmer organizations and coordination among farmers, as well as linkages with buyers and other stakeholders along the product value chain.
- Support farmers in value addition of their produces through quality improvement, as farming and production methods are improved, allowing the products to be sold at a higher price and to a broader market.
- Link farmers especially Women, youth and PWDs to new income opportunities, and to the newly enhanced value chains
- Identify and brand the value-addition opportunities that strengthen economic opportunities, especially for young women and rural youth, in the agriculture sectors as identified by local and national government as well as independent market studies and needs assessments.
- Establish and maintain good coordination and working relationships with district leaders and local government departments.
- Participate in the planning of learning events, exhibits, workshops that bring private and public sector entities together to collectively review and discuss technology developments and innovation.
- Support all efforts towards accountability, specifically to direct program participants, engaging them as equal partners in the design, implementation, monitoring and evaluation of our field activities.
- Working with the Program Manager to create a marketing strategy and mapping out the tasks needed to implement the strategies.
- Collaborating with other project staff to create advertising content for the project development to create more demand of the project in the region.
- Participate in the Organization resource mobilization and preparation of the SEMA's annual reports and proposal.

## Qualification and Experience.

- Bachelor's Degree in Economics, Marketing, Agribusiness, Business Administration or related fields
- 3-5 years of relevant work experience.
- At least 3 years of technical management experience, including direct supervision of technical teams and implementing partners.
- Solid knowledge of social protection, household economic strengthen and microenterprise and market development instruments and framework
- Excellent training skills in working with adults' learners particularly at the community level
- Good communication, interpersonal, and leadership skills.
- Strong organizational and planning skills, including the ability to

monitor progress of program implementation.

- Strong computer skills including Microsoft package.
- Experience with market facilitation, supporting systemic change and promoting supporting services indirectly is preferred.
- Relevant personal experience with the green economy programming promoting youth green entrepreneurs, digital financing, and working commercial villages.
- Conversant with digital tools (including monitoring tools) and workflows. Familiarity with principles and practice of savings-led microfinance strong data analysis background.
- Good report writing and presentation skills.

**Title :** Nutritionist

**Employment type :** Full time

**Location :** Singida Region, Tanzania

**Duration :** 1-year renewable

## Job Summary:

ELCAP project aims at improving nutritional status and reduce number of Tanzanians live below the food poverty line, their diets are lacking diversity and nutritious diets remain unaffordable in most households especially in Ikungi, Iramba and Manyoni districts. The Nutritionist shall work closely with other project team, extension officers and nutrition officers at wards and district level to resolve the existing problems in satisfying household food requirements. To create awareness concerning food diversification, food security and ensure leguminous protein-rich pigeon peas could improve the quality of the local maize-dominated diet. Cash crops such as sunflower seeds could improve the cash flow, allowing the purchase of more nutritious food items at household level.

## Key Duties and Responsibilities:

- Facilitate provision of nutrition education sessions to smallholder farmers to enhance behavioral change.
- Conduct cooking demonstrations and advice on how to prepare nutritious food and stay healthy.
- Conduct spot check/visits at households and provide advice and support on how to prepare complimentary foods.
- Establish and train nutrition clubs in schools
- Prepare qualitative and quantitative reports of health and nutrition activities as well as food security at household level.
- Identify value addition opportunities on food crops and cash crops for the betterment of beneficiaries' nutrition and economic status.
- Developing and helping implement personalized nutrition plans for beneficiaries.
- Participate in the organization resource mobilization activities
- Simplifying important information for beneficiaries and explaining the benefits of staying on a healthy diet.
- Establish and maintain good coordination and work relationships with government officials including participating in nutrition steering meetings
- Facilitate linkages between beneficiaries and other stakeholders (public and private) for nutrition and food security purposes.
- Conduct awareness creation on nutrition issues through different platforms such as events, exhibitions/ symposiums, seminars/ workshops
- Ensuring that you stay updated on the latest nutritional diets and trends.
- Other official duties as assigned.

## Qualification and Experience.

- Bachelor Degree in Nutrition, Human Nutrition or Food Science from the reputable Institution/University.
- At least 3 years of technical management experience, including direct supervision of technical teams and implementing partners.
- Excellent training skills in working with adults' learners particularly at the community level
- Good communication, interpersonal, and leadership skills.
- Strong organizational and planning skills, including the ability to monitor progress of program implementation.
- Strong computer skills including Microsoft package.
- Good report writing and presentation skills.

**Title :** HR and Admin Officer

**Employment type :** Full time

**Location :** Singida Region, Tanzania

**Duration :** 1-year renewable

## Job Summary:

The Human Resources Officer will support HR strategic priorities and also provide ongoing HR support to the SEMA offices for effective delivery of human resource services and functions. These include developing and designing strategies to deliver HR objectives,

providing human resource support in recruitment, performance management, HR administration, and employee relations, ensuring compliance with Tanzanian labour laws and implementing initiatives in accordance with SEMA policies.

## Responsibilities

- Facilitate recruitment process by preparing advertisements for vacant positions, short listing candidates as per the required qualifications, call candidates for interviews, notifying successful candidates, performing background checks / pre-employment screening of all successful candidates
- Make a follow up on performance management by ensuring all employees' performance appraisal forms are filed in the employee's personal files
- Lead the planning and implementation of the orientation of newly recruited staff.
- Monitor the administration of staff benefits and welfares (NSSF, NHIF etc)
- Ensure maintenance of up-to-date employee records in both electronic and hard copy files and ensure the files are complete and all required documentation is maintained in a confidential and secure manner.
- Manage staff training and development including identifying skills gaps and developing training plan to compliment both the needs of SEMA and the needs of the employees
- Maintain the administration of HR Policies, addressing staff grievances and in handling disciplinary issues
- Support the staff welfare initiatives and all employee relations programs or events e.g., staff retreats and meetings.
- Maintain follow-up with staff and managers with submission of various documents required due to HR periodical processes Updated CV, Biodata forms etc.
- Oversee the engagement of consultants and specific task agreements personnel by ensuring all laid down procedures and policies are adhered to and that the database and agreements are up to date and filled accordingly.
- Plan and oversee staff onboarding, transitioning and during staff exiting.
- Reviews and makes recommendations for improvement of organizational policies, procedures, and practices on HR matters
- Managing the payroll function and ensure Monthly Approval of timesheets.
- Other official duties as assigned.

## Required Qualifications

- Bachelor's Degree in Public Administration, Human Resources Management, LLB Degree or Business Administration majoring Human Resources Management.
- Minimum 2-3 years relevant experience
- Good knowledge of the Tanzanian labour laws
- Good computer skills particularly the use of Human Resources Information Systems
- Excellent organizational skills including the ability to multitask
- Be of high integrity and ability to maintain confidentiality.
- Passion and desire to work with people at different levels and cultures

## How to Apply:

Please indicate the title of the position you are applying for in the subject line of your email. Applications should also include an up-to-date CV with three contactable professional references, academic certificates and a cover letter (with the address given below) Applications, which do NOT include ALL of these elements, will NOT be considered.

**General Manager,  
Sustainable Environment Management Action  
23 BR. TUMUA  
P.O. Box 365,  
43101, Singida, Tanzania.**

All applications should be sent through email: [sema.recruitment@gmail.com](mailto:sema.recruitment@gmail.com) Electronics applications are highly encouraged. Please note that only shortlisted candidates will be contacted. The closing date for applications is Sunday 16th April 2023 at 5:00 p.m.

SEMA is an equal opportunity employer promoting gender, equity, and diversity. Persons with disabilities and other minority groups are encouraged to apply

## Note:

We DO NOT charge any application fee nor entertain any meetings or telephone calls. If shortlisted, you will get an official call/ mail from our office and receive the required steps.