

SUSTAINABLE ENVIRONMENT MANAGEMENT ACTION (SEMA)



JOBS ADVERTISEMENT

SEMA is a non-government organization which set out to fight poverty through improving Health, Inclusive and quality Education, WASH services, Good Governance and Leadership, Institutional development, Climate, Agriculture, Environmental Management and Conservation in rural areas of poor and marginalized communities.

SEMA has been awarded by Jhpiego Tanzania to implement the USAID Afya Yangu – Reproductive Maternal Newborn, Child and Adolescent Health (RMNCAH) which aims to increase the demand for and the use of quality integrated RMNCAH services particularly by women and youth leading to improved health outcomes in Kondoa district (Dodoma region)

SEMA is therefore seeking for experienced, self-motivated, highly competent candidates with exemplary ethical conduct to join USAID Afya Yangu – RMNCAH project.

Job title: **Social and Behaviour Change Communication (SBCC) officer - 1 position**

Employment type: **Volunteer**

Report to: **Program Manager**

Location: **Kondoa District, Dodoma.**

Position Overview:

Adolescent sexual and reproductive health refers to the physical and emotional wellbeing of adolescents and includes their ability to remain free from unwanted pregnancy, unsafe abortion and all forms of sexual violence and coercion. Furthermore, pregnancy during adolescence is associated with higher risk of health problems like anemia, sexually transmitted infections, unsafe abortion, postpartum hemorrhage, and mental disorders (like depression). Pregnant adolescents also bear negative social consequences and often have to leave school reducing their employability leading to long-term economic implications. Unmet needs for family planning especially for spacing are high among adolescents.

Duties and Responsibilities

- Provide day-to-day technical assistance, follow ups and supervisions as well as capacity strengthening to community volunteers on Reproductive Maternal Newborn, Child and Adolescent Health (RMNCAH) initiatives that are aligned with donor priorities and guidelines.
- Support the development of SBCC strategies, materials, approaches and tools that

ensure RMNCAH related priorities.

- Represent SEMA in relevant external meetings and events, which may include delivering technical presentations, networking, relationship building, and initiating and follow through with opportunities for collaboration.
- Work with senior and other staff to facilitate Reproductive Maternal Newborn, Child and Adolescent Health (RMNCAH) meetings, trainings and workshops, including the creation of agendas, curricula, manuals and materials, as necessary.
- Support community volunteers to appreciate RMNCAH issues and integrate these into their activities in order to widen reach.
- Contribute towards monthly and quarterly reporting, work plan development, and budgeting.
- Work closely with the monitoring and evaluation team to harmonize and streamline collection and use of data for RMNCAH program activities and learning, routinely review performance data, and initiate adaptations to program management and implementation.
- Work closely with finance and administrative staff to ensure timely and compliant spending.
- Maintain frequent, open, and ongoing communication with project team members in all locations (offsite and at headquarters).
- Adhere to SEMA and donor rules, regulations and policies.
- Assist with other activities as directed by the supervisor.
- Perform any other necessary tasks that may be required.

Qualifications and Requirements:

- Bachelor's degree in Health, Social Science and other relevant qualifications (Sociology, public health, community development) or community engagement and demand creation.
- At least 2-5 years of experience implementing Social Behavior Change Communication (SBCC) interventions, demand creation interventions, particularly in combination with Reproductive Maternal Newborn, Child and Adolescent Health
- Applicant must not be more than 45 years age
- Highly developed cultural awareness and ability to work well with people from diverse backgrounds and cultures
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching
- Excellent planning, coordination and reporting skills, with the ability to organize a substantial workload comprised of complex, diverse tasks and responsibilities
- Computer literacy and excellent documentation skills are a must

Job title: **Accountant - 1 position**

Employment type: **Volunteer**

Report to: **Finance Manager**

Location: **Singida Region, Tanzania.**

Duties and Responsibilities

The volunteer will work under supervision of Finance Manager and provide support on day-to-day financial management activities Including;

- Collecting and reviewing all supporting documents Including invoices, Purchase orders, EFD receipts validity and prepare payment vouchers for payment.
- Collecting, reviewing and checking for errors of all retirement documents received from program staff.
- Validating and posting all vouchers in accounting system on daily basis.
- Supporting bank reconciliation exercise at the end of every month.
- Help monitor project expenditures to ensure adherence to budgets and donor regulations.
- Help ensure that financial reports are prepared and submitted to the donor and other stakeholders in a timely manner.
- Assist in communicating financial procedures and responsibilities to project staff
- Provide support in developing and managing project budgets, forecasts, and financial plans.
- Aid in addressing compliance issues and implementing corrective actions following internal and external audits.
- Work closely with the procurement and logistics teams to ensure proper documentation for project-related expenses.
- Assisting in the preparation of financial reports by making sure that the data required are valid and were posted correctly.
- Supporting proper filling of documents on day-to-day basis.
- Perform other duties as assigned by the Finance Manager.
- Adhere to SEMA and donor rules, regulations and policies.

Qualifications and Requirements:

- Must be a graduate with a bachelor degree in Finance/Accounting/Business Administration or any other related field.
- Must have knowledge of the basic principles of accounting.

- Should have written and oral communication skills, maintain professionalism at work place, ready to adapt to busy working environment.
- Must be conversant with Other basic skills including computer knowledge, Microsoft office (Excel, word, Email etc.)
- Strong organizational and planning skills.
- Good report writing and presentation skills.
- Good communication and interpersonal skills.
- High level of integrity and good track record of outstanding performance skills in analyzing financial data and preparing financial reports.

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 **Electronics applications are highly encouraged.** Please note that only shortlisted candidates will be contacted. The closing date for applications is **Thursday 31st August 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 receive an official call/ mail from our office and be informed of the next steps.