

**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LIVESTOCK AND FISHERIES**



26th SEPTEMBER, 2025

VACANCY ADVERTISEMENT

The International Fund for Agricultural Development (IFAD) and the Government of the Republic of Tanzania (GoT) have entered into a partnership agreement in order to improve the livelihoods of rural people through an intervention focused on smallholder dairy producers. The project goal is to contribute to the transformation of the dairy value chain to improve livelihoods, increase food safety, and to mitigate the impact of the dairy sector on climate change. The development objective is to improve income, climate resilience and nutrition of smallholder dairy producers and their participation in a competitive and safe value chain.

The project aims to deliver on the following two interlinked development outcomes, backed with effective project management, monitoring and evaluation; (i) increased climate-smart production, productivity, and resilience of dairy smallholder production systems and; (ii) improved market access for smallholder farmers and reduced environmental footprint of the dairy value chain;

Climate Smart Smallholder Dairy Transformation Project (C-SDTP) targeted geographical areas are Mbeya (Rungwe DC, Mbeya DC, Busokelo DC), Iringa (Mufindi DC, Kilolo DC, Iringa DC), Njombe (Njombe DC, Njombe TC, Wanging'ombe DC), Tanga (Lushoto DC, Muheza DC, Mkinga DC), Morogoro (Mvomero DC, Morogoro DC, Kilosa DC), Arusha (Meru DC, Arusha DC), Kilimanjaro (Siha DC, Moshi DC), Pwani/Coast (Rufiji DC, Mkuranga DC), and Zanzibar—Unguja (West A, West B, Central, North A, North B, South) and Pemba North and Pemba South. A total of 140,000 households representing 700,000 people, will directly benefit from the project, of which 40% of direct beneficiaries will be women and 30% are youth. The C-SDTP will be managed under the Ministry of Livestock and Fisheries (MLF) aligned with the Ministry of Finance and Planning, Vice President's Office (VPO) and President Office-Regional Administration and Local Government (PO-RALG) for mainland; and First Vice President Office in Zanzibar (VP1), Ministry of Finance and Planning

President's Office for Zanzibar, as well as representatives from the Private Sector and Farmers' Organizations.

The Ministry of Livestock and Fisheries Office wish to recruit suitable candidates for the following positions in the project supported with the financial contribution from IFAD

1. INFORMATION TECHNOLOGY (IT) SPECIALIST – PCO DODOMA

ICT Specialist within the Project Coordination Office (PCO) will lead the project's digital transformation agenda and ensure secure, interoperable, user-centred systems that serve farmers, producer organizations, service providers and public institutions. The ICT Specialist will report to the Project Coordinator (PCO, C-SDTP) and works under technical matrix supervision from the MLF ICT Unit.

The main responsibilities of this position will be:

- i. Coordination ICT Unit and PCO to conduct an assessment for the Upgrade of TANLITS identify a vendor to support the upgrades;
- ii. Support deployment and user adoption of MCC/MCP MIS (farmer registry, volumes/quality, payments, basic QBM);
- iii. Coordinate connectivity solutions with MNOs/ISPs; monitor uptime and data synchronization;
- iv. Support training and capacity development of MCPs/MCCs and on use of digital technologies and MCC MIS;
- v. Lead selection/deployment of an **MCC MIS** to record volumes, quality tests, farmer payments (incl. digital payments), and to enable quality-based pricing.
- vi. Establish data pipelines for analytics and reporting to PCO.
- vii. Assist in the development support systems designed for transmission to the various departments of the ministry, relevant extension services and the private sector/business partners;
- viii. Support with review of additional technical documents including but not limited to technical bids, proposals;
- ix. Implement **data protection** measures (access controls, backups, encryption where appropriate) and cybersecurity minimums; maintain **asset and data-flow registers**;
- x. Ensure compliance with IFAD/GoT policies on **safeguarding/PSEA**, data privacy, and records management;
- xi. Produce technical documentation for all the digital systems supported under C-SDTP;
- xii. Provide technical inputs to procurement (specifications, evaluation criteria) and manage vendor deliverables;
- xiii. Produce full technical documentation for all project digital systems; maintain version control;
- xiv. Perform any other ICT-related duties assigned by the supervisor to ensure delivery of project results.

Competencies

- i. Fluent in Swahili and English;
- ii. Advanced level competencies in ICT Systems supporting rural development;
- iii. Good communication and results-oriented skills;

- iv. Experience in working with Private sector, mobile network operators;
- v. Ability to work in an interdisciplinary team;
- vi. Working experience with IFAD funded project is an advantage.

Academic qualifications, experience, skills, and attitudes:

- i. Master's degree in Computer Science/Information Systems/ICT/Information Management (or related). A Bachelor's with 8+ years directly relevant experience may be considered in lieu of a Master's;
- ii. Minimum 5 years leading or supporting digital systems implementation in government/donor-funded programmes; experience in agriculture/dairy/value chains is an asset.
- iii. Proven track record in **systems rollout**, user training, and vendor/SLA management;
- iv. Demonstrable experience in systems integration (APIs), data governance, and writing technical documentation and SOPs;
- v. Proficiency with collaboration and documentation tools; basic familiarity with data visualization;

Duration:

The duration of the contract will be one (1) year, renewable depending on satisfactory performance.

The identification and hiring of the Information Technology (IT) Specialist will be based on competitive recruitment from seconded government staff and/or external candidates.

2. NUTRITION SPECIALIST- PCO DODOMA

Nutrition specialist will provide technical leadership for the Project's nutrition agenda, designing and operationalising nutrition education and social behaviour change (SBCC) so that dairy value-chain gains translate into improved diets and nutrition outcomes for target households. will: (i) promote safe milk processing/outlets; (ii) run a national social and behaviour change communication (SBCC) campaign; and (iii) embed nutrition education into extension and Livestock Farmer Field Schools (L-FFS), including school-based activities and links to school feeding. Under the supervision of the project coordinator, the Nutrition Specialist will work closely with PCO Social Inclusion Specialist and Knowledge Management Specialist.

The main responsibilities of this position will be:

- i. Review and assess current Social and Behaviour Change Communication (SBCC) activities related to nutrition as well as key partners, activities and materials;
- ii. Design and carry out a mixed-method rapid participatory nutrition education and SBCC assessment to inform the development of SBCC activities/materials;
- iii. Based on the SBCC study findings, design a nutrition behavior change strategy with campaign plan (providing scope and timeline for the development, dissemination and use of materials);
- iv. Develop a series of nutrition education and SBCC promotional campaign materials in format that is suitable for different audiences, including proposal for ICT technology (radio, TV, mobile and etc.) to reach out wider consumers for encouraging increased consumption of dairy and encourage healthy diets;

- v. Design and conduct ToT on nutrition education for agriculture extension staff;
- vi. Incorporate nutrition education in L-FFS sessions and prepare detailed handouts for the L-FFS;
- vii. Liaise with partner institute hired under the project to ensure that SBCC and nutrition education materials are disseminated under the national nutrition campaign;
- viii. Prepare nutrition messages and information for use through SMS application;
- ix. Identify and facilitate marketing campaigns jointly with private sector/cooperatives for increasing demand and consumption of high-quality dairy products;
- x. Organize a national workshop to share lessons, materials, and create national awareness across sectors/stakeholders.

Academic qualifications, experience, skills, and attitudes:

Educational Background:

- i. Master's degree in nutrition or related field. Advanced training in SBCC an asset;

Experience:

- i. Good understanding of behaviour changes communication theory aware of good nutrition education SBCC strategies/examples, with previous similar experience will be an asset;
- ii. At least 5 years of experience in designing nutrition education and social behaviour change communication materials. Designing nutrition education/SBCC in rural/agri-food contexts;
- iii. Strong understanding of dietary diversity, underlying causes of malnutrition, and behaviour change theory; proficient in developing multimedia materials;
- iv. Experience in conducting participatory research, KAP surveys;
- v. Good knowledge of nutrition, its causes, and drivers (underlying causes);
- vi. Working experience in nutrition education, programmes on household food security;
- vii. Proficient in the use of computer programs to design materials;
- viii. Good communication skills;
- ix. Excellent command of English and Kiswahili.

Duration:

The duration of the contract will be one (1) year, renewable depending on satisfactory performance. The identification and hiring of the Nutrition Specialist will be based on competitive recruitment from seconded government staff and/or external candidates.

3. KNOWLEDGE MANAGEMENT AND COMMUNICATION SPECIALIST- PCO DODOMA

Knowledge Management & Communications Specialist will be a vital to convert implementation experience into evidence and visibility capturing and sharing results, coordinating feedback with partners and beneficiaries, and driving web/social media and policy briefs. He/she will work under the direct supervision and authority of the Senior M&E officer and Deputy Project Coordinator, and in close collaboration with all other technical specialists.

The main responsibilities of this position will be:

- i) Develop and implement processes to ensure that lessons learned and good practices are captured systematically, shared, and used to improve project implementation;
- ii) Develop and implement processes to ensure that lessons learned and good practices are captured systematically, shared, and used to improve project implementation;
- iii) Ensure documentation and wide sharing of project results by developing briefing notes, videos, and other KM products
- iv) Support advocacy efforts through providing evidence of impact gathered through the project earning system and developing policy-relevant briefs
- v) Set up and facilitate regular feedback to project implementing partners and beneficiaries;
- vi) Ensure C-SDTP visibility and presence on a wide range of media, including TV, radio, Facebook, Instagram, Twitter, and other relevant channels;
- vii) Develop or adapt relevant tools and processes for PCO staff to collect, process, analyse, store and share information and knowledge, and ensure relevant staff have the capacity to use them;
- viii) Collaborate with the KM officers of other IFAD-supported projects in Tanzania in order to ensure a coordinated KM efforts at portfolio level;
- ix) Ensure that innovative experiences, learning and good practices are captured, synthesized, documented and shared continuously within the project, within GoT, with the IFAD Country Program Team (CPT) and with in-country partners, other partners;
- x) Ensure that lessons and good practice emerging from the project support decision making and policy dialogue;
- xi) Assist the Senior M&E Officer in the preparation of the experience-based Annual Work plan and Budget (AWPB);
- xii) Assist the Senior M&E Officer in maintaining stakeholders' databases and relationships;
- xiii) Provide communication support to project participants, including building understanding of the project objectives and potential benefits;
- xiv) Foster broad knowledge-sharing and learning within the Component Steering Committees.

Competencies

- i. Integrity
- ii. Strong critical thinking skills and excellent problem-solving skills.
- iii. Inclusiveness
- iv. Accountability
- v. Communication
- vi. Teamwork
- vii. Client/citizen focus
- viii. Professionalism
- ix. Commitment to continuous learning

Academic qualifications, experience, skills, and attitudes:

- i. Holder of a university degree at least in one of the following fields: Communications, Journalism, international development, economics, or related field. A Master's degree in such fields will be an added advantage;
- ii. Minimum of three (3) years of professional experience in a KM position responsible for implementing KM activities of international development projects.
- iii. Experience integrating KM with M&E (evidence generation, learning loops, data-driven storytelling) and/or managing KM/communications budgets and procurement is an asset;
- iv. Demonstrated skills in strategic communication, stakeholder engagement, negotiation, media relations, digital/social media management, facilitation, and public relations;
- v. Strong commitment to good governance, ethics, safeguarding, and compliance with GoT/IFAD visibility and branding guidelines;
- vi. Excellent written and spoken English and Kiswahili, with the ability to tailor messages to diverse audiences;
- vii. High proficiency in office productivity tools (MS 365/Office, Teams) and working knowledge of KM/Comms platforms and graphics tools (e.g., SharePoint/OneDrive, basic analytics, CMS; desirable: Canva/Adobe Suite, data visualization is an added advantage.
- viii. Perfect command of English and Kiswahili.

Duration:

The duration of the contract will be one (1) year, renewable depending on satisfactory performance.

The identification and hiring of the Knowledge Management and Communication Specialist will be based on competitive recruitment from seconded government staff and/or external candidates.

4. PROJECT ACCOUNTANT- PCO DODOMA

Project Accountant will be responsible for maintaining accurate financial records, preparing financial reports, ensuring compliance with donor and government financial management procedures, and supporting project implementation by providing timely financial information. He/she will report to Finance and Administration Manager, the Accountant provides support to achieve result-oriented objectives of the project financial management at PCO and work closely with the Ministry Finance Department, and IFAD's financial management team.

The main responsibilities of this position will be:

- *Financial Management*
 - i) Process payments in accordance with approved budgets, contracts, and financial procedures.
 - ii) Ensure proper documentation, filing, and safeguarding of all financial records.
 - iii) Analyse payment requests and reconciliation with approved documentation including purchase orders and contracts;
 - iv) Post payment invoices into financial management systems in line with approved work plans;

- v) Ensure that fixed assets are well accounted for and regular verification is undertaken of the condition of assets and their location;
 - vi) Ensure that supporting documents, records and accounts are kept in respect of all project activities, with clear linkages between the books of account and the financial statements presented to the financiers;
 - vii) Assist in review of invoices and supporting documents before any payments are processed;
 - viii) Follow up accountabilities of funds advanced at the level PCO and with other implementing partners;
 - ix) Oversee tax matters ensuring that tax exemptions and tax refunds for the procurement of goods and services are secured at the appropriate time;
 - x) Perform any other duties as may be assigned by the Finance Manager.
- *Budgeting and Reporting*
 - xi) Assist in preparation of annual work plans and budgets (AWPB).
 - xii) Prepare periodic financial statements and reports for submission to the Project Coordinator, Ministry, and IFAD.
 - xiii) Monitor budget utilization and highlight variances for corrective action.
 - *Compliance and Control*
 - xiv) Ensure adherence to IFAD and Government financial management policies, regulations, and guidelines.
 - xv) Support internal and external audits by providing necessary documentation and explanations.
 - xvi) Implement and maintain effective internal control systems.
 - *Banking and Cash Management*
 - xvii) Manage project bank accounts, including reconciliation of bank statements.
 - xviii) Oversee cash flow to ensure availability of funds for project activities.
 - xix) Prepare withdrawal applications and manage disbursement requests as per IFAD requirements.

Academic qualifications, experience, skills, and attitudes:

Educational Background:

- Bachelor's degree in Accounting, Finance, or related field. A professional certification (CPA, ACCA, or equivalent) is an added advantage.

Experience:

- i) Minimum of five (5) years' experience in financial management, preferably in donor-funded projects.
- ii) Good knowledge of IFAD financial management procedures or other international donor requirements is desirable.

- iii) Strong computer skills with proficiency in accounting software and MS Office applications.
- iv) High integrity, attention to detail, and strong organizational skills.
- v) Advanced quantitative and analytical skills;
- vi) Excellent computer skills well-versed in Excel, Word and accounting software;
- vii) Good communication skills; fluency in English will be an advantage;
- viii) Knowledge of work planning, budgeting and reporting;
- ix) Preparing withdrawal applications for external funding agencies;
- x) Working with colleagues in geographically separate locations.

Duration:

The duration of the contract will be one (1) year, renewable depending on satisfactory performance. The identification and hiring of the Accountant will be based on competitive recruitment from seconded government staff and/or external candidates.

5. ADMINISTRATIVE SECRETARY – PCO DODOMA

The Administrative Secretary will provide administrative and secretarial support to the Project Coordination Office (PCO), ensuring effective communication, proper record-keeping, logistical support, and smooth day-to-day project operations. The Administrative Secretary will report to the Finance and Administration Manager and work closely with project staff, Ministry officials, and development partners.

The main responsibilities of this position will be:

- *Secretarial and Administrative Support*
 - i) Manage front office: correspondence, phone/email inquiries, visitor reception, and diary management for senior staff.
 - ii) Organize meetings, workshops, and missions (venue, invitations, travel, DSA, logistics); prepare agendas and take/produce accurate minutes.
 - iii) Maintain and organize both physical and electronic filing systems.
- *Office Management*
 - iv) Manage the project office calendar, appointments, and schedules.
 - v) Support the organization of project events, workshops, and meetings.
 - vi) Ensure availability of office supplies and manage related procurement requests.
- *Records and Documentation*
 - vii) Maintain registers of incoming and outgoing correspondence.
 - viii) Ensure secure filing and archiving of project documents.
 - ix) Support knowledge management by keeping track of official records and reports.
- *Logistics and Coordination*

- x) Arrange travel logistics for project staff, including transport, accommodation, and allowances.
 - xi) Support preparation of logistics for missions, trainings, and workshops.
 - xii) Liaise with service providers and vendors as needed for administrative services.
- *Support to Project Staff*
 - xiii) Provide administrative assistance to the Project Coordinator and project staff.
 - xiv) Support in preparation of project presentations, reports, and related documents.
 - xv) Perform any other duties assigned by the Project Coordinator.

Competencies

- i) Fluent in Swahili and English;
- ii) Good communication and results-oriented skills;
- iii) Experience in working with Private sector, mobile network operators;
- iv) Ability to work in an interdisciplinary team;
- v) Working experience with Donor funded project is an advantage.

Academic qualifications, experience, skills, and attitudes:

- i) Diploma in Secretarial Studies, Business Administration, or related field.
- ii) Minimum of three (3) years' relevant experience as a Secretary or Administrative Assistant, preferably in donor-funded projects.
- iii) Proficiency in MS Office (Word, Excel, PowerPoint, Outlook) and office management systems.
- iv) Strong organizational and time-management skills.
- v) Excellent written and oral communication skills in English.
- vi) High level of integrity, confidentiality, and professionalism.

Duration:

The duration of the contract will be one (1) year, renewable depending on satisfactory performance.

The identification and hiring of the Administrative Secretary will be based on competitive recruitment from seconded government staff and/or external candidates.

6. DRIVERS - PCO DODOMA

To support implementation and facilitate smooth field operations, the project requires the services of qualified Drivers aimed to provide safe, timely and efficient transportation services for the C-SDTP Project Coordination Office (PCO) and implementing partners; ensure proper care, cleanliness, and preventative maintenance of assigned vehicles; and support basic logistics to enable smooth project operations. The Driver will report to the Finance and Administration Manager and will support the Project Coordination Office (PCO) team.

The main responsibilities of this position will be:

Transport & Protocol

- i) Safely drive project staff, consultants, and visitors to various destinations as required.
 - ii) Plan routes and timings to optimize safety and efficiency; ensure punctual pick-ups/returns; assist passengers with loading/unloading.
 - iii) Ensure adherence to traffic laws and regulations.
 - iv) Maintain high standards of courtesy, punctuality, and professionalism while driving.
 - v) Maintain professional conduct and confidentiality; provide courteous support to all passengers.
- *Vehicle Maintenance*
 - vi) Carry out daily checks on assigned vehicles (fuel, oil, water, battery, brakes, tires, etc.).
 - vii) Ensure cleanliness and roadworthiness of vehicles at all times.
 - viii) Promptly report any mechanical problems or accidents to the supervisor.
 - ix) Ensure vehicles are serviced on schedule and maintain updated service records.
 - *Record-Keeping*
 - x) Maintain vehicle logbooks accurately, recording mileage, fuel consumption, and movements.
 - xi) Keep proper records of fuel and oil usage.
 - xii) Assist in monitoring vehicle insurance and registration renewals.
 - *Support to Project Operations*
 - xiii) Assist with delivery and collection of documents, mail, and parcels.
 - xiv) Provide logistical support during field missions, trainings, and workshops.
 - xv) When required, provide messenger duties and simple clerical support (filing, photocopying) under direction of the Administrative Secretary.
 - xvi) Perform any other related duties assigned by the Project Coordinator or supervisor.

Safety, security and compliance

- xvii) Immediately report accidents, incidents, fines or vehicle defects; complete incident forms and support investigations.
- xviii) Comply with IFAD/GoT policies and the Project Code of Conduct including safeguarding; zero tolerance for alcohol/substance use while on duty and no unauthorized trips.

Academic qualifications, experience, skills, and attitudes:

Educational Background:

- i) Secondary school education (Form IV/Form VI or equivalent).
- ii) Valid and clean driving license (classes C and E preferred) and Advanced Drivers' Certificate from recognized Institution.
- iii) Level I certificate in Motor Vehicle Maintenance/Mechanics will be an added advantage.

Experience:

- i) At least five (5) years' experience as a Driver, preferably in donor-funded projects, NGOs, or government institutions.
- ii) Knowledge of basic vehicle mechanics and ability to carry out minor repairs.
- iii) Good knowledge of road safety regulations and routes within Tanzania.
- iv) Ability to communicate in Kiswahili and basic English.
- v) High level of integrity, responsibility, and reliability.

Duration:

The duration of the contract will be one (1) year, renewable depending on satisfactory performance. The identification and hiring of the Driver will be based on competitive recruitment from seconded government staff and/or external candidates.

The deadline to receive applications is October 22th, 2025. Qualified candidates should submit their application, including a letter of interest, complete curriculum Vitae and copies of Certified Academic Qualification to:

Permanent Secretary
Ministry of Livestock and Fisheries,
PO. Box 2870-
DODOMA

Email: barua@mlf.go.tz