



FOOD FOR  
HIS CHILDREN

Zara Road Umatu Area, Sumawe, S.L.P. 172

Karatu, Arusha, Tanzania

Tel: +255 744 760 106/+255 752 304 536

[www.foodforhischildren.org](http://www.foodforhischildren.org)

## VACANCIES

### **JOB TITLE: HUMAN RESOURCE OFFICER**

### **POSITION: PAID (1)**

#### **Reports To**

Director of Partnerships & Program Development

#### **Position Overview**

Food for His Children (FFHC) is a Christian community development organization working to eradicate extreme poverty in rural Tanzania. We are seeking a people-oriented, team-centric individual with prior experience in human resource (HR) management. This position will be the go-to person for all employee-related matters concerning job design, recruitment, employee relations, performance evaluations, training & development along with talent retention. This position will work closely with the Operations Officer, Director of Partnerships & Program Development to ensure that FFHC's human resource practices are developed and implemented effectively. In addition, this role will assess current practices to recommend improvements then develop a structure around employee and company policies in accordance with Tanzanian law. We believe that people are our most important asset hence the HR specialist will play a critical role in ensuring that we have a congenial and productive workplace where everyone works in union to reach our organization's mission and objectives.

As with all of FFHC's staff members, our hope is for the Human Resource Officer to lead through service and example. To be a source of reminder of what Jesus teaches us in John 15:5, *"I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit, apart from me you can do nothing."* To encourage each team member to commit to fulfilling God's Kingdom purpose in the work that we do and the lives that we lead.

#### **Primary Responsibilities and Duties**

##### **Human Resources**

- Using Jesus as an example, partner closely with the Operations Consultant to create a culture of excellence
- Mentor FFHC staff and volunteers to be Christlike and to identify and use their gifts and talents to further the organization's mission and become all God created them to be
- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Manage the recruitment and selection process, develop job specifications as required, implement creative and resourceful ways to recruit new talent
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics, and procedures across the organization
- Oversee and manage performance appraisal for FFHC staff members, assist the Director



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as needed in formulating a standardized practice to review and evaluate personnel performance on a quarterly/semi-annually and annually basis

- Make sure all performance reviews are done on a timely manner
- Recommend creative and effective solutions to drives high performance (not only fiscally based, but in accordance with the values of FFHC)
- Assess training needs for staff, recommend programs to Director, Chief Operations Office
- Manage disciplinary procedures when necessary to ensure all staff works adheres to organization's policies and values. When any staff members require disciplinary action to take place, ensure to alert the Director and carry out the plan in a timely manner
- Employ various initiatives to coach employees to optimize their capabilities
- Ensure the organization is staffed with well-trained, qualified, engaged and motivated employees
- Work closely with the executive management team to develop effective hiring, training, and compensation plans to retain our quality talent; and lead and mentor staff, engaging and empowering them to be successful in serving program beneficiaries and other stakeholders
- Provide relevant professional development training to employees
- Ensure new staff completed required legal and company documents on the first day of work and that they abide by FFHC's Code of Ethics
- Complete employee onboarding and training in collaboration with the Director

### **Policy and Procedures**

- Assist in creating efficient internal processes, policies and procedures for the organization and ensure they are followed by staff members
- Establish policies and procedures that promote organizational culture and vision
- Implement a method to review legal documents related to personnel matters and ensure compliance with local and national policies, regulations, and laws in Tanzania
- Assure all legal and regulatory documents related to labor laws and requirements are filed and monitor compliance with laws and regulations
- Manage contract negotiations, contract review and statutory compliance with vendors/suppliers related to staff matters
- Review current business strategies, plans and policies, make recommendations for improvement working collaboratively with the Director, US COO and US Executive Director

### **PayRoll, Timesheets, & Personnel Expense, & Office Supplies Management**

- Manage timesheets and payroll – ensure that staff members are paid for the times worked
- Manage and track annual leave, sick time, and medical benefits – ensure all staff follows the procedures as outlined to them
- For staff members that opted to deduct their loan payments from their salaries, ensure this is done properly and correctly
- Make sure all payments to government authorities related to payroll is done correctly and on time
- Monitor and track staff members expenses for travel, fuel, motorbike repairs, meals, etc are done accurately and on time
- Office supplies (including printer papers, ink, teas, sugars, etc) are under this position's



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responsibility to ensure proper tracking and management

### Qualifications

- Desire to live and lead like Jesus, or Alignment with Food for His Children's core values and beliefs
- Bachelor's degree in Business Administration, Community Development, Nonprofit Management, Human Resources, or other related field or equivalent work experience.
- Minimum three years of experience in Human Resource role
- Experience managing a team is highly preferred
- Demonstrable experience with human resources metrics
- Knowledge of HR systems and databases
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation, and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- In-depth knowledge of labor law and HR best practices
- Ability to analyze trends in compensation and benefits in Tanzania, specifically in Karatu and Arusha
- Three or more of the following describe you: people-oriented, organized, achiever, problem solver, organized, empathetic, strives for excellence
- Experience in managing conflict and promoting resolutions to stressful situations
- Demonstrated competency in working in human resource related field
- Excellent communication skills (written and verbal), time management and experience working with different cultures
- Experience managing organizational payroll, timesheets, insurance/benefits, expenses
- Proficient with computers and MS Office, and experience with software platforms like MS Office, Google docs, Survey platforms (Kobo, Google Forms, etc), Quickbooks and other database systems
- High attention to detail and a critical thinker with excellent organizational skills; ability to prioritize and execute tasks and to manage multiple, high priority tasks
- Self-motivated, self-starter and have the desire and ability to successfully work independently and as a part of a team
- Strong service and work ethic, ability to meet deadlines, and the ability to contribute to the overall quality and direction of the ministry
- Experience in evaluating, onboarding, training, supervising and motivating employees



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## **JOB TITLE: OPERATIONS MANAGER**

## **POSITION: PAID (1)**

### **Reports To**

Director of Partnerships & Program Development

### **Position Overview**

Food for His Children (FFHC) is a Christian community development organization working to eradicate extreme poverty in rural Tanzania. We are seeking a strategic and analytical individual for day-to-day program and administrative planning, direction and collaboration. This position will work closely with the Director of Partnership & Program Development, the US Chief Operations Officer, and the US Executive Director. He/she will be responsible for overseeing the operational and financial aspects of the organization along with devising strategies and procedures to ensure short-term and long-term goals are executed effectively and efficiently. This position will also be in charge of managing the data associated with each of FFHC's programs to monitor & evaluate their effectiveness in serving the community. In addition, the Operations Officer will partner with FFHC's attorney to safeguard FFHC's legal compliance with Tanzanian law in all the work done by the organization. Basically, the goal of this position is to secure the functionality of the business to drive extensive and sustainable program results.

As with all of FFHC's staff members, our hope is for the Operations Officer to lead through service and example. To be a source of reminder of what Jesus teaches us in John 15:5, *"I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit, apart from me you can do nothing."* To encourage each team member to commit to fulfilling God's Kingdom purpose in the work that we do and the lives that we lead.

### **Primary Responsibilities and Duties**

This position description is intended to describe the general nature and level of work being performed by people assigned to this position. It is not intended to be an exhaustive list of all activities, tasks, and skills required of people in the position.

#### ***Business management and development 60%***

- Support and strengthen the ministry so that it can represent Christ and function in a way that uses the resources God has provided in the way He intended. This requires prayer and focus on what God wants for daily operations.
- Oversee daily operations of the company and the complete scope of work supporting the organization's mission and vision to surpass organizational goals
- Assist with strategic planning and organizational goal planning to generate improvements to existing programs and the Farm and Innovation Center and assist with development of new programs
- Utilize strategic planning to maintain high level functioning of the organization while remaining open to new opportunities



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- Set comprehensive goals for performance and growth
- Make high-level decisions about strategies
- Communicates circumstances and events of operations to officers and other appropriate people to keep all apprised
- Partner with the Operations consultant & support the Director in building staff's capacity and ability - assess their skills and help strategize ways to help them grow within the organization
- Analyze current processes and systems in the Karatu office then work with Operations Consultant & Director to recommend & develop plans for improving operational and administrative efficiency. Initial focus to be on:
  - Office administration work flow – identify areas that need improvement
  - Bookkeeping - daily, weekly, and monthly processes
  - Payroll checklist activities - ensure all components required by the government are paid correctly and on time)
  - Evaluation of system needs and usage - proper use of equipment, office internet, etc.
  - In conjunction with the Operations Consultant, develop process documentation to support key operational functions in Karatu office
  - Ensure that financial tracking is being conducted on a regular basis to make sure the Karatu office stays within the approved budget amount
- Once assessment and recommendation are reviewed & approved by the Director and COO, work closely with the Operations Consultant to ensure alignment and smooth execution
- Ensure maintenance and security of equipment and motor vehicles
- Create reports for senior management, government and the Board of Directors
- In collaboration with US & Tanzania leadership, develop & execute new programs as required by the organization's strategic plan and long-term goals
- In collaboration with US & Tanzania leadership, create an environment and culture that focuses on fulfilling the organization's mission, vision, and values
- Partnering with the Director & Human Resource Specialist, oversee financial performance and risk profile while ensuring that all of regulatory obligations are met
- Monitor invoices, money handling procedures, accounting, bill payment and bank processes
- Prepare timely and accurate financial performance reports
- Support in the management of the organization's fiscal activity, including budgeting, reporting, and auditing
- Ensure the timely submission of month-end financial and operational reviews
- Implement operating cost controls in the areas of staffing, supplies, purchased services, etc. and introduce tactical initiatives to address losses.
- Fixed asset management

### **Program evaluation 25%**

- Improve methods to analyze data for program impact and evaluation
- Ensure quality metrics are achieved through community development best practices
- Ensure proper data collection and data accuracy
- Analyze organization processes to improve program impact, and staff performance and



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efficiency

- Support with implementing program design improvements
- Oversight and management of the organization's Kobo Collect, the web-based database, including data entry, records maintenance and information management
- Evaluate processes for data collection and analysis and make recommendations for improvement
- In coordination with Director and US leadership, create an annual program evaluation plan

### **Project management 15%**

- Oversee and manage special projects as decided by the Board of Directors and Leadership teams in US and TZ
- Partner closely with the Clerk of Works to oversee construction and project management activities for the Farm and Innovation Centre, ensure external contractors/vendors/suppliers are abiding by their contractual obligations
- Work with Director to involve the community leaders and district officials as needed
- Assist with establishing and implementing annual plans for departments

### **Qualifications/Skills**

- Desire to live and lead like Jesus, or Alignment with Food for His Children's core values and beliefs
- Bachelor's degree in Business Administration, Community Development, Nonprofit Management, Project Planning, Project Management, Accounting or other related field or equivalent work experience.
- Minimum five years of experience in Operations or relevant role
- Experience managing a team is highly preferred
- Three or more of the following describe you: strategic, achiever, problem solver, organized, analytical, strives for excellence
- Experience in program monitoring & evaluations
- Demonstrated competency in strategic planning and business development
- Excellent communication skills (written and verbal), time management and experience working with different cultures
- Experience managing organizational budget and bookkeeping
- Working knowledge of data analysis, performance/operation metrics, IT/Business infrastructure
- Proficient with computers and MS Office, and experience with software platforms like MS Office, Google docs, Survey platforms (Kobo, Google Forms, etc), Quickbooks and other database systems
- High attention to detail and a critical thinker with excellent organizational skills; ability to prioritize and execute tasks and to manage multiple, high priority tasks
- Self-motivated, self-starter and have the desire and ability to successfully work independently and as a part of a team
- Strong service and work ethic, ability to meet deadlines, and the ability to contribute to the overall quality and direction of the ministry
- Experience in evaluating, onboarding, training, supervising and motivating employees
- Valid driver's license for motorcycles required



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## **JOB TITLE: FIELD OFFICER**

## **POSITION: PAID (4)**

**Reports To** Operation officer

### **Position Overview**

Food for His Children (FFHC) is a Christian community development organization working to eradicate extreme poverty in rural Tanzania. We are seeking an experience social worker who can interact with the families and assist them to set SMART goals, manage different cases and regular follow up. This position will work closely with the Operation Officer, Human Resource Officer, Director of Partnership & Program Development, the US Chief Operations Officer, and the US Executive Director. He/she will be responsible for overseeing the families in the specific assigned project site. In addition, the Field Officer will work closely with the project committee, village government and church representatives with in a project site. Basically, the goal of this position is to ensure FFHC meet the need of the people that the organization is working with.

As with all of FFHC's staff members, our hope is for the Field Officer to lead through service and example. To be a source of reminder of what Jesus teaches us in John 15:5, *"I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit, apart from me you can do nothing."* To encourage each team member to commit to fulfilling God's Kingdom purpose in the work that we do and the lives that we lead.

### **Responsibilities and Duties**

- Discipleship: provide individual teaching of Discipleship for Development principles and Biblical values to help individuals grow in their relationship with Jesus and to understand who they were created to be and how their role fits with the rest of their family and community. Demonstrate Christ-like behavior in all areas of life in order to be a role model for others.
- Case management of FFHC families to disciple, encourage and equip them to become all they were created to be.
- Prepare monitoring schedule for families and evaluate success indicators, and assist families with setting goals and steps to attain them, provide hands on assistance when appropriate.
- Meet regularly with families to evaluate and monitor progress of stated goals; progress towards 15 Points of a Healthy Home; goat care and farming practices, family food security and assist with problem solving where needed.
- Coach families in processing how to determine and address the challenges to attaining their goals and provide additional assistance as needed, and weekly write a story about a participant to show their challenges, successes and about their life.
- Document all contacts with participants in appropriate files and enter family information in the database, make this information accessible to US FFHC for



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marketing/donor relation purposes, and attend meetings with the project sites to discuss successes and challenges and means to overcome the challenges.

### **Qualifications/Skills**

- Desire to live and lead like Jesus, or Alignment with Food for His Children's core values and beliefs
- Diploma or Degree in community development or social work
- Experience working in community development, sociology/social work, pastoral care/ministry, vet or agriculture field with preference given to those with 1 year or more in same position in one of the above fields or related field.
- Minimum three years of experience in social work or relevant role
- Deep understanding of public relations and community interaction, Strong analytical and problem-solving skills.
- Excellent communication skills (written and verbal), time management and experience working with different cultures
- Proficient with computers and MS Office, and experience with software platforms like MS Office and Google docs
- High attention to detail and a critical thinker with excellent organizational skills; ability to prioritize and execute tasks and to manage multiple, high priority tasks
- Self-motivated, self-starter and have the desire and ability to successfully work independently and as a part of a team
- Strong service and work ethic, ability to meet deadlines, and the ability to contribute to the overall quality and direction of the ministry
- Valid driver's license for motorcycles required





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## **JOB TITLE: AGRICULTURE OFFICER**

## **POSITION: PAID (1)**

**Reports To** Operation Manager

### **Position Overview**

Food for His Children (FFHC) is a Christian community development organization working to eradicate extreme poverty in rural Tanzania. We are seeking for an experienced individual in Agriculture or other related field who will be responsible to work closely with the farmers through trainings and regular visit for follow-up. This position will work closely with the Operation Officer, Human Resource Officer, Director of Partnership & Program Development, the US Chief Operations Officer, and the US Executive Director. He/she will be responsible to ensure food security and land management for FFHC families is highly achieved. This position will also be in charge of ensure all project sites has a demonstration farm as a practical learning centre for FFHC farmers and that is well managed by the selected and trained farmer motivators. In addition, the Agriculture Officer will partner with the government agriculture officer to ensure that FFHC align with the government directives in agriculture sector.

As with all of FFHC's staff members, our hope is for the Agriculture Officer to lead through service and example. To be a source of reminder of what Jesus teaches us in John 15:5, *"I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit, apart from me you can do nothing."* To encourage each team member to commit to fulfilling God's Kingdom purpose in the work that we do and the lives that we lead.

### **Primary Responsibilities and Duties**

#### ***Training, Meeting, Organizing, Planning & Monitoring***

- Train and assist goat recipients on how to add value to their crops
- Participate in training of new goat recipients before they are given breeding goats
- Provide training to FFHC project sites based on crops/pets at each site monthly
- Train FFHC staff on lesson learned from various training such as ECHO and other partners
- Provide technical support to farmers on best agricultural practices
- Build capacity of the groups and networks to prepare their operations plans and to coach them on implementation;
- Sensitization and mobilization of members and groups
- Attend weekly staff meeting and Central Committee meetings
- Organize and direct crop demonstration plots at goat farm as a learning point to goat recipients



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- Organize and facilitate farmer field school (open to both goat recipients and others in the community who are not goat recipients) to educate regarding conservation farming technologies Quarterly.
- Organize crop field day so that our goat recipients can learn and exchange new crop technologies
- Review performed activities and plan activities for the next week
- Prepare monitoring schedule and indicators to be evaluated
- Organize and participate in monitoring of the project interventions;
- Assist in preparation of yearly AGD Work plan and budget
- Act as a liaison officer between FFHC and crop research findings institutes
- Assist with activities concerning environmental improvement, like tree planting.
- Work closely with other departments as needed to facilitate the development of the FFHC farm
- Manage relationships with relevant stakeholders (local government and other stakeholders)
- Act upon any activity assigned by the office

### **Family Visiting**

- Meet with families at least 2 times per quarter, based on the needs of the family. Some may need visits 2-3 times per week for the: -

### **Goal Plans**

- Complete a goal plan with each family based on their goals after the training
- Review progress toward goals during each meeting for accountability and encouragement, revise goals or frequency of meetings based on progress or challenges the family is having.
- If the family completes all their goals prior to 6 months, a new plan will be written. A new goal plan will be written every 6 months. Sometimes the same goal will continue more than 6 months, but a new goal plan will still be completed.

### **Assessments**

- Assess progress of the Assignment after the training
- Encourage families in progress towards goals or overcoming challenges
- Assess for underlying issues that they are not talking about, or may not be aware of
- Use appreciative inquiry to talk about what you see going well and what might need to be addressed or isn't going well.
- Complete case notes for every visit or attempted visit with a family.



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## Documentation

### File Maintenance

- Maintain separate file for every Training in caseload including Training participants lists, Topics and Contract
- Complete case notes for every visit or attempted visit with a family.
- Ensure all records are kept according to activity done in a specific folder and that records are entered into FFHC database in a timely manner.
- Ensure participant records and files are kept up to date and program data for assigned sites is accurate.

### Data entry for database

- Maintain up to date and accurate records of every training on caseload in the database
- Verify names are correct in our system and set up one standard name to use for husband and for wife. Use only one name for the database family name and use it consistently.

## Qualifications/Skills

- Desire to live and lead like Jesus, or Alignment with Food for His Children's core values and beliefs
- Diploma or Degree in Agricultural science or any other related field
- Experience working in agriculture field with preference given to those with at least 2 years in the same position or related field.
- Deep understanding of public relations and community interaction, Strong analytical and problem-solving skills.
- Excellent communication skills (written and verbal), time management and experience working with different cultures
- Proficient with computers and MS Office, and experience with software platforms like MS Office and Google docs
- High attention to detail and a critical thinker with excellent organizational skills; ability to prioritize and execute tasks and to manage multiple, high priority tasks
- Self-motivated, self-starter and have the desire and ability to successfully work independently and as a part of a team
- Strong service and work ethic, ability to meet deadlines, and the ability to contribute to the overall quality and direction of the ministry
- Valid driver's license for motorcycles required

**If you are interested and meet these qualifications, please submit your cover letter and curriculum vitae with contact phone numbers, names and contact information of three referees as well as a copy of a valid driving license to [admin@foodforhischildren.org](mailto:admin@foodforhischildren.org)**

**Deadline for applications is 20<sup>th</sup> February, 2023. Only Shortlisted candidates will be contacted.**