



CAREER OPPORTUNITIES FOR DEVELOPMENT IN ESAFF 2012

1. The Organization:

The **Eastern and Southern Africa small scale Farmers' Forum – ESAFF**, is a network of small holder farmers that advocate for policy, practice and attitude change that reflects the needs, aspirations, and development of small-scale farmers in east and southern Africa. ESAFF works with its members in Burundi, Rwanda, Uganda, Tanzania, Kenya, Lesotho, Malawi, Madagascar, and Mozambique. Other member countries are Seychelles, South Africa Zambia and Zimbabwe. ESAFF Regional Office is currently in Morogoro, Tanzania. ESAFF is registered in Tanzania under Non Governmental Organisations Act 2002 of the United Republic of Tanzania.

2. Applicants are invited to fill the following positions to be based in Morogoro, Tanzania:

Positions, One person each.	Qualifications required	Skills required	Experience required	Starting date
1. Programme Officer/ Coordination, campaign, advocacy and lobbying (CCAL)	University degree preferably M.A in agriculture and rural development	Project Management, Policy analysis, Advocacy and campaigning, English language and Computer literacy	At least 2 years in related field	October 2012
2. Networking, Communication and IT Officer	University Degree preferably in Journalism, International Affairs, French language	Website management, Computer Networking, Communication skills, Fluent French and English language (spoken and written), NGO work,	At least 1.5 year in related field	November 2012
3. Finance and Fundraising Officer	University Degree in Accounts or MBA or Certified Public Accountant (CPA)	Financial Management, Fundraising, Accounting, experience in European Union (EU) Project management and SAGE PASTEL, Auditing, Report writing	At least 3 years in related task	October 2012
4. Assistant Accountant and Admin Officer	University Degree (BA or Advanced Diploma) in Accounts	Project Management, Accounting, report writing, auditing, Human resource management and SAGE PASTEL knowledge	At least 1.5 years in related task	December 2012
5. Front Desk Officer/Cashier (Office management)	Advanced Diploma in Economics, Accounts or Human Relations	Reporting writing, Computer, accounting, Office Management	At least 1 year in related task	October 2012

3. These positions are open to Eastern and Southern Africa residents. All the above positions are expected to have:

- Passion to family farming
- Time management, planning & implementation skills and ability to meet deadlines
- Excellent Communication/people skills
- Fluency in written and spoken English. French language is an added advantage
- Competent in Computer applications usage, Communication and social media
- A high level of integrity, honesty and sense of responsibility
- Ability to work within a dynamic Multinational TEAM and under pressure and produce results

4. **If you feel you meet the criteria outlined above, please apply in writing in strict confidence to the email address below, enclosing the following documents:**
- A typed application letter stating why you feel you are the best candidate for the post
 - A fully typed/word-processed and updated curriculum vitae (CV)
 - Copies of qualification certificates (**Not important at this stage**)
 - Full contact details, including your postal address at work/home, telephone numbers, e-mail address, and fax number (if available)
 - Full details of your nationality, and residential status in the region
 - The names and contact details of 2 professional references, including your current employer (who will not be contacted without your permission).
5. **NOTE**
- Closing date for all applications is: **(05th October 2012)**. Applications received after this date will not be considered.
 - Women are encouraged to apply.
 - Only short-listed candidates will be contacted.
 - Those applicants who do not receive invitations for online (skype) interviews within 1 week of the closing date should consider themselves unsuccessful.

APPLY THROUGH;

An email- jobs@esaff.org

To, ESAFF Coordinator, P.O. Box 1782, Morogoro,

For more information write to coordinator@esaff.org or visit www.esaff.org