



VACANCIES ANNOUNCEMENT: APRIL 2024

Community Research and Development Services (CORDS) is a Non-Governmental Organization that emerged out of a research project carried out in 1997. CORDS has been established to address the development needs of the pastoral communities in Tanzania.

To achieve CORDS objectives, we intend to strengthen our team's capacity by filling the following vacant positions.

1. Administration:

- (a) Human Resource Manager – 1 position
- (b) Driver – 1 position

2. Finance Department:

Accountant – 1 position

3. Education Department:

- a) Education Manager – 1 position
- b) Project Coordinator – 1 position
- c) Project Life Skills Officer — 1 position
- d) Early Childhood Development Officer (ECD) – 1 position

4. MEL and ICT Department:

- a) Monitoring, Evaluation, and Learning Manager – 1 position

b) Communication Officer - 1 position

5. Gender and Women Department:

- a) Head of Gender and Women Development Program – 1 position
- b) Project Coordinator – 1 position

4. Qualifications and core competencies

- a) A minimum qualification is the University Bachelors Degree for each field.
- b) The Driver - Ordinary Secondary Education (Form four), Certificate of driving from VETA, Class C valid driving license, and good track record. NIT driving certificate is an added advantage.

5. Professional experience requirement

At least five (5) years or more experience in development and management work.

6. Other relevant skills

- ❖ Deep commitment to core values in social development (within the context of pastoralists' development) and an ability to model those values in relationships with colleagues and partners.
- ❖ Have in-depth knowledge of participatory planning, monitoring, evaluation, and learning systems, methods, and tools within a development NGO context.
- ❖ Have extensive experience in a training, facilitation, and/or program support role.
- ❖ Ability to resolve problems creatively and logically.

- ❖ Ability to use computer applications especially Microsoft Office Word, Excel, PowerPoint, Publisher, and Internet.
- ❖ Excellent report writing skills, and experience in preparing reports for the donor funded projects.
- ❖ Competency in the use of Account software specifically Quick Book for the Accountant position.
- ❖ In-depth knowledge of data collection toolkits like Kobo Collect, ODK, and Google Forms as well as data analysis software including SPSS, STATA, and Python, etc. is an added advantage for the MEL position.
- ❖ Excellent interpersonal and communication skills.
- ❖ Good understanding of sustainable development goals (SDGs) and regional and national development frameworks.
- ❖ Ability to travel up to 40 percent of his/her time,
- ❖ Must be legally eligible for employment in Tanzania,

7. Tenure of Appointment

The appointment will be made on a fixed-term contract, with a possibility to renew based on funding availability.

8. Mainstreaming

CORDS is an equal opportunity employer and qualified PWD and/or women are strongly encouraged to apply.

9. Apply Now

Applications must be made through the CORDS email: cords2016@gmail.com not later than 14th May 2024.

Please send your application's documents and curriculum vitae (CV) (maximum three pages with three referees) as one document in PDF format. Only shortlisted individuals shall be contacted.

Note: CORDS is a free corruption organization and there is no any payment required at any level.

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