



Movement for Community Development (MCD CODE)

NSSF Building, Ground Floor, Sokoine Road

P. O Box 173, Songea, Tanzania, East Africa

TIN: 145- 248- 612

Website: www.mcd.or.tz or www.mcode.or.tz

E-Mail: info@mcd.or.tz or info@mcode.or.tz

Mob: +255-744 966 728/+255 717 380 874

JOB VACANCIES

Movement for Community Development (MCD CODE) is a Tanzanian NGO committed to transforming rural communities through sustainable agricultural development, through working with smallholder farmers envisioning a well healthy, wealthy and organized farming society with optimal potential in production activities and strong value chains. Operating primarily in the Southern Highlands and Arusha, MCD CODE supports smallholder farmers through a holistic, end-to-end model that links them to quality inputs, financial services, and reliable markets. With a vision of building strong agricultural value chains and resilient farming communities, MCD CODE focuses on agribusiness development, farmer empowerment, and climate-smart agriculture. Our approach combines business training, farmer organization development, and institutional partnerships with banks, agribusinesses, and government entities.

In this regard, MCD CODE intends to recruit a specific qualified team for Soybean Value Chain Support Project for three (3) years from 2025/26 to 2027/2028, in Ruvuma Region. **ALL JOB POSITIONS** require significant field work and travel up to 80% of the time. MCD CODE don't have any agents and don't charge any fees or commission or any payments to the interested candidates, and seeks to recruit qualified individuals to fill in the following vacancies;

- A. Project Coordinator: 1 Post (Songea MC),
- B. Project Manager: 1 Post (Songea MC),
- C. Accountant: 1 Post (Songea MC),
- D. Assistant Accountant: 1 Post (Songea MC),
- E. MEaL Officer: 1 Post (Songea MC),
- F. MEaL Assistant Officer: 1 Post (Songea MC),
- G. Administrative Officer: 1 Post (Songea MC),
- H. Regional Coordinator: 1 Post (Ruvuma_ Songea MC), and
- I. Field Extension Officers: 16 Posts (Songea DC, Songea MC, Mbinga, Madaba, and Namtumbo), and
- J. Media and Communications Officer: 1 Post (Songea MC).

Annex 1: Job description for each post:

A: Project Coordinator: 1 Post (Songea MC),

Program Coordinator oversees multiple projects/ programs for an organisation with his/her primary duties including but not limited to setting programme goals, tasks and timelines, reviewing progress and making adjustments where necessary.

Specific activities will include but not limited to the following:

- a) Creating methods for monitoring the progress of a company's programmes and improving efficiency,
- b) Creating new programmes according to the strategic objectives of the organisation,
- c) Developing strong relationships with team members, vendors and partners,
- d) Managing resources and ensuring timely delivery of programmes,
- e) Supervising and coordinating activities of the parties involved in the programme,
- f) Preparing reports and updating Programme Directors and other stakeholders about the programme,
- g) Resolving issues with management and stakeholders,
- h) Confirming successful delivery at the program's completion, and
- i) To prepare all the necessary documentation including the program reports, as it can be required.

Requirements: Education, work experience and skills:

- a) Not less than five (5) years' experience of working in a similar role will be a major advantage,
- b) Computer literate with experience of using project management tools,
- c) The role will be office and site based clean driving license essential,
- d) Experience of working to deadlines and prioritizing workloads for self and others,
- e) Exceptional mobilization, supervision, relationship building, and mentorship abilities to the smallholder farmers (local community at large),
- f) Extensive knowledge of agriculture and community development at large,
- g) Self-led personality, say, ability to work independently with minimum supervision as a part of team,
- h) Excellent team building, strong communication and organisational skills, and high level of commitment to community development.
- i) Interpersonal and general soft skills;
 - ✓ Competency to prioritize multitasks,
 - ✓ Handle the customers' (local community's) complaints & feedbacks (queries),
 - ✓ Build good relationship with co-workers, &
 - ✓ High level of creativity.

B. Project Manager: 1 Post (Songea MC),

A Program Coordinator, to be an overall in charge of the program grantors/ donors/ facilitators, organizes resources, time and people in order to complete a program for an organization. Their primary duties include coordinating and managing relationship to the stakeholders estimating and predicting budgets and preparing program reports.

Specific activities will include but not limited to the following:

- a) Outlining a business's project objectives clearly,
- b) Taking part in project meetings and proposing adjustments,
- c) Setting and adhering to a budget that implements cost-saving measures,
- d) Consistently monitoring the costs, progress and quality of a project,
- e) Organising all project-related paperwork,
- f) Communicating with clients to continuously define project objectives,
- g) Negotiating with contractors and suppliers,
- h) Coordinating all project team members so workflow remains on schedule
- i) To mobilize farmers in the Farmer Organizations (FOs), and assist the FOs' development,
- j) To collaborate with other Project Field Staff responsible for M&E; and support staff,
- k) To support the short-term technical assistance (STTA) for MCODE clients,
- l) To support the M&E activities in order to track the Project results,
- m) To prepare all the necessary documentation including the reports as it can be required.

Requirements: Education, work experience and skills:

- a) Not less than Seven (7) years' experience of working in a similar role will be a major advantage,
- b) Computer literate with experience of using project management tools,
- c) The role will be office and site based clean driving license essential,
- d) Experience of working to deadlines and prioritizing workloads for self and others,
- e) Exceptional mobilization, supervision, relationship building, and mentorship abilities to the smallholder farmers (local community at large),
- f) Extensive knowledge of agriculture and community development at large,
- g) Self-led personality, say, ability to work independently with minimum supervision as a part of team,
- h) Excellent team building, strong communication and organisational skills, and high level of commitment to community development.
- i) Interpersonal and general soft skills;
 - ✓ Competency to prioritize multitasks,
 - ✓ Handle the customers' (local community's) complaints & feedbacks (queries),
 - ✓ Build good relationship with co-workers, &
 - ✓ High level of creativity.

C: Project Accountant: 1 Post (Songea MC),

An Accountant will be responsible for maintaining financial records, preparing financial reports, and ensuring compliance with applicable financial regulations. He /She will ensure that financial information is accurate and up-to-date, and provide advice and guidance to the project implementation team and management on financial matters. Accountant may also be involved in tax planning, auditing, and providing financial advice.

Specific activities will include but not limited to the following;

- a) Prepare and maintain accounts and financial records,
- b) Analyse financial information and produce financial reports,
- c) Advise on tax and other financial matters,
- d) Monitor and review systems and procedures,
- e) Assist with budget preparation,

- f) Review and recommend modifications to accounting systems and procedures,
- g) Supervise accounting staff,
- h) Provide training and support to other staff,

Requirements: Education, work experience and skills:

- a) Not less than seven (7) years' experience of working in a similar role will be a major advantage as well as donor funds management,
- b) Analytical thinking and attention to Detail,
- c) Organizational Skills,
- d) Familiarity with accounting Software and good working knowledge of accounting software,
- e) A degree in accountancy or equivalent qualification, having a CPA will be an added advantage,
- f) Excellent numeracy and analytical skills,
- g) Ability to work accurately, strictly to deadlines, and under pressure.

D: Assistant Project Accountant: 1 Post (Songea MC),

He/she will be responsible for assisting an Accountant to maintaining financial records, preparing financial reports, and ensuring compliance with applicable financial regulations. He /She will ensure that financial information is accurate and up-to-date, and provide advice and guidance to the project implementation team and management on financial matters. He/she may also be involved in tax planning, auditing, and providing financial advice.

Specific activities will include but not limited to the following:

- i) Prepare and maintain accounts and financial records,
- j) Analyse financial information and produce financial reports,
- k) Advise on tax and other financial matters,
- l) Monitor and review systems and procedures,
- m) Assist with budget preparation,
- n) Review and recommend modifications to accounting systems and procedures,
- o) Supervise accounting staff,
- p) Provide training and support to other staff,

Requirements: Education, work experience and skills:

- h) Not less than three (3) years' experience of working in a similar role will be a major advantage as well as donor funds management,
- i) Analytical thinking and attention to Detail,
- j) Organizational Skills,
- k) Familiarity with accounting Software and good working knowledge of accounting software,
- l) A degree in accountancy or any equivalent qualification,
- m) Excellent numeracy and analytical skills,
- n) Ability to work accurately, strictly to deadlines, and under pressure.

E: MEaL Officer: 1 Post (Songea MC),

The MEaL Officer is primarily responsible for establishing and overseeing a functional MEAL system for the project(s).

Specific activities will include but not limited to the following;

- a) To roll out and manage MEAL mechanism as per commitments of MCODE;
- b) To establish, manage and strengthen Accountability to Beneficiaries which includes capacity building of partner organizations on this theme;
- c) To carry out regular field monitoring of program interventions and produce monitoring reports on the given format, conduct debrief sessions with relevant program staff and develop an agreed action plan;
- d) To carry out follow-up monitoring visits to materialize actions agreed in the action plan,
- e) To establish and manage Complaint and Feedback Mechanism which facilitate beneficiaries/communities to register complaints and share feedback;
- f) To assist in reviewing data bases and data tracking tools of diverse projects in order to maintain data quality for collecting reliable and consistent data which meets minimum reporting requirements,
- g) To assist in planning and implementation of baseline surveys, monitoring and evaluation exercises and impact assessments when needed;
- h) To mobilize farmers in the Farmer Organizations (FOs), and assist the FOs' development,
- i) To support the short-term technical assistance (STTA) for MCODE clients,
- j) To prepare all the necessary documentation including the reports, as it can be instructed.

Requirements: Education, work experience and skills:

- a) Exceptional mobilization, supervision, relationship building, and mentorship abilities to the smallholder farmers (local community at large),
- b) MEAL, agricultural & community development knowledge at large,
- c) Self-led personality, say, ability to work independently with minimum supervision,
- d) Excellent team building, strong communication and organisational skills, and high level of commitment to community development.
- e) Interpersonal and general soft skills;
 - ✓ Competency to prioritize multitasks,
 - ✓ Handle the customers' (local community's) complaints & feedbacks (queries),
 - ✓ Build good relationship with co-workers, &
 - ✓ High level of creativity.

F: MEaL Assistant Officer: 1 Post (Songea MC),

The MEaL Assistant Officer is primarily responsible for assisting the MEAL Officer in establishing and overseeing a functional MEAL system for the project(s).

Specific activities will include but not limited to the following;

- a) To roll out and manage MEAL mechanism as per commitments of MCODE;
- b) To establish, manage and strengthen Accountability to Beneficiaries which includes capacity building of partner organizations on this theme;
- c) To carry out regular field monitoring of program interventions and produce monitoring reports on the given format, conduct debrief sessions with relevant program staff and develop an agreed action plan;
- d) To carry out follow-up monitoring visits to materialize actions agreed in the action plan,
- e) To establish and manage Complaint and Feedback Mechanism which facilitate beneficiaries/communities to register complaints and share feedback;

- f) To assist in reviewing data bases and data tracking tools of diverse projects in order to maintain data quality for collecting reliable and consistent data which meets minimum reporting requirements,
- g) To assist in planning and implementation of baseline surveys, monitoring and evaluation exercises and impact assessments when needed;
- h) To mobilize farmers in the Farmer Organizations (FOs), and assist the FOs' development,
- i) To support the short-term technical assistance (STTA) for MCODE clients,
- j) To prepare all the necessary documentation including the reports, as it can be instructed.

Requirements: Education, work experience and skills:

- a) Not less than three (3) years' experience of working in a similar role will be a major advantage
- b) Exceptional mobilization, supervision, relationship building, and mentorship abilities to the smallholder farmers (local community at large),
- c) MEAL, agricultural & community development knowledge at large,
- d) Self-led personality, say, ability to work independently with minimum supervision,
- e) Excellent team building, strong communication and organisational skills, and high level of commitment to community development.
- f) Interpersonal and general soft skills;
 - ✓ Competency to prioritize multitasks,
 - ✓ Handle the customers' (local community's) complaints & feedbacks (queries),
 - ✓ Build good relationship with co-workers, &
 - ✓ High level of creativity.

G: Regional Coordinator: 1 Post (Ruvuma_ Songea MC)

The purpose of a Regional Coordinator is apart from being as a Regional Field or Community Officer, he/she will be an overall in-charge of that particular region.

Specific activities will include but not limited to the following;

- a) To be overall in-charge of the region,
- b) To mobilize farmers in the Farmer Organizations (FOs), and assist the FOs' development,
- c) To collaborate with other Project Field Staff responsible for M&E; and support staff,
- d) To support the short-term technical assistance (STTA) for MCODE clients,
- e) To support the M&E activities in order to track the Project results,
- f) To prepare all the necessary documentation including the activity reports, weekly and monthly reports, as it can be instructed for the entitled region.

Requirements: Education, work experience and skills:

- a) Not less than three (3) years' experience of working in a similar role especially in Ruvuma region will be a major advantage,
- b) Exceptional mobilization, supervision, relationship building, and mentorship abilities to the smallholder farmers (local community at large),
- c) Basic knowledge of agriculture and community development at large,
- d) Self-led personality, say, ability to work independently with minimum supervision,
- e) Excellent team building, strong communication and organisational skills, and high level of commitment to community development.

- f) Interpersonal and general soft skills;
 - ✓ Competency to prioritize multitasks,
 - ✓ Computer skills,
 - ✓ Handle the customers' (local community's) complaints & feedbacks (queries),
 - ✓ Build good relationship with co-workers, &
 - ✓ High level of creativity.

H: Field Extension Officers: 16 Posts (Songea DC, Songea MC, Mbinga, Madaba, and Namtumbo).

The Field Extension Officer will make sure the deliverables under Soybean Value Chain Support Project are achieved in a timely manner.

The purpose of a Field Extension Officer is to develop and promote initiatives and activities that bring local people, organisations and businesses together to strengthen and improve their communities.

Specific activities will include but not limited to the following;

- a) To mobilize farmers in the Farmer Organizations (FOs), and assist the FOs' development,
- b) To collaborate with other Project Field Staff responsible for M&E; and support staff,
- c) To support the short-term technical assistance (STTA) for MCODE clients,
- d) To support the M&E activities in order to track the Project results,
- e) To prepare all the necessary documentation including the activity reports, weekly and monthly reports, as it can be instructed.

Requirements: Education, work experience and skills:

- a) Not less than three (3) years' experience of working in a similar role especially in Ruvuma region will be a major advantage,
- b) Exceptional mobilization, supervision, relationship building, and mentorship abilities to the smallholder farmers (local community at large),
- c) Basic knowledge of agriculture and community development at large,
- d) Self-led personality, say, ability to work independently with minimum supervision,
- e) Excellent team building, strong communication and organisational skills, and high level of commitment to community development.
- f) Interpersonal and general soft skills;
 - ✓ Competency to prioritize multitasks,
 - ✓ Computer skills,
 - ✓ Handle the customers' (local community's) complaints & feedbacks (queries),
 - ✓ Build good relationship with co-workers, &
 - ✓ High level of creativity.

I: Administrative Officer/ Human Resource Officer(s): 1 Posts (Songea MC),

He/she will be responsible for providing help and support with day-to-day tasks in the office and workplace, as well as managing personnel issues to foster a productive work atmosphere. By consulting the executives on decisions impacting all management levels, he/she will be fostering sustainable transformation of an organization. Thus, his/her duties include but not limited to taking personnel management as well as notes taking in meetings, answering phone calls and managing documents. Thus, ensuring that an office is organized and that daily tasks are completed efficiently. Admin Assistant/ Human Resource Officer have a wide range of duties to complete, and he/she must be willing to take on extra tasks as and when required by colleagues and managers. The primary duties and responsibilities include:

Specific activities will include but not limited to the following;

- a) Acting as a point of contact for customers, clients or suppliers via email, over the phone or in person,
- b) Taking care of front-of-office duties, such as greeting and directing visitors and handling deliveries (Welcoming visitors to the building, organising security clearance and showing them to meetings),
- c) Scheduling appointments and organising meetings/ booking meeting rooms for colleagues and arranging meeting schedules, and Scheduling office meetings between teams, managers and departments,
- d) Organising filing systems and updating office databases, i.e., Maintaining an efficient and well-organized filing system for easy storage and retrieval,
- e) Processing invoices, tracking receipts, inputting expenses and other basic bookkeeping tasks,
- f) Arranging travel plans and hotel stays for staff members,
- g) Ordering new office equipment, such as stationery, printer refills or staff uniforms,
- h) Responding to questions and requests for information.
- i) Taking and distributing minutes, screening documents, booking meeting rooms, setting up conference calls and taking messages, Creating and proofreading documents and drafting emails,
- j) Copying, printing and distributing documents,
- k) Taking care of routine clerical tasks, such as the ordering of office supplies, and
- l) Managing all staff welfare related issues.

Requirements: Education, work experience and skills:

- a) Computer literacy,
- b) A high level of attention to details,
- c) Ability to work in a fast-paced environment,
- d) Exceptional supervision, relationship building, and mentorship abilities to the smallholder farmers (local community at large),
- e) Basic knowledge of ICT/ Computer skills and records management, sociology, agriculture and community development at large,
- f) Self-led personality, say, ability to work independently with minimum supervision as a part of team,
- g) Excellent team building, strong communication and organisational skills, and high level of commitment to community development.
- h) Interpersonal and general soft skills;
 - ✓ Competency to prioritize multitasks,
 - ✓ Handle the customers' (local community's) complaints & feedbacks (queries),
 - ✓ Build good relationship with co-workers, &
 - ✓ High level of creativity.

J: Media and Communications Officer: 1 Post (Songea MC)

Communications Officer, is responsible for overseeing the communications efforts of an organization, including public relations and advocacy. A Media and Communications Officer develops and distributes information to promote an organization. His/her duties and responsibilities typically include the following;

Specific activities will include but not limited to the following;

- a) Maintain a database of media for the organization,
- b) Manage the company's or organization's social media communications.

- c) Create and produce internal newsletters for the organization.
- d) Develop and maintain working relationships with journalists in multiple types of media outlets,
- e) Act as a spokesperson for the organization when required,
- f) Write, edit and distribute various types of content, including material for a website, press releases, marketing material and other types of content that take the message to the public.

Requirements: Education, work experience and skills:

- i) A minimum of two (2) years of experience of working
- j) A minimum of diploma in areas of journalism, communications, English, business or a similar area that helps to develop good communication skills,
- k) Computer literacy,
- l) A high level of attention to details,
- m) Ability to work in a fast-paced environment,
- n) Exceptional supervision, relationship building, and mentorship abilities to the smallholder farmers (local community at large),
- o) Basic knowledge of ICT/ Computer skills and records management, sociology, agriculture and community development at large,
- p) Self-led personality, say, ability to work independently with minimum supervision as a part of team,
- q) Interpersonal and general soft skills;
- ✓ Competency to prioritize multitasks,
- ✓ Handle the customers' (local community's) complaints & feedbacks (queries),
- ✓ Build good relationship with co-workers, &
- ✓ High level of creativity.

TO APPLY:

Interested candidates for any of the above positions should submit an application letter indicating clearly the position applied for, a detailed copy of their CV, Education Qualification Certificates, and names and contact information (email addresses and telephone numbers) of three work related referees. MCODE don't have any agents and don't charge any fees or commission to the interested candidates. Applications should be submitted by 31st Oct, 2025, to the Human Resource Manager through e-mail mcodetanzania@gmail.com or dropped by hand at MCODE Head Office, NSSF Building, Ground Floor_ Open Hall, Sokoine Road, P. O Box 173, Songea, Tanzania.

Kindly note that, only shortlisted applicants will be contacted.