SOCIETIES TRANSFORMATION AND WELFARE IMPROVEMENT
P.O. BOX 11815, ARUSHA – TANZANIA.
TEL +255 276 658 234 FAX NO. +255 276 658 234
MOB +255 788 512 274 +255 766 266 257
EMAIL: stawi@stawi.or.tz WEBSITE: www.stawi.or.tz
Pangani Street Opposite Bondeni Secondary School Sinka Court Building - Groung Floor, Room No 1A P.O. Box 11815 Arusha - Tanzania

VACANCY ANNOUNCEMENT

POSITION: PROGRAM MANAGER
Duty Station: Nzega District, Tabora Region, Tanzania
Reports To: Chief Executive Officer (CEO)
Employment Type: Full-Time
Application Deadline: 21st July 2026

ABOUT STAWI

Societies Transformation and Welfare Improvements (STAWI) is a registered Tanzanian non-governmental organization dedicated to transforming communities through sustainable development interventions in agriculture, agribusiness, food systems, climate resilience, environmental conservation, natural resource management, youth and women's economic empowerment, entrepreneurship development, and livelihood improvement initiatives.

STAWI works closely with government institutions, development partners, private sector actors, research organizations, farmer groups, cooperatives, and local communities to implement impactful projects that improve productivity, incomes, food security, environmental sustainability, and social welfare across Tanzania.

To strengthen its project implementation, program management, donor coordination, and organizational growth, STAWI seeks to recruit a highly experienced, competent, and results-oriented Program Manager to be based at its Nzega Office in Tabora Region.

POSITION SUMMARY

The Program Manager will provide strategic leadership, technical oversight, and overall coordination of STAWI's portfolio of development projects and programs. The position is responsible for planning, implementing, supervising, monitoring, evaluating, and reporting on multiple donor-funded and internally financed projects while ensuring quality delivery, timely implementation, compliance with donor requirements, and achievement of organizational objectives.

The successful candidate will lead multidisciplinary project teams, manage stakeholder relationships, coordinate partnerships, oversee project budgets and work plans, support resource mobilization initiatives, and ensure that all projects contribute effectively to STAWI's mission and strategic goals.

The Program Manager will report directly to the Chief Executive Officer (CEO) and will play a critical role in strengthening institutional performance, program quality, donor confidence, and organizational sustainability.

KEY RESPONSIBILITIES

A. Program Planning and Management

The Program Manager will:

i. Lead planning, design, implementation, and management of STAWI programs and projects.
ii. Develop comprehensive annual work plans, implementation schedules, and project operational plans.
iii. Coordinate timely execution of project activities in accordance with approved work plans and budgets.
iv. Ensure projects achieve planned outputs, outcomes, and impact indicators.
v. Monitor project implementation progress and recommend corrective actions where necessary.
vi. Ensure effective utilization of project resources.
vii. Provide strategic guidance to project teams and technical staff.

B. Project Coordination and Technical Oversight

The Program Manager will:

i. Coordinate implementation of donor-funded projects across multiple sectors.
ii. Supervise Project Coordinators, Project Officers, Field Officers, Consultants, and support staff.
iii. Ensure high-quality technical delivery of project interventions.
iv. Facilitate coordination among project teams and organizational departments.
v. Ensure timely delivery of project milestones and contractual obligations.
vi. Promote innovation, learning, and adaptive management throughout project implementation.

C. Monitoring, Evaluation, Learning, and Reporting

The Program Manager will:

i. Oversee project monitoring, evaluation, accountability, and learning (MEAL) systems.
ii. Monitor project performance against approved indicators and targets.
iii. Ensure timely preparation of monthly, quarterly, annual, and donor reports.
iv. Review project reports and ensure quality before submission.
v. Facilitate documentation of lessons learned, best practices, and success stories.
vi. Support organizational knowledge management and evidence-based decision-making.

D. Grants and Donor Management

The Program Manager will:

i. Manage implementation of donor-funded projects in accordance with grant agreements.
ii. Ensure compliance with donor guidelines, contractual obligations, and reporting requirements.

iii. Coordinate donor communications, field visits, and project review meetings.
iv. Support proposal development, project design, and concept note preparation.
v. Contribute to fundraising and resource mobilization initiatives.
vi. Maintain strong relationships with development partners and funding agencies.

E. Financial and Budget Oversight

The Program Manager will:

i. Coordinate preparation of project budgets and annual operational plans.
ii. Monitor project expenditures against approved budgets.
iii. Ensure value for money and efficient use of project resources.
iv. Work closely with the Finance Department to ensure financial compliance.
v. Review financial reports and budget performance.
vi. Support budget revisions where necessary.

F. Stakeholder Engagement and Partnership Development

The Program Manager will:

i. Build and maintain strong relationships with government institutions, donors, research institutions, private sector partners, NGOs, and community organizations.
ii. Represent STAWI in technical meetings, workshops, conferences, and stakeholder forums.
iii. Strengthen collaboration with implementing partners and consortium members.
iv. Promote strategic partnerships that enhance organizational growth and sustainability.
v. Support community engagement and participatory project implementation.

G. Quality Assurance and Compliance

The Program Manager will:

i. Ensure compliance with donor requirements, organizational policies, and Tanzanian legal and regulatory frameworks.
ii. Strengthen project quality assurance systems.
iii. Identify implementation risks and coordinate mitigation measures.
iv. Ensure safeguarding, environmental, gender, and social inclusion standards are integrated into project implementation.
v. Support organizational audits, evaluations, and donor assessments.

7. Organizational Leadership

The Program Manager will:

i. Provide leadership, mentorship, coaching, and performance management for project staff.
ii. Promote teamwork, accountability, innovation, and continuous learning.
iii. Participate in organizational strategic planning and institutional development.
iv. Perform any other duties assigned by the Chief Executive Officer.

REQUIRED QUALIFICATIONS

Education

Applicants must possess:

i. Bachelor's Degree in Project Management, Agriculture, Agribusiness, Rural Development, Development Studies, Environmental Management, Natural Resource Management, Business Administration, Economics, Social Sciences, or a related field.
ii. A Master's Degree in Project Management, Development Studies, Business Administration (MBA), Agriculture, Environmental Management, or a related discipline will be an added advantage.
iii. Professional certification in Project Management (PMP, PRINCE2, PMD Pro, or equivalent) will be an added advantage.

Experience

Applicants must have:

i. A minimum of ten (10) years of progressively responsible experience in managing development programs and donor-funded projects.
ii. Proven experience managing multi-sector development programs within NGOs, international organizations, or development agencies.
iii. Demonstrated experience working in agriculture, agribusiness, climate-smart agriculture, food systems, environmental conservation, natural resource management, entrepreneurship development, youth and women empowerment, or livelihood improvement projects.
iv. Proven experience in project planning, implementation, monitoring and evaluation, donor reporting, partnership management, and grants management.
v. Experience coordinating multidisciplinary teams and managing multiple projects simultaneously.
vi. Strong understanding of donor compliance requirements, including USAID, AGRA, EU, GIZ, UN agencies, World Bank, IFAD, FCDO, and similar development partners.

Technical Competencies

The candidate must demonstrate:

i. Strong project planning and program management skills.
ii. Excellent leadership and team management abilities.
iii. Strong monitoring, evaluation, learning, and reporting skills.
iv. Excellent proposal development and fundraising experience.
v. Strong financial and budget management skills.
vi. Excellent stakeholder engagement and partnership-building abilities.
vii. Excellent report writing, presentation, and communication skills.
viii. Proficiency in Microsoft Office applications and project management tools.
ix. Ability to work independently, manage competing priorities, and meet deadlines.
x. High standards of professionalism, integrity, and accountability.

PERSONAL ATTRIBUTES

The successful candidate should possess:

i. Visionary leadership and strategic thinking abilities.
ii. Excellent interpersonal, negotiation, and relationship management skills.
iii. High ethical standards and accountability.
iv. Strong analytical and problem-solving skills.
v. Excellent organizational and time management skills.
vi. Commitment to STAWI's mission, values, and development objectives.
vii. Ability to work effectively with multicultural teams and diverse stakeholders.
viii. Results-oriented, innovative, and self-motivated personality.

REMUNERATION

STAWI offers a competitive remuneration package commensurate with qualifications, experience, and organizational policies.

APPLICATION PROCEDURE

Interested and qualified candidates should submit:

i. Application Letter.
ii. Detailed Curriculum Vitae (CV).
iii. Copies of Academic Certificates and Transcripts.
iv. Professional Certificates (where applicable).
v. Contact details of at least three professional referees.

Application Channel: Applications should be sent to the email: **recruitment@stawi.or.tz**

Subject Line: Application for Program Manager Position – Nzega, Tabora

Only shortlisted candidates will be contacted for interviews.

STAWI IS AN EQUAL OPPORTUNITY EMPLOYER

Women, youth, and qualified persons from diverse backgrounds are strongly encouraged to apply.

VACANCY ANNOUNCEMENT

POSITION: MONITORING AND EVALUATION (M&E) OFFICER
Duty Station: Nzega District, Tabora Region, Tanzania
Reports To: Chief Executive Officer (CEO)
Employment Type: Full-Time
Application Deadline: 21st July 2026

ABOUT STAWI

Societies Transformation and Welfare Improvements (STAWI) is a registered Tanzanian non-governmental organization dedicated to transforming communities through sustainable development interventions in agriculture, agribusiness, food systems, climate resilience, environmental conservation, natural resource management, youth and women's economic empowerment, entrepreneurship development, and livelihood improvement initiatives.

STAWI works closely with government institutions, development partners, private sector actors, research organizations, farmer groups, cooperatives, and local communities to implement impactful projects that improve productivity, incomes, food security, environmental sustainability, and social welfare across Tanzania.

To strengthen its Monitoring, Evaluation, Accountability and Learning (MEAL) systems and support the effective implementation of donor-funded and internally financed projects, STAWI seeks to recruit a highly experienced, competent, and results-oriented Monitoring and Evaluation (M&E) Officer to be based at its Nzega Office in Tabora Region.

POSITION SUMMARY

The Monitoring and Evaluation (M&E) Officer will be responsible for designing, coordinating, implementing, and strengthening STAWI's Monitoring, Evaluation, Accountability, and Learning (MEAL) systems across all organizational programs and projects. The position will ensure high-quality data collection, analysis, reporting, performance tracking, learning, and evidence-based decision-making while ensuring compliance with donor requirements and organizational standards.

The successful candidate will work under the direct supervision of the Chief Executive Officer (CEO) and collaborate closely with Program Managers, Project Coordinators, Finance staff, field teams, implementing partners, and development partners to ensure that project performance is effectively monitored and documented.

KEY RESPONSIBILITIES

A. Monitoring and Evaluation Systems

The Monitoring and Evaluation Officer will:

i. Develop and strengthen project Monitoring, Evaluation, Accountability, and Learning (MEAL) systems.
ii. Design project monitoring frameworks, logical frameworks, results frameworks, and performance measurement plans.
iii. Develop project indicators, targets, data collection tools, and reporting templates.
iv. Coordinate baseline, midline, end-line, and impact assessments.
v. Monitor project implementation against approved work plans, indicators, and donor requirements.
vi. Ensure high-quality monitoring systems are integrated into all STAWI projects.

B. Data Collection, Management, and Analysis

The Monitoring and Evaluation Officer will:

i. Coordinate routine data collection from project implementation sites.
ii. Ensure accuracy, completeness, reliability, and quality of project data.
iii. Develop and maintain project databases and Management Information Systems (MIS).
iv. Analyze quantitative and qualitative project data.
v. Produce data dashboards, statistical summaries, and performance reports.
vi. Maintain secure electronic and physical project records.

C. Reporting and Learning

The Monitoring and Evaluation Officer will:

i. Prepare monthly, quarterly, annual, and donor monitoring reports.
ii. Produce performance reports against project indicators and targets.
iii. Support the preparation of donor progress reports and technical reports.
iv. Document project achievements, lessons learned, best practices, and success stories.
v. Facilitate organizational learning and knowledge management.
vi. Present monitoring findings to management, donors, and stakeholders.

D. Project Performance and Compliance

The Monitoring and Evaluation Officer will:

i. Monitor implementation progress against approved project work plans.
ii. Track project outputs, outcomes, and impact indicators.
iii. Identify implementation challenges and recommend corrective actions.
iv. Ensure compliance with donor monitoring and reporting requirements.
v. Support project quality assurance and performance improvement initiatives.
vi. Verify project achievements through field visits and data quality assessments.

E. Research, Surveys, and Evaluations

The Monitoring and Evaluation Officer will:

i. Coordinate baseline surveys, needs assessments, beneficiary registrations, and evaluation studies.
ii. Design research methodologies and survey instruments.
iii. Coordinate external evaluations and consultant assignments where applicable.
iv. Conduct data quality assessments and verification exercises.
v. Support evidence generation for project planning and policy advocacy.

F. Digital Data Management

The Monitoring and Evaluation Officer will:

i. Develop and manage digital data collection systems using KoboToolbox, ODK, SurveyCTO, or similar platforms.
ii. Manage project databases and cloud-based information systems.
iii. Ensure data security, confidentiality, and compliance with organizational data protection policies.
iv. Train project staff on digital data collection tools and reporting systems.

G. Capacity Building and Technical Support

The Monitoring and Evaluation Officer will:

i. Train project staff, community facilitators, and implementing partners on monitoring tools and data collection methodologies.
ii. Build institutional capacity in Monitoring, Evaluation, Accountability, and Learning.
iii. Provide technical support to project teams on indicator tracking and reporting.
iv. Strengthen organizational learning and adaptive management practices.

H. Organizational Support

The Monitoring and Evaluation Officer will:

i. Participate in project planning, review, and learning meetings.
ii. Support proposal development by contributing monitoring frameworks and indicator matrices.
iii. Assist in donor audits, evaluations, and project reviews.
iv. Perform any other duties assigned by the Chief Executive Officer.

REQUIRED QUALIFICATIONS

Education

Applicants must possess:

i. Bachelor's Degree in Monitoring and Evaluation, Statistics, Economics, Development Studies, Project Management, Agriculture, Agribusiness, Social Sciences, Public Health, Environmental Management, Information Management, or a related field.
ii. A Master's Degree in Monitoring and Evaluation, Statistics, Development Studies, Project Management, Economics, or a related discipline will be an added advantage.
iii. Professional certification in Monitoring and Evaluation, Data Analytics, Project Management, or related fields will be an added advantage.

Experience

Applicants must have:

i. A minimum of five (5) years of progressively responsible experience in Monitoring and Evaluation within NGOs, development organizations, or donor-funded programs.
ii. Demonstrated experience managing Monitoring, Evaluation, Accountability, and Learning (MEAL) systems.
iii. Proven experience working on agriculture, agribusiness, climate-smart agriculture, environmental conservation, natural resource management, food systems, entrepreneurship development, youth empowerment, or livelihood improvement projects.
iv. Experience designing monitoring frameworks, logical frameworks, performance indicators, and reporting systems.
v. Demonstrated experience conducting surveys, evaluations, and impact assessments.
vi. Experience using digital data collection platforms such as KoboToolbox, ODK, SurveyCTO, CommCare, or similar applications.
vii. Strong understanding of donor reporting requirements for organizations such as AGRA, USAID, EU, GIZ, UN agencies, IFAD, World Bank, and other development partners.

TECHNICAL COMPETENCIES

The candidate must demonstrate:

i. Strong Monitoring, Evaluation, Accountability, and Learning (MEAL) skills.
ii. Excellent statistical analysis and data visualization skills.
iii. Proficiency in Microsoft Excel, Power BI, SPSS, STATA, R, or other data analysis software.
iv. Strong experience using KoboToolbox, ODK Collect, SurveyCTO, or related digital data collection platforms.
v. Excellent report writing, presentation, and analytical skills.
vi. Strong database management and information management skills.
vii. Excellent organizational and time management skills.
viii. Ability to work independently and under pressure.
ix. High level of integrity, professionalism, confidentiality, and attention to detail.

PERSONAL ATTRIBUTES

The successful candidate should possess:

i. Strong analytical and critical thinking skills.
ii. Excellent interpersonal and teamwork abilities.
iii. High ethical standards and accountability.
iv. Strong problem-solving and decision-making skills.
v. Excellent communication and stakeholder engagement abilities.
vi. Commitment to STAWI's mission and organizational values.
vii. Ability to work effectively with multidisciplinary teams and diverse stakeholders.
viii. Strong commitment to continuous learning, innovation, and quality improvement.

REMUNERATION

STAWI offers a competitive remuneration package commensurate with qualifications, experience, and organizational policies.

APPLICATION PROCEDURE

Interested and qualified candidates should submit:

i. Application Letter.
ii. Detailed Curriculum Vitae (CV).
iii. Copies of Academic Certificates and Transcripts.
iv. Professional Certificates (where applicable).
v. Contact details of at least three professional referees.

Application Channel: Applications should be sent to **recruitment@stawi.or.tz**

Subject Line: Application for Monitoring and Evaluation (M&E) Officer Position – Nzega, Tabora

Only shortlisted candidates will be contacted for interviews.

STAWI IS AN EQUAL OPPORTUNITY EMPLOYER

Women, youth, and qualified persons from diverse backgrounds are strongly encouraged to apply.

SOCIETIES TRANSFORMATION AND WELFARE IMPROVEMENT
P.O. BOX 11815, ARUSHA – TANZANIA.
TEL +255 276 658 234 FAX NO. +255 276 658 234
MOB +255 788 512 274 +255 766 266 257
EMAIL: stawi@stawi.or.tz WEBSITE: www.stawi.or.tz
Pangani Street Opposite Bondeni Secondary School Sinka Court Building - Groung Floor, Room No 1A P.O. Box 11815 Arusha - Tanzania

VACANCY ANNOUNCEMENT

POSITION: ACCOUNTANT OFFICER
Duty Station: Nzega District, Tabora Region, Tanzania
Reports To: Chief Executive Officer (CEO)
Employment Type: Full-Time
Application Deadline: 21st July 2026

ABOUT STAWI

Societies Transformation and Welfare Improvements (STAWI) is a registered Tanzanian non-governmental organization dedicated to transforming communities through sustainable development interventions in agriculture, agribusiness, food systems, climate resilience, environmental conservation, natural resource management, youth and women's economic empowerment, entrepreneurship development, and livelihood improvement initiatives.

STAWI works closely with government institutions, development partners, private sector actors, research organizations, farmer groups, cooperatives, and local communities to implement impactful projects that improve productivity, incomes, food security, environmental sustainability, and social welfare across Tanzania.

To strengthen its financial management systems and support the growing portfolio of donor-funded and internally financed projects, STAWI is seeking to recruit a highly experienced, competent, and results-oriented Senior Accountant to be based at its Nzega Office in Tabora Region.

POSITION SUMMARY

The Accountant Officer will be responsible for providing strategic financial leadership, financial planning, budgeting, accounting, grants management, compliance oversight, financial reporting, and internal control management for all STAWI projects and organizational operations.

The position requires an experienced professional capable of managing multiple project budgets simultaneously while ensuring compliance with donor regulations, Tanzanian financial laws, accounting standards, organizational policies, and statutory requirements.

The successful candidate will work under the direct supervision of the Chief Executive Officer (CEO) and will play a critical role in ensuring financial accountability, transparency, efficiency, and sustainability of STAWI operations and projects.

KEY RESPONSIBILITIES

A. Financial Planning and Budget Management

The Accountant Officer will:

i. Prepare annual organizational budgets and project budgets.
ii. Develop budget forecasts and expenditure projections.
iii. Monitor budget utilization and provide variance analysis reports.
iv. Support project teams in budget planning and financial management.
v. Ensure efficient utilization of organizational resources.
vi. Advise management on financial planning and resource allocation.

B. Accounting and Financial Reporting

The Accountant Officer will:

i. Maintain accurate accounting records and financial documentation.
ii. Prepare monthly, quarterly, and annual financial reports.
iii. Prepare project financial reports for donors and stakeholders.
iv. Manage general ledger accounts and reconciliation processes.
v. Ensure timely bank reconciliations and cash management.
vi. Maintain fixed asset registers and inventory records.
vii. Prepare financial statements in accordance with applicable accounting standards.

C. Grants and Donor Compliance Management

The Accountant Officer will:

i. Manage financial aspects of donor-funded projects.
ii. Ensure compliance with donor financial guidelines and requirements.
iii. Monitor project expenditures against approved budgets.
iv. Review supporting documentation for project expenses.
v. Coordinate donor financial audits and reviews.
vi. Prepare financial reports for donors and funding agencies.
vii. Support proposal budgeting and financial planning processes.

D. Internal Controls and Risk Management

The Accountant Officer will:

i. Strengthen internal financial control systems.
ii. Ensure adherence to procurement and financial policies.
iii. Monitor financial risks and recommend mitigation measures.
iv. Conduct regular financial compliance reviews.
v. Ensure safeguarding of organizational assets and resources.
vi. Support implementation of fraud prevention measures.

E. Statutory Compliance

The Accountant Officer will:

i. Ensure compliance with TRA, NSSF, WCF, OSHA, and other regulatory requirements.
ii. Prepare and submit statutory returns on time.
iii. Manage tax compliance and tax planning activities.
iv. Liaise with government authorities and regulatory agencies.
v. Ensure proper maintenance of statutory records.

F. Audit Coordination

The Accountant Officer will:

i. Coordinate internal and external audits.
ii. Prepare audit schedules and supporting documents.
iii. Address audit queries and recommendations.
iv. Implement audit action plans and corrective measures.

G. Administrative and Organizational Support

The Accountant Officer will:

i. Support procurement and contract management processes.
ii. Participate in organizational planning and management meetings.
iii. Supervise finance support staff where applicable.
iv. Perform other duties assigned by the Chief Executive Officer.

REQUIRED QUALIFICATIONS

Education

Applicants must possess:

i. Degree in Microfinance, Finance and Accounting, Accountancy, Commerce, Business Administration (Accounting Option), or related field.
ii. Professional accounting qualifications such as CPA (T), ACCA, CIMA, or equivalent will be an added advantage.

Experience

Applicants must have:

i. Minimum of ten (10) years of proven experience in accounting and financial management.
ii. Demonstrated experience managing donor-funded projects.
iii. Experience working with NGOs, development organizations, agricultural projects, environmental projects, natural resource management programs, and livelihood development initiatives.
iv. Proven experience in budgeting, grants management, financial reporting, and audit coordination.
v. Strong understanding of Tanzanian financial regulations and tax laws.

Technical Competencies

The candidate must demonstrate:

i. Strong financial analysis and reporting skills.
ii. Excellent knowledge of accounting software and computerized financial systems.
iii. Proficiency in Microsoft Excel and other Microsoft Office applications.
iv. Strong organizational and record management skills.
v. Excellent communication and report-writing abilities.
vi. High level of integrity, professionalism, and confidentiality.
vii. Ability to work independently and under pressure.

PERSONAL ATTRIBUTES

The successful candidate should possess:

i. Strong leadership and decision-making abilities.
ii. Excellent interpersonal and teamwork skills.
iii. High ethical standards and accountability.
iv. Problem-solving and analytical thinking skills.
v. Commitment to STAWI's mission and values.
vi. Ability to work effectively with diverse stakeholders.

REMUNERATION

STAWI offers a competitive remuneration package commensurate with qualifications, experience, and organizational policies.

APPLICATION PROCEDURE

Interested and qualified candidates should submit:

i. Application Letter.
ii. Detailed Curriculum Vitae (CV).
iii. Copies of Academic Certificates and Transcripts.
iv. Professional Certificates (where applicable).
v. Contact details of at least three professional referees.

Application Channel: Applications should be sent to the email: recruitment@stawi.or.tz

Subject Line: Application for Accountant Officer Position – Nzega, Tabora

Only shortlisted candidates will be contacted for interviews.

STAWI is an Equal Opportunity Employer

Women, youth, and qualified persons from diverse backgrounds are strongly encouraged to apply.