

## 57 EXCITING OPPORTUNITIES AT PATHFINDER INTERNATIONAL - TANZANIA

### Pathfinder Overview

Pathfinder International is a global leader in sexual and reproductive health. We place reproductive health care at the center of all that we do—believing that it is not only a fundamental human right, but is critical for expanding life opportunities for women, families, communities, and nations, and paving the way for transformations in environmental stewardship, decreases in population pressures, and innovations in poverty reduction. Pathfinder provides women, men, and adolescents with a range of quality health services—from contraception and maternal care to HIV prevention and AIDS care and treatment. Pathfinder strives to strengthen access to family planning, advocate for sound reproductive health policies, and, through all our work, improve the rights and lives of the people we serve.

**Project Summary:** The M- mama program has been designed to contribute to the reduction of maternal and neonatal morbidity and mortality through health system improvement and innovative emergency transportation system (EmTS) to strengthen referrals and linkages to services. Pathfinder International Tanzania and Touch foundation with support from Vodafone foundation will implement the program in collaboration with the Government. The Government of Tanzania has approved the expansion of the program nationwide. The positions will be stationed in the following regions of Tanzania: Shinyanga, Morogoro, Lindi, Mara, Simiyu, Arusha, Kilimanjaro, Manyara, Dodoma, Singida, Tanga, Pwani, Dar es salaam, Ruvuma, Mtwara, Zanzibar, Kagera, Mwanza, Geita, Kigoma, Tabora, Katavi, Rukwa, Mbeya, Songwe, Iringa and Njombe.

### Staffing Distribution:

Job Title	Number of vacancies	Location
National Project Manager	1	Dar es salaam
Finance Manager	1	Dar es salaam
Cluster Technical Manager	2	Cluster 2 & 3
Program Officer	48	Cluster 2 & 3
Drivers	4	Two for each Cluster 2&3

### Note:

**Cluster 2 stands for the regions of:** Mara, Simiyu, Arusha, Kilimanjaro, Manyara, Dodoma, Singida, Tanga, Pwani, Dar es salaam, Ruvuma, Mtwara.

**Cluster 3 stands for the regions of:** Kagera, Mwanza, Geita, Kigoma, Tabora, Katavi, Rukwa, Mbeya, Songwe, Iringa, Njombe.

**1. FINANCE MANAGER – 1 vacancy**

<b>Reports to:</b> <ul style="list-style-type: none"> <li>Finance Director</li> </ul>	<b>Classification:</b> <ul style="list-style-type: none"> <li>Regular Full-time</li> </ul>
<b>Grade Level: TZ-09</b>	<b>Directs:</b> <ul style="list-style-type: none"> <li>None</li> </ul>
<b>Summary:</b> Manages the financial aspects of a project. Analyzes figures and implements recommendations based on these findings. Guides regional project offices and project staff regarding management of financial, budgetary, and contractual issues.	
<b>Key Job Outcomes:</b> <ol style="list-style-type: none"> <li><i>Financial Management:</i> Works with teams to track financial performance against approved budgets, key performance indicators and milestones. Reviews status of projects and budgets and prepares required reports.</li> <li><i>Fund Tracking:</i> Tracks funding availability by maintaining accurate records of expenditures including subcontractor costs.</li> <li><i>Project Budget Advising:</i> Guides project managers in preparing, monitoring, and reporting expenditure projections.</li> <li><i>Quarterly Review Reports:</i> Works with the Director of Finance and Operations to complete the monthly and quarterly project reviews. Shares the financial results with project teams. Provides recommendations based on analytical findings.</li> <li><i>Issue Escalation and Resolution:</i> Communicates and/or escalates issues, including budget overruns, losses, non-compliance in a timely manner to the Finance and Administration Director for resolution.</li> <li><i>Project Forecast Tracking:</i> Maintains and updates the project forecast in Finance's database and tracks budget versus actuals monthly and quarterly.</li> <li><i>Budget Preparation for Proposals and Reports:</i> Develops budgets for the Finance and Administration Director for proposals and reports.</li> <li><i>Management and Supervision:</i> Recruits, hires, develops and directs members of a small team.</li> <li><i>Project Management and Participation:</i> Leads, manages or participates on cross-functional project teams.</li> </ol>	<b>Minimally Required Job-Specific Competencies:</b> <ul style="list-style-type: none"> <li><i>Finance and Accounting:</i> Advanced knowledge of finance and accounting principles and practices for non-profit global organizations.</li> <li><i>Budgeting:</i> Ability to prepare and guide others in preparing budgets for projects.</li> <li><i>Risk Analysis and Forecasting:</i> Proven ability to identify areas of risk, build cost assumptions, and forecast financial performance.</li> <li><i>Financial Reporting:</i> Ability to develop and deliver required financial reports.</li> <li><i>Management and Supervision:</i> Proven ability to direct, develop and supervise the work of others.</li> <li><i>Systems and Tools:</i> Advanced knowledge of finance and accounting platforms.</li> </ul> <b>Minimally Required Organizational Competencies:</b> <ul style="list-style-type: none"> <li><i>Software Applications:</i> Advanced knowledge of MS Office products, including MS Word, Excel, Outlook and PowerPoint.</li> <li><i>Sexual and Reproductive Health and Rights Services:</i> Foundational knowledge of family planning and reproductive health principles, practices and services of assigned project and program.</li> <li><i>Passion for Sexual and Reproductive Health Services:</i> Commitment to family planning, reproductive health services, gender, maternal, child health services, and eradication of harmful traditional practices.</li> <li><i>Language:</i> Advanced oral and written communication skills in local language and in English.</li> <li><i>Influencing:</i> Proven ability to influence others at all levels within the organization</li> <li><i>Customer Service:</i> Advanced customer service skills.</li> <li><i>Organization, Planning and Multi-tasking:</i> Advanced organizational and planning skills, project planning and project management skills. Proven ability to set priorities, meet deadlines and multi-task with minimal supervision.</li> <li><i>Self-Management and Teamwork:</i> Ability to work independently or as a member of the team, ability to be detail-oriented, and ability to manage stress effectively in a fast-paced environment.</li> <li><i>Matrix Management:</i> Ability to thrive in a matrixed organization.</li> </ul>

- *Confidentiality*: Ability to maintain confidentiality in work related matters.

<p><b>Minimally Required Education, Training and Experience:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Accounting or Finance</li> <li>• 5 years' experience with developing complex budgets</li> <li>• 5 years' project control experience at a government contractor or a directly related field such as financial analysis, finance, accounting, pricing, or contracts.</li> <li>• Experience assisting Project Managers or other Program Leaders</li> <li>• Prefer: USAID experience</li> <li>• Prefer: Setting-up experience of field offices for USAID contracts</li> </ul>	<p><b>Other Information:</b></p> <ul style="list-style-type: none"> <li>• Travel required (10% or less)</li> <li>• Uses cellular and desk phone; laptop or desktop computer</li> </ul>
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**2. CLUSTER TECHNICAL MANAGER- 2 vacancies**

<p><b>Reports to:</b></p> <ul style="list-style-type: none"> <li>• Programs and Impact</li> <li>• Direct Supervisor: National Project Manager</li> </ul>	<p><b>Classification:</b></p> <ul style="list-style-type: none"> <li>• Regular Full-time</li> </ul>
<p><b>Grade Level: TZ - 09</b></p>	<p><b>Directs:</b></p> <ul style="list-style-type: none"> <li>□ Project Officers</li> </ul>
<p><b>Summary:</b> Leads and manages the project to achieve its intended impact in strengthening quality SRHR and SSCB service delivery (facility and community based) and globally increasing family planning use. Provides strategic leadership and managerial oversight of the administrative, programmatic, technical, and operational aspects of the project. Oversees the day-to-day work, including financial and budgetary oversight, timely implementation of activities, and stakeholder relationship management. Deploys staff and financial resources to achieve project targets. Positions the project as a leader in the field of SRHR and SSCB and as a successful partner in the development and cost-effective implementation of funded programs. Develops and maintains relationships with funding organizations and SRHR, SSCB programs operating globally.</p>	

**Key Job Outcomes:**

1. *Strategic Leadership:* Provides strategic direction of project activities. Develops and updates the project strategic plan to ensure alignment with programmatic directions and international priorities.
2. *Project Implementation:* Ensures that project performance objectives and mandated deliverables such as technical activities, annual work plans and programmatic/financial/technical reports are carried out in a timely fashion and meet the highest quality standards.
3. *Monitoring, Evaluation and Learning Plans:* Leads and directs monitoring, evaluation and learning strategies, frameworks, plans and indicators to capture project performance and results. Leads a periodic implementation review process to monitor progress and to identify specific actions that may be needed to achieve expected results.
4. *Financial and Administrative Operations:* Collaborates with project staff to establish and maintain the ongoing administrative and financial operations of project offices, and ensure compliance with Pathfinder International's policy and contract provisions. Develops, monitors and revises budget pipeline and conducts monthly reviews to ensure accountability of all project activities as well as the accurate and timely reporting of finance deliverables. Manage funds and approve expenditures in accordance with Pathfinder International and USAID procedures, cost principles, and regulations.
5. *Contracts:* Contracts with and manages local individuals/organizations for identified tasks according to regulations and procedures. Negotiates consultancy agreements and develops capacity of local partners in mandated program areas.
6. *Security Standards and Guidelines:* Ensures that appropriate security standards, guidelines and procedures are established, maintained, updated regularly and adhered to by the staff in all project offices in compliance with donor rules and regulations.
7. *Management and Supervision:* Recruits, hires, develops and manages staff and subcontractors.

**Minimally Required Job Specific Competencies:**

- *Country Specific Public Health System:* Deep knowledge of the countries' public health systems. Deep knowledge of the political, social, economic, and cultural context of working globally. Mastery of knowledge of applicable US Government regulations and administrative procedures on the country specific public health system programs and projects.
- *Sexual Reproductive Health and Rights Services:* Deep knowledge of family planning and reproductive health principles, practices and services of programs, including program strategies and indicators, and the latest professional developments in SRHR, including special challenges and measurement issues faced in the developing world.
- *Strategic Planning and Implementation:* Advanced skills strategic visioning and leadership in institutional capacity building and developing.
- *Proposal Development:* Mastery of skills in proposal development from concept to full proposal, resource mobilization and budget management.
- *Research Methods:* Advanced knowledge and ability to apply quantitative and qualitative research methods.
- *Data Collection Methods:* Advanced knowledge in data integrity and collection methods.
- *Statistical Software Applications.* Proven ability to apply statistical software applications.
- *Leadership and Management:* Proven ability to lead, manage, and develop others within a matrix culture.
- *Program and Project Planning and Management:* Advanced skills in designing, implementing and monitoring and evaluating development and intervention activities to fulfill performance objectives, including the timely implementation and reporting of donor-funded program activities in the health sector.
- *Community Relations:* Advanced skills in facilitating working relationships between partners, government officials, and communities

<p>8. <i>Management Reports:</i> Develops and presents timely financial, technical, and operations reports and updates on the project progress and difficulties. Documents project achievements for communications materials such as the annual reports, brochures, and website updates.</p> <p>9. <i>Brand Ambassador:</i> Cultivates and strengthens positive, productive relationships with donors, regulatory agencies, partners, and governmental agencies to ensure that Pathfinder International is consistently viewed as an effective implementing partner in meeting and achieving project targets.</p> <p>10. <i>Proposals:</i> Provides input and support to proposal teams in planning for and developing proposal submissions for project support.</p>	<p><b>Minimally Required Organizational Competencies:</b></p> <ul style="list-style-type: none"> <li>• <i>Software Applications:</i> Advanced knowledge of MS Excel, PowerPoint, Word and Outlook</li> <li>• <i>Change Leadership:</i> Ability to demonstrate a high degree of flexibility in managing change across a broad group of stakeholders in an inclusive manner.</li> <li>• <i>Languages:</i> Proven writing and speaking skills using local languages and English language</li> <li>• <i>Communication and Influencing Skills:</i> Proven ability to influence others, including donor agencies and local partners, through diplomacy and proven oral and written communication skills.</li> <li>• <i>Presentation Skills:</i> Proven ability to make presentations on results to small and large groups.</li> <li>• <i>Passion for Sexual and Reproductive Health:</i> Demonstrated commitment to family planning, reproductive health services, gender, maternal, child health services, and eradication of harmful traditional practices.</li> <li>• <i>Self-Management and Teamwork:</i> Ability to work independently or as a member of the team, ability to work with people from different cultures, ability to thrive in a matrix organization, ability to be detail-oriented, and ability to manage stress effectively in a fast-paced environment.</li> <li>• <i>Matrix Management:</i> Ability to thrive in a matrixed organization.</li> <li>• <i>Confidentiality:</i> Ability to maintain confidentiality in work-related matters.</li> </ul>
<p><b>Required Education, Training and Experience:</b></p> <ul style="list-style-type: none"> <li>▪ Master's degree (or equivalent) in public health, social sciences, health systems, nursing administration, management, or a related advanced degree.</li> <li>▪ 10 years of experience designing and implementing health service delivery strengthening projects, with five of these years spent managing large, complex family planning projects while living in developing countries.</li> </ul>	<p><b>Other Information:</b></p> <ul style="list-style-type: none"> <li>• Travel required (at least 25%)</li> <li>• Must be eligible to work in the US</li> <li>• Uses cellular and desk phone; laptop or desktop computer</li> </ul>

### 3. PROJECT OFFICER – 48 vacancies

<b>Reports to:</b> <ul style="list-style-type: none"><li>Cluster Technical Manager</li></ul>	<b>Classification:</b> <ul style="list-style-type: none"><li>Regular Fixed term</li></ul>
<b>Grade Level: TZ-07</b>	<b>Directs:</b> None
<p>The program officer will be responsible for providing technical support to the Regional/Council Health Management Teams (R/CHMT) in the establishment, coordination and scaling up activities related to maternal and newborn emergency transportation system (M-Mama project) in the regions and districts. S/He will be expected to actively participate in the execution of project strategies, activities and development of tools and materials for the project. Will offer support to the regions and district to ensure that all activities are conducted in a timely manner / as planned. S/He will be expected to represent Pathfinder/ M-mama project in partners meetings at local and regional levels, advocate for co-funding and eventual total ownership of the EmTS by GoT through councils' own funds, leading to sustainability of interventions</p> <p><b>Summary of the job:</b> Coordinates the assigned program or project. Assists in implementing SRHR strategies and assists in the development of tools and materials for the program or project. Provides technical support to the regional offices and to partners. Represents the program or project in all SRHR related materials and tools development.</p>	

<ul style="list-style-type: none"> <li>• <b>Key Job Outcomes:</b></li> <li>1. <i>Strategic Plan and Budget Implementation:</i> Works with LGAs and health facilities to advocate for allocation of funds to support emergency transportation / emergency referral using private taxis.</li> <li>2. <i>Program Assessment, Measurement and Evaluation:</i> Work with Monitoring Evaluation and Learning (MEL) team to conduct research and data gathering on significant and new developments.</li> <li>3. <i>Innovation:</i> Identifies best practices in activities, recommends improvements for program or project performance and assists in sharing innovative methods with partners.</li> <li>4. <i>Technical Direction.</i> Assists in the assessment, coordination and facilitation of provision of Basic Emergency Obstetrics and Newborn Care (BEmONC), Comprehensive Emergency Obstetrics and Newborn Care (CEmONC) and emergency transportation and referral systems in collaboration Council/Regional Health Management Teams(C/RHMTs).</li> <li>5. <i>Project and Management Reporting.</i> Participate in writing and Reviews of quarterly and annual project progress reports and gives constructive feedback on project and Implementation. Assists in the development and delivery of presentations related to the project's activities. Timely submits a completed consolidated report to MEL team.</li> <li>6. <i>Meeting and Forum Attendance.</i> Attends relevant meetings as well as forums to foster and enhance collaboration and sharing of new and improved approaches, methods and ideas. Uses these platforms and forums to advocate for allocation of resources to support Emergency transportation systems.</li> <li>7. <i>Publications:</i> Assists with coordinating publication of research findings, technical reviews and the development of manuals and guidelines for project related activities.</li> <li>8. <i>Product Development.</i> Develops collaborative linkages and participate in coordination of publication of concept papers and proposals related to the SRHR program. Coordinate with regions and district teams to develop field work plans to support councils on development of focused maternal health Comprehensive Councils Health Plan (CCHP) interventions and budgets.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Minimally Required Job-Specific Competencies:</b></li> <li>• <i>Country Specific Public Health System:</i> Knowledge of Tanzania's public health system and referrals and linkages systems. Knowledge of LGA budgeting process / CCHP planning process.</li> <li>• <i>Stakeholders' engagement:</i> Experience of working with Councils/Regional Health Management Teams(C/RHMTs) and engaging in LGA budgeting processes for the health sector</li> <li>• <i>Sexual and Reproductive Health and Rights Services:</i> Foundational knowledge of Maternal and Newborn services including project strategies on emergency transportation/referrals and indicators.</li> <li>• <i>Training Design, Development and Delivery:</i> Ability to plan, coordinated/supervise and deliver trainings and meetings to diverse groups.</li> <li>• <i>Data Processing:</i> Foundational knowledge of data processing and HMIS tools.</li> <li>• <i>PC Applications:</i> Foundational knowledge of database and internet applications.</li> <li>• <b>Minimally Required Organizational Competencies:</b></li> <li>• <i>Software Applications:</i> Foundational knowledge of Microsoft Office applications, including MS Word, Outlook and PowerPoint.</li> <li>• <i>Project Management Planning and Management:</i> Ability to plan and manage cross-functional initiatives for assigned projects.</li> <li>• <i>Analysis and Sound Judgement:</i> Foundational analytical and trouble shooting skills. Ability to make sound judgments. Ability to improve processes, promote excellence and demonstrate accuracy and thoroughness.</li> <li>• <i>Languages:</i> Proven ability to write and speak fluently using kiswahili and English languages.</li> <li>• <i>Communication:</i> Advanced oral and written communication skills using different forms of media. Ability to translate complex concepts to individuals at all levels. Ability to speak across a range of technical issues within individual's area of expertise and service skills.</li> <li>• <i>Organization, Planning and Multi-tasking:</i> Advanced organizational and planning skills, project planning and management skills. Ability to set priorities, meet deadlines</li> </ul>
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<p>9. <i>Project Management and Participation:</i> Participates in cross-functional project teams and partners activities.</p>	<ul style="list-style-type: none"> <li>• <b>Passion for Sexual and Reproductive Health Services:</b> Commitment to family planning, reproductive health services, gender, maternal, child health services, and eradication of harmful traditional practices</li> <li>• <i>Influencing and Customer Service Skills:</i> Ability to influence using diplomacy skills with key stakeholders. Advanced customer deadlines and multi-task with minimal supervision. Proven ability to coordinate activities.</li> <li>• <i>Self-Management and Teamwork:</i> Ability to work independently or as a member of the team, ability to be detailed-oriented and consistently accurate, ability to manage stress effectively in a fast-paced environment, and ability to quickly learn new systems, processes and procedures and adapt local practices to global standards.</li> <li>• <i>Matrix Management:</i> Ability to thrive in a matrixed organization.</li> <li>• <i>Confidentiality:</i> Ability to maintain confidentiality on work-related issues.</li> </ul> <p><b>Pathfinder's commitment to Child safeguarding:</b> Pathfinder is responsible to ensure staff, operations, and programs do no harm to children. That is, they do not expose children to the risk of harm and abuse, and that any concerns the organization has about children's safety within the communities in which they work are reported to the appropriate authorities. It also means deliberate steps that PI takes to prevent abuse of children in all areas of operation through implementing child safeguarding initiatives with the local communities and governments to make environments safe for children.</p>
<p><b>Minimally Required Education, Training and Experience:</b></p> <ul style="list-style-type: none"> <li>• Advanced Diploma or Degree or higher in related field</li> <li>• 4 years related experience, including work in SRHR services.</li> <li>• Experience of implementing advocacy activities at LGA and R/CHMT levels.</li> </ul> <p>Prefer: Sound Experience in working with government AND knowledge of LGA budgeting and</p>	<p><b>Other Information:</b></p> <ul style="list-style-type: none"> <li>• Travel required (50% or more)</li> <li>• Uses cellular and desk phone; laptop or desktop computer</li> </ul>

**4. DRIVER – 4 vacancies**

<p><b>Reports to:</b></p> <ul style="list-style-type: none"> <li>• Human Resources and Administration Manager</li> </ul>	<p><b>Classification:</b></p> <ul style="list-style-type: none"> <li>• Regular Full-time</li> </ul>
<p><b>Grade Level: TZ-03</b></p>	<p><b>Directs:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<p><b>Summary:</b> Ensures that assigned vehicles are properly driven and maintained to effectively support implementation of program activities at the local level. Provides back up support to Administration.</p>	

<p><b>Key Job Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. <i>Vehicle Operations:</i> Drives assigned Pathfinder vehicles to authorized areas while adhering to Pathfinder and local regulations.</li> <li>2. <i>Vehicle Safety and Security:</i> Ensures that designated vehicles are fully operational, licensed and insured as required by law. Ensures that designated vehicles are well maintained and are serviced appropriately. Ensures that all passengers are securely belted up before embarking on any trip. Reports any accident or defect of the vehicle to the supervisor of record.</li> <li>3. <i>Daily Pre-Checks:</i> Conducts daily pre-inspection tests on the assigned vehicle, including oil level, water levels, tire pressure, brake fluid level and the like.</li> <li>4. <i>Vehicle Mileage Records:</i> Accurately records mileage in the log book. Submits monthly mileage summary to Finance.</li> <li>5. <i>Courier Services:</i> Delivers mail using assigned vehicle.</li> <li>6. <i>Inventory Coordination:</i> Loads and unloads vehicle with supplies. Sets and arranges supplies in store.</li> <li>7. <i>Project Management and Participation:</i> Leads, manages or participates in cross-functional project teams</li> </ol>	<p><b>Minimally Required Job-Specific Competencies:</b></p> <ul style="list-style-type: none"> <li>☐ <i>Motor Safety Regulations:</i> Proven ability to drive vehicles safely and securely according to country and local specific regulations</li> <li>☐ <i>Vehicle Maintenance:</i> Proven ability to check vehicles to ensure they are operational, road worthy and safe.</li> <li>☐ <i>Record Keeping:</i> Advanced knowledge of completing required logs for mileage traveled in assigned vehicles.</li> </ul> <p><b>Minimally Required Organizational Competencies:</b></p> <ul style="list-style-type: none"> <li>☐ <i>Software Applications:</i> Foundational knowledge of Word and Outlook.</li> <li>☐ <i>Languages:</i> Foundational writing and speaking skills using local language and English language.</li> <li>☐ <i>Communication:</i> Foundational oral and written communication skills different forms of media.</li> <li>☐ <i>Project Planning and Management:</i> Foundational skills in project planning, coordination, monitoring and management.</li> <li>☐ <i>Sexual and Reproductive Health and Rights Services:</i> Foundational knowledge of family planning and reproductive health principles, practices and services, including program strategies and indicators.</li> <li>☐ <i>Passion for Sexual and Reproductive Health Services:</i> Commitment to family planning, reproductive health services, gender, maternal, child health services, and eradication of harmful traditional practices.</li> <li>☐ <i>Influencing and Customer Service Skills:</i> Foundational influencing and diplomacy skills. Advanced customer service skills.</li> <li>☐ <i>Organization, Planning and Multi-tasking:</i> Foundational organizational and planning skills, project planning and management skills. Ability to set priorities, meet deadlines and multi-task with minimal supervision.</li> <li>☐ <i>Self-Management and Teamwork:</i> Ability to work independently or as a member of the team, ability to be detailed-oriented, and ability to manage stress effectively in a fast-paced environment, ability to meet commitments in a timely manner,</li> <li>☐ <i>Matrix Management:</i> Ability to thrive in a matrixed organization.</li> </ul>
<p><b>Minimally Required Education, Training and Experience:</b></p> <ul style="list-style-type: none"> <li>☐ Secondary School Diploma or equivalent</li> <li>☐ 3 years' relevant work experience</li> </ul>	<p><b>Other Information:</b></p> <ul style="list-style-type: none"> <li>• Must be able to see 20/20 with corrective lenses if necessary</li> <li>• Must have ability to drive the assigned vehicles</li> </ul>

<ul style="list-style-type: none"> <li>• Certificate of Good Conduct</li> <li>• Certificate in Mechanical Engineering</li> <li>• Prefer: Experience with NGO work</li> </ul>	<ul style="list-style-type: none"> <li>• Travel Required (at least 50% as part of the job)</li> <li>• Uses cellular and desk phone; laptop or desktop computer; assigned vehicles</li> <li>• May perform other job outcomes specific to logistics or data collection (See Logistics job requirements)</li> </ul>
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**How to apply:**

Pathfinder is committed to safeguarding and protecting the people we serve as well as our staff. We have zero tolerance for any behavior that inflicts harm on children, young people, adults, as well as our staff and partners, including sexual abuse, harassment, bullying, and exploitation. Everyone we hire must abide by our safeguarding and related policies, including reporting suspected or known policy violations. *By applying, you acknowledge you understand you will be subjected to a variety of vetting checks intended to verify your suitability to work with us.*

Interested applicants are requested to submit their application letter and CV, including contact details for 3 references whereby one should be the human resources manager/director of past organization you worked for. The Applications should be addressed to the Director for Human Resources and Administration, Pathfinder International, PO Box 77991, Dar es Salaam or sent via e-mail to [Tanzania-jobs@pathfinder.org](mailto:Tanzania-jobs@pathfinder.org) stating the position being applied for in the subject line so that we do not miss your application. **Electronic Applications are encouraged.**

Please note that only short-listed candidates will be contacted, offer and contract will be subject to the donor’s approval.

The closing date to send your application is **Friday 13<sup>th</sup> May at 05:00pm.**