

Facilitation Opportunities

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991. It was granted General Consultative Status from the United Nations Economic and Social Council (UN ECOSOC). The aim is to make the world a place without hunger, where people live together in harmony. In Tanzania it was officially established on 2005 and our efforts work towards creating environment where children's rights are protected and sustainable development of communities through empowerment, leadership and ownership.

The Facilitator will be responsible for regularly and systematically collecting information from cooperative members, supporting the digital entry of the information, assisting with reporting and ultimately for supporting the exchange and sharing of the collected climate and market information under the KOICA Maize Project. Furthermore, the Facilitator will be responsible for facilitating regular monthly meetings with cooperatives Union members and draft meeting minutes and ensure smooth data management.

Good Neighbors Tanzania is looking for individuals to join our highly motivated team in the following role;

Position: Facilitator (4 Posts)

Reports to: Monitoring and Evaluation Officer

Location: Ileje District and Tunduma Town in Songwe region (1 Facilitator for each AMCOS: Migoneka, Nandanga, Jiendeleze, Isongole)

Contract Duration: 3 Months

Under the overall authority of the Country Director (CD) of Good Neighbors Tanzania (GNTZ) and Project Manager, the cooperative Facilitators under the supervision of Project Officer will be responsible for regularly and systematically collecting information from cooperative members, supporting the digital entry of the information, assisting with reporting and ultimately for supporting the exchange and sharing of the collected climate and market information under the KOICA Maize Project. Furthermore, the Facilitator will be responsible for facilitating regular monthly meetings with cooperatives Union members and draft meeting minutes and ensure smooth data management.

Duties and Responsibilities

- Foster positive relationship with AMCOS and stakeholders
- Support the collection and digital entry of farming journals from cooperative members
- Conduct regular monitoring visit and encourage journal use
- Use and maintain digital tools (e.g., laptops, internet devices) to support data collection, analysis, and communication among cooperatives
- Ensure smooth data management

- Facilitate regular monthly meetings with cooperatives Union member and draft meeting minutes
- Prepare and submit written records of monthly cooperative meetings
- Document inter-cooperative communications to support continuous improvement of the system
- Collect, report, and evaluate communication data between cooperatives

Qualification, experiences and competencies

- University student/ graduate with bachelor degree or diploma in Agricultural Economics, Agricultural Education and Extension, Agronomy, Community Development, Cooperative or any other related field (Educational background in agriculture, meteorology, or related fields is an asset)
- About 1-2 years' experience in a Rural setting with exposure to agriculture, cooperatives and market analysis, agriculture, productive value chain, and Climate Smart Agriculture.
- Prior experience of living and working in **Ileje District and Tunduma Town** in Songwe region is highly preferable
- In-depth knowledge of best farming practices, agriculture, productive value chains and related areas.
- Proper Computer skills especially MS Word, excel, internet etc.
- Ability to collect and analyze data.
- Experience in volatile and complex situations.
- Experience in working with NGO
- Strong verbal/written communication skills
- An excellent written and oral command of English and Swahili
- Strong problem-solving skills, creativity in decision making
- Strong leadership, operation and management skills

Other Competencies/Attributes:

- Honesty, integrity, transparency and professionalism.
- Ability to manage a large workload and multiple tasks in limited time period.
- Flexible and adaptability to transitions.
- Self-motivated with strong initiative.
- Report writing skills.
- Ability to follow instructions and work with minimum supervision.
- Competence in Ms Office applications, Ms word, Excel, and Powerpoint.
- Perform other duties as may be required.

Application Instructions:

- All interested candidates, who meet the above requirements, please submit the application letter, Curriculum Vitae and Academic certificates physically at Songwe Project Office in Mbozi District.
- Apply for the position on or before 4th July, 2025. Only shortlisted candidates will be contacted.
- All applications should be addressed to Country Director, Good Neighbors Tanzania, P.O. Box 33104, Dar es Salaam.
- Good Neighbors Tanzania will not be responsible for transport or/and accommodation during the interview; there will be no refund for the expenses incurred.
- Good Neighbors Tanzania has a zero tolerance to any harm or sexual exploitation and abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All applicants interested to work with GNTZ must ensure that they understand and act in accordance with this clause.