INADES-Formation Tanzania

Serving the common good – Utumishi kwa ustawi wa wote

African Institute for Economic and Social Development

JOB VACANCY FOR THE POSITION OF MANAGING DIRECTOR AT INADES-FORMATION TANZANIA

1. Brief History of INADES-Formation Tanzania

INADES-Formation Tanzania (IFTz) is an autonomous NGO affiliated to the network of INADES-Formation International (IFI), covering ten African countries (Cote D'Ivoire, Burkina Faso, Cameroon, Togo, TChad, Republic of Congo, Rwanda, Burundi, Kenya and Tanzania). In each country, there is a local IF establishment operating autonomously according to the demands of the local situation, but bound together by a common vision, philosophy and operational principles. IFTz was established in Dodoma in 1989 as a branch of INADES-Formation Kenya. It became an independent National Office in 1992 and acquired full legal status in 1994, after registering with the Ministry of Home Affairs as a "Society" under the provisions of the Societies Ordinance. In June 1996, IFTz became a "Trustee" under the provisions of the 'Trustees' Incorporation Ordinance. In January 2009, it was awarded the 'Certificate of Compliance', No. 0851 after complying with the terms and conditions of the NGO Policy and NGO Act No. 24 of 2002 as reviewed in 2005. In 2022, INADES-Formation Tanzania was given a new certificate of registration number 00NGO/R1/00448 which is due for renewal in 2032. The Vision of IFTz is "A prosperous and influential rural Tanzanian society." Our Mission statement is "to contribute to social, and economic advancement of the people with specific emphasis on the free and responsible participation of the people in the transformation of their societies. The main areas of intervention include but are not limited to offering online and offline courses on good agricultural practices, food and nutrition security, leadership, animal welfare with a particular focus on working donkeys, gender equality and social inclusion. IFTz supports farmer-led research, climate change adaptation and mitigation as well as the promotion of agroforestry and biodiversity.

INADES-Formation Tanzania invites applications from proactive, hardworking and committed individuals to fill the position of Managing Director.

Position: Managing Director
Reports to: Board of Directors
Duty Station: Dodoma
Employment Type: Full-time, Contractual

1. POSITION OVERVIEW:

The Managing Director is the Chief Executive Officer of the organization and will be responsible for overall leadership, strategic direction, program implementation, financial oversight, team management, and representation of the organization. The Managing Director will ensure that the organization's operations are aligned with its **Vision, Mission, Values, and Strategic goals.**

2. KEY RESPONSIBILITIES:

A. Strategic Leadership

- Lead the development and execution of strategic and operational plans.
- Ensure alignment of programs with the organizational mission and national development priorities.
- Advise the Board on emerging opportunities and risks.

B. Governance and Reporting

- Ensure the organization complies with all statutory and legal requirements.
- Serve as Secretary to the Board and provide timely reports and documentation.
- Implement policies approved by the Board.

C. Program Development and Management

- Oversee planning, implementation, monitoring, and evaluation of programs and projects.
- Ensure quality control and timely delivery of activities and results.
- Foster innovation and learning within the organization.

D. Human Resource and Team Management

- Lead, mentor, and supervise the management team and staff.
- Promote a positive and inclusive working culture.
- Ensure staff performance, development, and well-being.

E. Finance and Resource Mobilization

- Prepare annual budgets and ensure proper financial management.
- Mobilize financial and material resources from donors, partners, and income-generating initiatives.
- Ensure compliance with donor and financial reporting requirements.

F. Partnerships and Representation

- Represent the organization to stakeholders, government bodies, donors, and media.
- Build and maintain strategic partnerships and networks.
- Promote the organization's public image and influence.

3. REQUIRED QUALIFICATIONS AND EXPERIENCE:

- A master's degree in Development Studies, Public Administration, Social Sciences, Management, or related fields.
- Minimum of 7–10 years of progressive experience in NGO leadership, development work, or organizational management.
- Proven experience in strategic planning, team management, and resource mobilization.
- Strong understanding of governance, accountability, and development policies.

4. KEY COMPETENCIES AND ATTRIBUTES:

- Visionary and strategic thinker
- High integrity and professionalism
- Excellent leadership, communication, and interpersonal skills
- Fluent in English and Kiswahili
- Conversant with participatory approaches.
- Adequate financial literacy and IT proficiency
- Knowledge of the local and regional development context.

5. TERMS OF SERVICE:

- The contract shall be for a period of three years, with a one-year probation.
- Renewable upon satisfactory performance.
- An applicant should not be above 48 years old.

MODE OF APPLICATION:

Application letter with copies of relevant certificates, a detailed CV and contacts of 3 referees in **pdf** should **be sent by email only to:**

Chairperson of the Board of Directors
INADES-Formation Tanzania,
P. O. Box 203 Dodoma,
Tel: +255 262354230,
E-mail: inadesformation.tanzania@inadesfo.net
Copy: inadestz@gmail.com
Website: www.inadesfo.net/tanzani
Closing Date: 28th August 2025

Only shortlisted candidates will be contacted within seven working days after the date of closing of submission.