



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Field Associate (Field Officer) – 2 Posts.

REPORTS TO: Programme Manager

STAFF REPORTING TO POSTHOLDER: None

LOCATION: Dodoma (Kondoa, Mpwapwa, Kongwa, Bahi and Chamwino).

DURATION & HOURS: 40 hours a week, fixed term contract.

PURPOSE OF THE ROLE

Farm Africa through Medicor Foundation Funding is implementing **Income Diversification and Climate Smart Agroforestry (IDCSA) for Youth and Women in Dodoma Region of Tanzania**. Farm Africa is looking to recruit two field associates (Field Officers) to take lead in facilitating, training and linking sorghum farmers to the market.

This role will involve supporting smallholder farmers under Sorghum and horticultural value chains in Dodoma to access quality seeds, support farmers on climate smart agriculture approaches and other related income generation options to increase their economic resilience options, provide training on Postharvest Handling and Storage (PHHS) and Good Agronomic Practices (GAP), and crop aggregation for commercial buyers.

KEY TASKS AND RESPONSIBILITIES

Project Implementation

- Plan and ensure all project outputs, as listed in the project documents, are effectively achieved.
- Identifying, mapping, Profiling and mobilizing of farmer's organisation members
- Improve farm productivity and improved seeds linkages for sorghum farmers in Dodoma, demonstration of quality management and seed multiplication plots across the project area.
- To sensitize farmer's organisation members on obligations arising from engaging in the full value chain programme, such as regular attendance of trainings and willingness to make financial investments available.
- Coordinate and support delivery of training sessions to stakeholders in matters of agricultural practice, and market engagement.
- Promote and link private sector technology innovators, manufacturers and suppliers in the sorghum and horticultural sub-sectors.
- Training farmers on GAP/ CSA and post-harvest management practices at household level and uptake of technologies using recommended technical manuals.
- Organise information sharing visits between project sites to improve project learning and ensure lessons learnt are disseminated to relevant stakeholders (i.e. local and national government, local and international NGOs etc.)
- Provide guidance and advice to the programs management team on technical issues of Advocacy and Gender mainstreaming in projects.



- Network and maintain dialogue with relevant stakeholders e.g. Government Institutions, National and International Development Organizations to ensure collaboration, synergy and sharing of experiences on gender issues.
- Lead assessment and research activities at the community level to gather information and analysis on gender and advocacy issues.
- Track progress and provide data on gender and advocacy issues
- Develop a plan to create awareness among staff and partner communities on how to lead the documentation and sharing of lessons on advocacy and Gender best programming practices
- Lead training workshops for relevant stakeholders, staff and key actors on advocacy and Gender related topics.
- Support preparation and dissemination of information related to gender issues that are relevant to the women and youth enterprises projects.
- Identifying training needs and organize trainings in gender mainstreaming

Monitoring and Reporting

- Support Monitoring, Evaluation and Learning (MEL) team in acquiring high level of good quality data at farmer's organization level.
- Performing regular monitoring and provide updates on the production, improved seeds purchased, post-harvest loss reduction, aggregation, marketing status and/or any concerns emerging in the field.
- Work closely with the Project Manager (PM) and Monitoring, Evaluation and Learning (MEL) team to ensure data collection tools at the farmer organisation level are aligned to project's M&E activity plan and indicators.
- Collate all activity progress and monitoring & evaluation activity into monthly reporting templates for feedback to Farm Africa.
- Provide information for Farm Africa work plan, field reports, quarterly reports and donor reports to the PM in the agreed format and according to organisational deadlines
- Document case studies and success stories
- With support from the MEL team, participate in community feedback sessions and document lessons for improving project delivery.

Other Roles

- Support the project in organising and facilitating market linkage forums
- To participate and represent the project and Farm Africa in relevant forums as directed by Programme Manager

PERSON SPECIFICATION	
Essential	Desirable
Education, qualifications & other knowledge	
Bachelor's degree in related activity (i.e. Agriculture, Agribusiness, Rural Development, Market Engagement, Social Development, etc.)	Agriculture, Agribusiness, Rural Development, Social Development, Market Engagement and agronomy)
Knowledge of the agriculture sector in Tanzania, including value chains and enabling environment	Experience working in NGO's



Minimum 2+ years of experience	Experience in agribusiness, youth & Gender and market engagement
Experience	
Project management, planning & implementation	Knowledge and practical experience of agribusiness
Capacity building of farmers organisations on productivity and financial management	
Practical experience on GAP and market linkages	
Driving experience	Experience in field vehicle Driving will be an added advantage
Skills & abilities	
Training skills	GAP, Post-harvest,
Communication (both verbal & written) & Interpersonal Skills; responsive and informative in communication with both TZ and UK staff	
Agribusiness Intelligence	Market linkages
Excellent in networking	
Ability to work under pressure	

Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

- **EXPERT:** Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.
- **GROUNDLED:** Our teams and partners work closely with local communities, engaging them in every level of decision-making.
- **IMPACTFUL:** We deliver long lasting change for farmers, their families, and the environments they live in.
- **BOLD:** We model innovative approaches and are not afraid to challenge strategies that are failing.

Contact details of how to apply:

If you are interested in this position, please send your applications explain your capability and with updated CV to:

Tanzaniarecruitment@farm africa.org before or by **12:00noon (EAT), Tuesday, 22nd April 2025.**