

JOB VACANCY ANNOUNCEMENT

Position Title: Project Officer

Project: CROPS4HD Phase 2

Duty Station: Lindi Region, Tanzania

Contract Period: October – December 2025 Renewal, subject to performance)

Application Deadline: 20th September 2025

1.0 Background

The Research Community and Organizational Development Associates (RECODA) is a non-profit organization dedicated to advancing rural livelihoods, food security, and community resilience in Tanzania. For over two decades, RECODA has championed participatory and sustainable development models that empower smallholder farmers, strengthen community institutions, and promote climate-resilient practices.

RECODA together with other partners and with funding from SWISSAID Tanzania is implementing the CROPS4HD Phase 2 Project in Lindi and Mtwara Regions.

The CROPS4HD II Project (*Consumption of Resilient Orphan Crops for Products for Healthier Diets, Agrobiodiversity for Improved Food Security and Nutrition*) focuses on:

- Promoting the sustainable use and conservation of farmers' varieties and neglected underutilized species (NUS).
- Supporting agroecological organic approaches that strengthen resilience and adaptability to climate change.
- Enhancing dietary diversity and nutrition outcomes, particularly amongst women and vulnerable groups.
- Empowering communities to improve livelihoods while protecting biodiversity and ensuring food sovereignty.

The project is implemented in Lindi and Mtwara regions.

To strengthen its field implementation team, RECODA is inviting applications from suitably qualified and motivated candidates to fill the position of Project Officer, who will work with the project in Lindi MC, Mtama DC, Mtwara DC and Ruangwa DC.

2.0 Key Responsibilities

The Project Officer will be responsible for supporting the day-to-day coordination and execution of project activities at the community and district levels. Working under the guidance of the Project Manager, the officer will ensure timely and high-quality delivery of project interventions.

Key roles include:

1. Project Implementation

- Support in planning and coordinating field-level activities across target districts.
- Facilitate community mobilization, capacity-building workshops, and training sessions on agroecology Production, nutrition, marketing and the promotion of NUS.
- Provide hands-on technical support to farmer groups, community-based organizations, and women-led initiatives.

2. Monitoring and Reporting

- Collect, validate, and analyze field data in line with project monitoring frameworks.
- Prepare and submit timely field reports, highlighting progress, challenges, and recommendations.
- Document lessons learned, case studies, and success stories for project communication and donor reporting.

3. Stakeholder Engagement

- Liaise with other programme partners, local government authorities, extension officers, and community leaders to strengthen partnerships and alignment with district development plans.
- Represent RECODA in community, district, and stakeholder forums as required
- Liaise with other project implementing partners as appropriate.

4. Administrative and Logistical Support

- Assist in the coordination of field visits, review meetings, and workshops.
- Ensure efficient and transparent use of project resources in compliance with RECODA and SWISSAID Tanzania policies.

3.0 Required Qualifications and Experience

The ideal candidate should demonstrate both technical competence and community development experience. Specifically, applicants must have:

- A **Bachelor's degree** in Agriculture, Agribusiness, Nutrition, Environmental Sciences, or a closely related field.
- At least **3 years of relevant work experience**, preferably in agricultural development, food security, or nutrition-related projects.
- Proven knowledge of **agroecology, nutrition-sensitive agriculture, and rural livelihood strengthening**.
- Experience working directly with farmer organizations, community groups, and local government structures.

- Strong **analytical and reporting skills**, with the ability to use participatory tools in fieldwork.
- Excellent **communication and interpersonal skills**, with fluency in **Kiswahili**; proficiency in **English** is an added advantage.
- Ability to work independently, prioritize tasks, and deliver outputs under tight deadlines.

4.0 Contract Duration and Conditions

- The contract will initially cover **October – December 2025**, and the Project Officer will be expected to **report to Lindi in October**.
- Subject to satisfactory performance and project needs, the contract will be renewed effective **January 2026**.

5.0 How to Apply

Qualified and interested candidates should submit the following:

1. A **cover letter** (maximum 1 pages) clearly demonstrating suitability for the role.
2. A **detailed CV**, including three referees with active contact details.
3. Certified copies of relevant **academic and professional certificates**.
4. Certified copies of the birth certificate and National Identification (NIDA) card.

Applications should be submitted electronically to:

info@recoda.or.tz

Please quote the position title in the subject line:

“Application – Project Officer, CROPS4HD II”

Deadline for submission: *20th September 2025*

Only shortlisted candidates will be contacted for interviews.