

JOB VACANCIES

The Private Agricultural Sector Support Trust (PASS) was established as a project in year 2000 in order to stimulate investments and growth in private sector commercial agriculture through access to finance in Tanzania. In 2007, it was registered as an autonomous non-profit organization under the Trustees' Incorporation Act of Tanzania, founded by Government of Denmark and Government of Tanzania.

PASS provides business development and financial services to small and medium agribusiness entrepreneurs through linkages to financial institutions. PASS aims to become a reputable organization in the provision of financial and business development services in the agricultural sector in Tanzania and has to date established an impressive track record of success. PASS is headquartered in Dar es Salaam and has zonal offices in Mbeya, Morogoro, Arusha, Mtwara, Kigoma and Mwanza. For more information please visit www.pass.or.tz.

PASS is looking to recruit highly motivated and dynamic individuals to join the Team in the following vacant positions based in Dar es Salaam:

A. Job Title: Zone Manager, Southern Zone
Reporting to: Business Development Manager
Location: Mtwara

i. Responsibilities:

The Zonal Manager will be responsible for supporting business at the Zonal level including reviewing the business proposals from the zone, visiting potential agro enterprises by liaising with business development department in the head office. The Zonal Manager will report to Business Development Manager. He/ She will have the following tasks and responsibilities.

1. Plan business operation program for the zone in accordance with overall PASS Annual Business Plan and ensure that key performance indicators are met or exceeded.
2. Making pre-evaluations of proposal presented for support, and assisting entrepreneurs in improving the proposals into Business Plan of acceptable standards. Utmost care must be taken to ensure proper screening and analysis of application so as to control levels of defaults/claims to maximum of 5% of total guarantee commitments for the Zone and PASS in general.
3. Identify and prepare solution for solving bottlenecks in agricultural value chains e.g. production, market access, processing, appropriate mechanization etc.
4. Liaise with relevant key local authorities in the respective zone so as to identify and promote investments in agriculture and agro business in the zone. This will include Local Government Authorities, chamber of commerce, training centers, NGO's, Agricultural officers, traders, processors etc.
5. Cooperate with the Business Development Department to implement and effective Quality assurance check on all work done by all branches. No work goes out of the office that has not been assessed and approved
6. Assisting clients with obtaining credit facilities form collaborating Banks. To facilitate this, the Zonal Manager is expected to build interpersonal professional relationship with staff and management of partner banks in the zone
7. Proactively build and maintain effective working relationships with all agricultural/ agro-business stakeholders in the respective Zone to develop the visibility and growth for PASS business.
8. Ensure that the Zone activities adhere to approved PASS policies and procedures as given in governance manuals, staff regulations, finance and accounting manual etc.
9. Ensure that branch assets- office equipment, stationery etc. are in a proper order. Pay specific attention to safety of vehicles ensuring strict control on movement of same through log books and it being used for official purpose only.
10. Ensure timely submission of various periodical reports to ensure operational results are measured as required for monitoring and evaluation framework.
11. Supervise all staff at branch and monitor performance of the clients to ensure that implementation of the investments is as proposed in the respective business plans and budgets. If not, remedial measures be taken promptly

12. Performing other duties as advised by the management from time to time

ii. Qualifications and Experience:

1. A business development specialist with good knowledge /Experience in Tanzanian agriculture and agribusiness development, in business planning, project analysis, evaluation and monitoring.
2. A good academic background, minimum bachelor degree in agricultural field, preferably in agricultural economics, business administration or any similar qualification backed up with extensive experience in business analysis.
3. Knowledge in agricultural financing and experience in facilitation of lending to smallholder farmers including experience in negotiating with banks.
4. Adequate experience in agricultural supply chain interventions for enhancement of micro, small and medium scale agricultural development.

B. Job Title: Business Development Officer (2 vacancies)
Reporting to: Zonal Manager
Location: PASS Zonal branches

i. Responsibilities:

The Business Development Officer will be responsible for supporting business at the branch level including review the business proposal from branches, visiting potential agro enterprises and liaising with business development department. The Business development officer will be reporting to the Zonal Manager, and will have the following tasks and responsibilities.

1. Promoting and informing about role of PASS, at meetings with potential clients, at visits to clients, through handouts, posters, and advertising.
2. Preparations of Business Plans (BP) & proposals for PASS/Clients.
3. Identification of demand for assistance and support from target groups in accessing finance from Banks. This will cover SMEs in primary and secondary agriculture including agro processing.
4. Design and establishment of feasible models for activities at smallholder farmer levels, including diversification of crops, improvement of production practices.
5. Making pre-evaluations of proposals presented for support, and assisting entrepreneurs in improving on proposals into Business Plans of acceptable standards.
6. Identification, and preparation of solutions for bottlenecks in agriculture performance e.g. market access, processing, and appropriate mechanization.
7. Assisting clients with obtaining credit facilities from PASS collaborating Banks.
8. Monitoring the performance of the clients in relation to respective business plans and budgets.
9. Reporting to the management on progress according to the agreed procedures.
10. Ensure timely submission of various periodical operation reports, operational results as required for the monitoring and evaluation framework.
11. Planning, organizing and managing the Trust's marketing events such as sponsorship/donation, new product launches, outlet opening, annual reports, press releases, announcing the Trust's outreach and impact to community and other activities that the Trust supports to gain public attention through media.
12. Performing other duties as assigned by management from time to time

ii. Qualifications and Experience:

1. A business development specialist with good knowledge /Experience in Tanzanian agriculture and agribusiness development, in business planning, project analysis, evaluation and monitoring.
2. A good academic background, minimum bachelor degree in agricultural field, preferably in agricultural economics, business administration or any similar qualification backed up extensive experience in business analysis.
3. Knowledge in agricultural financing and experience in facilitation of lending to smallholders including experience in negotiating with banks.
4. Adequate experience in agricultural supply chain interventions for enhancement of small/medium scale agricultural development.

A. How to Apply

PASS Trust is an equal opportunity employer and the position is open to all. Qualified candidates should submit a cover letter, detailed CV with at least three referees and copy of academic certificates before 8th October, 2020, 12.00noon through <https://pass.or.tz/> vacancies and click the **APPLY NOW** button to upload and submit the application. Unfortunately, due to the large volume of applications we receive, we will not be able to respond to each individual candidate therefore, only shortlisted candidates will be contacted. Also note that, as per PASS Trust commitment to Inclusive Green Growth (IGG) strategy and paperless office, to avoid printing of papers, we will only accept electronic applications and not physical applications. Women are strongly encouraged to apply.