Career with BRAC International

BRAC is an award-winning international non-governmental development organisation, with the vision of a world free from all forms of exploitation and discrimination, where everyone has the opportunity to realize their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programmes to assist poor and disadvantaged communities in low-income countries, including in conflict- prone and post-disaster settings. It is an organisation of and for the people of the Global South, pioneering new development and social enterprise approaches to equip communities to achieve prosperity. As well as being the world's biggest NGO by number of staff and people directly reached, BRAC has regularly been ranked the number one NGO in the world by the Geneva-based NGO Advisor, an independent organisation committed tohighlighting innovation, impact and governance in the non-profit sector. BRAC retained the top spot in 2020 among the top 500 NGOs for the fifth consecutive year.

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed. It started its first programme outside of Bangladesh in Afghanistan in 2002, and has since reached millions of people in 11 countries in Asia and Africa. BRAC has a holistic approach to development that uses a wide array of programmes and social enterprises, including in microfinance, education, health, agriculture, gender and human rights. BRAC believes that every person has inherent potential, and when an enabling environment is created and that potential is unleashed, even the poorest can become agents of positive change in their own lives, for their families and their communities.

BRAC Maendeleo Tanzania is part of a leading development organization that started its operations in 2006 in Tanzania, focusing on thematic areas of Agriculture, Youth and Women Empowerment, Food Security and Livelihood

About the Programme

The MasterCard Foundation in partnership with BRAC International (BI) is implementing an initiative that will create a positive and measurable impact for 1.2 million adolescent girls and young women and 9.5 million people across seven countries in East and West Africa, including Ghana, Kenya, Liberia, Rwanda, Sierra Leone, Tanzania, and Uganda.

There is mounting urgency to support adolescent girls and young women (AGYW) living in poverty, which has been further amplified by the global pandemic. Through this partnership, scalable economic development approaches will be delivered in communities to foster the agency and voice of AGYW. They will have the opportunity to fulfill their aspirations, achieve sustainable livelihoods, and engage in advocacy issues.

BRAC International is implementing an integrated and holistic model to address the various life cycles of a young woman living in poverty, ensuring she is able to transition safely from adolescence to adulthood. She will be equipped with the appropriate skills, tools, and access to finance to effectively exercise her agency and build a fulfilling and productive livelihood.

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Position Program Assistant – 223
Job Location: Mbeya, Iringa, Tanga, Dodoma, Morogoro, Mwanza, Dar es salaam &Tabora

Purpose of this job:
The Program Assistant (PA) will be responsible for the overall implementation of direct field-level programme activities for the three programmatic pillars: Social & Economic Empowerment (Livelihood & Education pathways), Enabling Environment for AGYW. The PA will lead the participant selection process and set-up of the clubs. She will also be in-charge of the day-to-day management and supervision of the clubs and will supervise and follow-up on all mentor activities. The PA will also be responsible for conducting mentor training, asset purchase and distribution, selecting participants to the AIM education pathways, working with schools, and follow-up of school-related activities. She will keep all related programme documents, prepare programmatic data, and other required reports. The role will keep close working relations with regional technical persons, BRAC microfinance counterparts, and key community stakeholders.

Responsibilities: Program Implementation Support

Social Empowerment Pillar

- Lead the AIM program community-level inception activities, including community and participant selection, club selection and setup, club launching, participant enrolment activities, mentor selection, training and onboarding, community mobilization, linkage services, and value chain mapping.
- Lead the implementation and supervision of activities in assigned clubs as per program design, activity plan, and budget
- Conduct household (HH) and other surveys, as per programme requirement
- Form and manage AIM safe spaces/clubs as per programme target in selected communities
- Ensure achievement of club-level program targets as per implementation guideline and report any operational/management issues to AIM-BM
- Follow-up closely with participants to minimize attrition and prepare monthly attendance reports and bi-monthly drop-out reports
- Ensure manual and digital attendance collection by the mentors AIM Livelihoods Pathway
- Conduct participant-wise livelihood option selection, organize livelihood technical training, entrepreneurship training and other need base training/refreshers
- Provide enterprise development support, and coordinate all market development and facilitation activities in the community
- Conduct participant follow-up through initial/immediate home visits after receiving livelihood assets, home visits, and group visits to ensure the asset safety and growth, increase household income, and confidence building
- Collect the livelihood shared cost portion installments from the livelihood participants and deposit them accordingly to the branch office.
- Form and follow-up VSLAs to create a savings culture to the participants and to serve few other programme activities by leveraging this platform based on the programme design.
- Ensure a minimum 80% of transition to formal microfinance institutions for AIM livelihood participants Education Pathway
- Select participants for AIM - Education, mobilize, and support the set-up of a peer mentor study circle.
- Support with distribution or provision of school-related costs (in-kind or cash) and monitoring use of resources, as well as school attendance of AIM education participants
- Support in creating linkages between enabling environment activities and school management activities
- Support identifying out of school very young adolescent (VYAs) & adolescent girls (AGs) who are interested in completing their education
- Support in conducting household (HH) and other surveys, as per programme requirement

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Enabling Environment Pillar

- Formation of the youth development committee (YDC), training, meetings and other community-level activities/meetings as per programme design.
- Conduct local level service providers mapping and support Branch managers to establish a rapport with relevant service providers mapped.
- Support in GBV and SRH referrals and other relevant referrals of AGYW to relevant service providers.
- Support to ensure gender equality and social inclusion (GESI) related activities.
- Support in identifying AIM youth and mobilising for AIM community dialogues and action planning.
- Procurement, Coordination and Supervisory Support
- Select, train, and supervise AIM club mentors and ensure continued follow-up coaching and mentoring for their capacity improvement
- Help to ensure all branch level procurement and logistics and supply and keep all programme related documents, files, and registers as per design.
- Support with the school improvement planning and execution, follow-up of teacher development activities, and supervision of school-related activities.
- Manage and strengthen management information system (MIS), program/management data collection, and reporting through manual and digital (BInsight) platforms.
- Ensure internal monitoring within the programme to assess the quality-of-service delivery, data collection and integrity, and documentation in the clubs.
- Ensure appropriate, timely and accurate data collection against agreed indicators to enable both consolidation of branch internal and external reports.
- Attend monthly coordination meetings organized at the branch level and provide updates on club activities, flagging any issues needing attention from the branch/area manager.
- Ensure cash flow by submitting cash requisition timely for smooth day-to-day project activities
- Prepare and input quality programme data using both relevant manual and the digital programme management information system (BInsight MIS)
- Prepare financial and other reports, as needed, and submit it in time

Safeguarding Responsibilities;

- Ensure the safety of team members from harm, abuse, neglect, harassment, and exploitation to achieve the project goals on safeguarding implementation. Act as a key source of support, guidance, and expertise on safeguarding to establish a safe working environment.
- Practice, promote, and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place; encourage others to do so.

Educational Requirements:

- Graduate/Diploma in Social studies, Community development, Gender and Development, Human Resources, Business Administration, and other related subject

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Skills And Competencies;

- Ability to spend extended periods of time in the field and travel within the country
- Computer literacy and Proficient in using mobile devices, and computers, particularly with Microsoft Office
- Experience in use of digital reporting and/or survey platforms (e.g. KoBo, Google forms, SurveyMonkey, CommCare, SurveyCTO etc) are preferable.
- Strong sense of teamwork and collaboration and demonstrated ability to build relationships with individuals from diverse backgrounds
- Personal qualities of integrity, credibility, and dedication to the mission of BRAC
- Strong sense of teamwork and collaboration and demonstrated ability to build relationships with individuals from diverse backgrounds
- Community mobilization skills, including good communication and facilitation skills.

Experience Requirements:

- At least 1 year of experience in the international development sector, including experience working with marginalized communities to implement community development programs, including education, microfinance, livelihood, agricultural and food security, and/or girl's, women's empowerment programs and other related programmes/projects

Employment Type: Contractual

Salary: Negotiable

If you feel you are the right match for the above-mentioned position, please follow theapplication instructions accordingly:

Candidate needs to email their CV with a letter of interest mentioning educational grades, years of experience, current and expected salary at: bimcf.tanzania@brac.or.tz.

Please mention the name of the position and your preferred region in the subject bar.

Only complete applications will be accepted and shortlisted candidates will be contacted.

Application deadline: 26th September 2025.

BRAC is committed to safeguarding children, young people and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.

BRAC is an equal opportunities employer.

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