

Creative and visionary, Kilimanjaro International (KI) is a highly successful firm that provides unique services within the development consulting and training industry—focusing on systems, processes, knowledge, skills, insights, methods, and technology that move client-organizations from their present state to their preferred future. Covering a broad spectrum of sectors and industries, our niche is in designing and delivering client-owned, sustainable solutions that foster social and economic infrastructure improvement. Since the beginning, we have concentrated on facilitating competency growth in specialized technical areas, policy, regulation, management, administration, coordination, supervision, and internal control.

Since 1997, Kilimanjaro International has implemented numerous capacity-building initiatives covering a broad spectrum of sectors and industries. These include reform-driven client-engagements in public administration, democracy and governance, public procurement, rule of law, tax administration, law enforcement, education, agriculture, health, insurance, social security, banking, investigation and regulation.

Our company's many projects in Tanzania include our new five-year contract to carry out a series of consultancies in support of USAID/Tanzania's Office of Agriculture and Food Security for the implementation of the Feed the Future initiative with the goal of increasing agricultural growth and improving food security. The consultancies will be across an array of agricultural and economic growth activities and will consist of studies, sector analysis, evaluations and impact assessments, activity designs, and management support.

As a background, Tanzania has been designated a priority country for the Feed the Future (FtF) Initiative. FtF is a major U.S. Government program that aims to address the root causes of global hunger by sustainably increasing agricultural productivity to meet the demand for food, strengthening agricultural markets, increasing incomes for the poor to meet their food and other household needs, and reducing malnutrition. The Office of Agriculture and Food Security will supervise and manage the implementation of an integrated program of agriculture and economic growth activities to advance FtF goals and

FULL TIME POSITIONS

Task Order Project Manager

Program activities that advance the Feed the Future Initiative will be implemented in form of individual task orders with the technical, management and other support services provided by KI. Support services provided by KI will be initiated and guided by these individual task orders. KI therefore needs a Task Order Project Manager to manage all of the task orders in support of USAID/Tanzania's Office of Agriculture and Food Security.

The Task Order Project Manager (TOPM) will be responsible for the overall management and implementation of all task orders (TO). The TOPM is the first-line of contact with USAID's COTR and serves as a relationship manager responsible for determining individual TO objectives in collaboration with USAID that align with the overall strategy and goals of Feed the Future Initiative. The TOPM also leads the TO management team that supports the TOPM in recording and filing all TO documentation, financial data and outputs as required by USAID.

The TOPM also ensures completion, distribution, and submission of TO deliverables according to contract management protocols and KI approval. The TOPM has management control and decision-making authority over each TO implementation plan for the program and its associated budgets under the supervision of KI.

RESPONSIBILITIES

1. Leads the development of a technical approach for each TO that integrates all FtF objectives in collaboration with the COTR, other appropriate USAID staff, and the TO management team, to ensure the completion of TO activities according to KI and USAID standards.
2. Cultivates, manages and maintains cordial professional relations with the COTR and other staff of USAID/Tanzania's Office of Agriculture and Food Security
3. Conveys USAID's objectives and priorities to all TO staff while providing management direction and leadership to staff during TO activities.
4. Ensures that all TO activities contribute to USAID contractual objectives and broader FtF goals and objectives, and that all required outputs are delivered.
5. Ensures that each TO's purpose is clearly articulated to the TO management team and integrated into the TO's work plan.
6. Complies with all associated US Government regulations to ensure that all aspects of contract management are open and transparent.
7. Manages all phases of TO consultancies from recruitment to activity completion and final invoicing.
8. Leads the TO management team in the development, integration, implementation, and collaboration of any necessary system processes and/or tools essential to the success of each TO.
9. Coordinates with the FtF initiative and its program components to customize support services to each TO in a way that advances the objectives of each FtF program component.
10. Reviews TO deliverables for completeness, accuracy, and overall quality; approves them for submission to KI management before submission to USAID.
11. Monitors effective use of TO funds to ensure completion of contractual commitments.
12. Oversees the development of TO work plans and budgets and monitors their execution.
13. Ensures that KI and USAID rules and regulations are adhered to in the execution of each TO.
14. Manages and supervises TO staff, providing direction and technical leadership.
15. Supports Tanzanian staff in logistics management and appropriate professional development

QUALIFICATIONS

- Bachelor's degree in Agricultural Development, International Development or a related field. Master's degree in a related field desirable.
- At least 7 years experience with hands-on project management, task order management or financial management with support projects for U. S. Government agricultural development programs in developing countries. Experience in Africa, especially East Africa, is a plus.
- Experience with government sponsored development projects and/or private sector development projects in developing countries.
- Experience managing consultants engaged in development projects producing project deliverables as part of contract service delivery.
- A proven track record demonstrating project management skills, budget and resource management experience, and client relationship management capabilities.
- Demonstrated program management competency, effective leadership abilities, and advanced communication skills in dealing with USAID, consultants, and other FtF technical personnel.
- Demonstrated ability to work with USAID effectively.
- Excellent verbal and written communication and presentation skills. Proficiency in Swahili is a plus.
- Self-motivation and initiative required as well as a commitment to teamwork and efficiency within a growing international development company.
- Salary will be commensurate with experience.

Agricultural Specialist

Leading and managing KI's agricultural sector business development initiatives, the Agricultural Specialist will also play a support role in the implementation of the Feed the Future Initiative. Summarily, the successful candidate shall be responsible for:

objectives. Major program interventions in the FtF portfolio include: (1) development of the value chains for priority staple grains and horticultural products; (2) improvements in irrigation and rural road infrastructure; (3) expansion of the agro-processing sector; (4) creating an enabling policy environment to support sector investment; and (5) establishing strategic partnerships between the U.S. Land Grant university community and Tanzanian agricultural training and research institutions for collaborative research and capacity building.

Accordingly, Kilimanjaro International is pleased to invite applications for fulltime employment positions and independent contractor engagements in response to the firm's rapid and steady growth. We are seeking only the highly motivated, self-managing, and performance-driven individuals. Successful candidates will undertake various developmental, managerial, administrative, and project implementation responsibilities in Tanzania and within KI's Member-Firm network in Sub Saharan Africa and the United States of America.

In addition to the currently open fulltime positions that we are seeking to fill immediately, we are continually looking for outstanding practitioners for short-term and long-term engagements. We look for people with real-world local and international development experience, and an interest in the adventure of transferring that know-how to our partners in emerging nations. Those who join us are among the most creative and forward-thinking people in emerging nations and in the international development industry.

For a decade and a half now, we have successfully attracted professionals from distinct backgrounds covering a broad spectrum of sectors and industries.

If you are an expert in your field, contact us. You can get to know us and find out how to become part of a creative and visionary organization. With KI, you can, and will enjoy a variety of challenging and interesting assignments.

- Directing, planning, and coordinating KI's agricultural sector's growth and expansion activities.
- Administer a countywide mapping and data coordination program for use in tracking, evaluating, and reviewing the effectiveness of the respective agricultural program and facilitate program planning and initiate changes for improvement.
- Identify, vet and engage individual consultants hired on short term and long-term basis.
- Provide technical supervision of all consultants employed under this the project by ensuring acceptable project deliverables.
- Carryout business intelligence to identify potential agricultural opportunities to be commissioned by various development partners
- Advise and lead KI's efforts in business development with regard to the agricultural sector.
- Participating in the writing of competitive proposals for consideration by host country clients and their various development partners
- As the sector expert, the agricultural specialist will cultivate a positive image of the company by maintaining KI's high visibility before stakeholders and the general public
- Backstopping the core implementation team working on the Feed the Future project as and when needed

QUALIFICATIONS AND EXPERIENCE

A Master's and/or Bachelor's degree in agricultural economics, agribusiness, or closely related fields and a minimum of three years of successful practical experience working in the sector; a demonstrated knowledge of the challenges facing agriculture and food security. The successful candidate will also be required to show a profound understanding of the breadth and depth of technical and institutional issues related to value chain development in Tanzania. In addition, the successful candidate shall have a proven:

- Ability to plan and manage projects and programs.
- Excellent written and verbal communication skills.
- Ability to plan, organize, and direct the work of subordinate personnel.
- Ability to maintain effective working relationships with many local and international independent consultants and related contributors.
- Strong interpersonal skills;
- A proven personal commitment to environmental conservation.
- Demonstrated ability to produce excellent written reports in English.

Finance Manager

The Finance Manager (FM) shall ensure proper financial management and administration in compliance with applicable Tanzanian and USG financial and administrative regulations—especially those related to projects funded by USAID. Directly supervising and managing the accountant and finance officers (A&FO), this position entails working in close collaboration with the administrative and operations departments to provide the required support to KI's overall management and technical activities.

RESPONSIBILITIES

1. Financial and Administrative Management

- Review the performance of various programs/projects and link financial and administrative management to program objectives.
- Ensure open and constructive communications channels between and among the Kilimanjaro International Member Firm reporting relationships.
- Ensure accurate, timely and complete information.
- Ensure that annual budgets are completed accurately (realistic and based on actual costs) and on time.
- Develop and implement an office-share framework
- Enforce the use of and compliance with established Operations Manual, Personnel Manual
- Ensure that the preparation of VAT reports is accurate and up-to-date.
- Identify problem areas with A&FO and enact corrective measures.
- Collaborate and share management lessons learned with A&FO.
- Communicate regularly with KI's financial controller.
- Develop/refine systems and tools for effective project financial management
- Serve on the Finance and Administration Management team to address resource allocations of the A&FO activities, develop tools for financial and administrative management, and devise effective linkages with project objectives.
- Responsible for ensuring that pertinent staff are trained on financial analysis systems and tools and that information from them is disseminated as appropriate to appropriate member firm personnel.
- Conduct annual performance reviews and manage performance improvement plans as needed.

2. Compliance and Audit

- Serve as a resource for USG regulations, ensuring consistent implementation of Accounting and financial policies/standards, as well as USAID rules and regulations.
- Review vouchers and field expenditures to ensure compliance with KI policy and procedures and USAID rules and regulations.
- Travel to field offices as necessary to audit field expenditures and processes.
- Review resources and tools for compliance with FAR, AIDAR, etc.
- Identify areas of compliance where additional training and support are required

3. A&FO Supervision

- Mentor, train, guide and support the A&FO by establishing clear performance objectives, maintaining

routine communication channels and by providing timely feedback on performance.

QUALIFICATIONS AND EXPERIENCE:

- MBA preferred, Bachelor's degree and 5+ years experience USAID project financial management
- CPA strongly preferred
- Excellent Microsoft Excel skills
- QuickBooks knowledge strongly preferred
- Knowledge of USG contracts preferred
- Excellent organizational, communication, and interpersonal skills
- Excellent written and verbal English language skills
- Attention to detail
- Experience with FAR and AIDAR regulations that govern USAID-funded procurement preferred
- Able to work independently as part of an international team located in various time zones.

Business Development Manager

Overall, the Business Development Manager is responsible for successfully generating business opportunities and overseeing the marketing of the company including identifying new client-leads and maintaining a profitable client base.

QUALIFICATIONS AND EXPERIENCE:

- An advanced degree, MBA preferred or MS in business, management, finance, economics, human resource, sociology, marketing or related area
- 5-year business development functional experience in a service industry, preferably management consulting and training.
- Proven ability in management and retention of client base through repeat business, cross-selling and down-stream work; identify leads and capture new business, strategic selling and marketing.
- Demonstrated competence to assess priorities and manage a variety of activities in a time-sensitive environment and meet deadlines with attention to detail and quality
- Excellent interpersonal skills; demonstrated ability to interact professionally with culturally diverse staff, clients, and consultants within the context of groups and technical teams
- Knowledge of public procurement/acquisition processes, financial management, economic analysis, cost estimating, strategic planning, and OD a plus
- Computer skills in word processing, spreadsheet, database, presentation, and Internet applications
- Excellent skills in technical writing, editing, and oral/written communication;
- Strong analytical and decision-making skills
- Ability to work in a team-oriented environment
- Ability to develop and monitor budgets
- Proficiency in verbal and written English and Kiswahili--knowledge of French is a big plus

Project Manager

The Project Manager plans, organizes, and leads tasks and projects, including the team members. Creates an atmosphere in the administration of all projects that fosters reasonable profit, successful consulting for clients, and a rewarding climate for consultants and staff. Applies well-developed consulting and training assignment management and functional skills in the execution of the work. As a role model of the firm's core values, the Project Manager plays a significant role in maintaining and expanding client relationships through delivery of high quality work, leading, coaching and developing junior staff and managing client assignments, technical/functional content, budgets and staff resources.

QUALIFICATIONS AND EXPERIENCE:

- MA, MS or MBA degree in a related field required
- 5+ years of experience as a project manager required
- Ability to apply your own functional area expertise
- PMP Certification preferred
- Possession of excellent oral and written communication skills
- Knowledge of MS Office applications including Word, Excel, PowerPoint, and Access
- Skills in tasks/activities organization, planning, analysis, and follow through
- Familiarity with or prior work experience in Africa and knowledge of its social, political and economic environments is required
- Knowledge of desktop and network environments required
- Ability to solve technical problems required
- Experience with vendor teams, contractors, and project management methodologies and techniques

Senior Management Consultant

Works with fellow internal consultants and clients to support major process redesign projects. Provides expertise on process improvement, financial analysis and management, program management, organizational transformation, change management, requirements analysis and performance measures. Maintains responsibilities for requirements management and the management of other project documentation. Leads the development, rollout, and oversight of a standard methodology for defining, collecting, and monitoring performance measures as part of a larger performance management program.

QUALIFICATIONS AND EXPERIENCE:

- MBA preferred, MS degree in management, human resource, economics, finance, marketing or related area.
- 2-5 year experience in a general management consulting environment; government consulting preferred
- Experience with process improvement, business technology transformation, organizational redesign, change management, and performance analysis
- Experience with leading the development of marketing and communication strategies, and stakeholder communication analysis
- Proven ability to identify opportunities and capture new business
- Demonstrated competence to assess priorities and manage a variety of activities in a time-sensitive environment and meet deadlines with attention to detail and quality
- Excellent interpersonal skills; demonstrated ability to interact professionally with culturally diverse staff, clients, and consultants within the context of groups and technical teams
- Good knowledge and great appetite for learning current issues on: public procurement, acquisition processes, financial management, economic analysis, cost estimation, and strategic planning
- Ability to prepare technical and financial proposals and expressions of interest
- Computer skills in word processing, spreadsheet, database, presentational, and internet applications
- Excellent skills in technical writing, editing, oral, and written communication
- Strong analytical and decision-making skills
- Teamwork skills for individual and group success
- Ability to develop and monitor project budgets
- Knowledge of methodologies

Training Specialist

The Training Specialist provides overall management of the company's training services division. Designs, develops, and facilitates a broad range of training programs and interventions to meet clients' changing needs; carries out extensive targeted business development functions to generate new customers by positioning Kilimanjaro International's proprietary TESSA and TESSI brands; and works as consultant on relevant consulting projects as directed.

Primarily responsible for planning, organizing and leading training tasks and projects to ensure the highest quality of client deliverables; role model of the firm's core values and plays a significant role in maintaining and expanding client relationships through delivery of high quality work; leading, coaching and developing junior staff; managing client assignments, technical/functional content, budgets and staff resources. Institutes, implements, and maintains processes using industry best practices. Designs and delivers training for government and private sector clients, including technical and soft skills competencies; facilitates meetings and workshops with large groups, including senior executives for strategic planning, communications, teambuilding, and process improvement. Uses performance improvement skills to focus on results-based methodologies and solutions. Serves as an adjunct facilitator for course delivery.

QUALIFICATIONS AND EXPERIENCE:

- BA or BS degree in Business, Communications, Education, Training, Psychology, or a related field required, MA or MS degree a plus
- 5-year experience in providing training specialist services to support Subject Matter Experts—expatriates and local consultants/trainers
- Demonstrated ability to facilitate training workshops, seminars, meetings, conferences, opening/closing ceremonies and related activities and in working with large groups, especially senior government officials and corporate executives
- Myers Briggs Type Indicator, Human Performance Improvement,
- Certified Professional Trainer Certifications preferred
- 5 years of experience as a program manager in a corporate training environment
- Ability to be a dynamic speaker and comfortable in front of crowds
- Experience in organizational development
- Experience with working on assignments that require systems thinking skills
- Knowledge of adult learning theories
- Ability to travel required
- Possession of excellent consulting skills required
- Possession of excellent project management skills required
- 5 years of experience with formal course development
- Experience as an instructor and briefer
- Knowledge of Microsoft PowerPoint
- Experience in working with foreign government executives
- Possession of excellent oral and written communication skills required

Customer Service Representative (CSR)

The CSR is the primary point of contact providing the outside world access to KI by dealing with both external and internal customers. As a total quality assurance mechanism, the CSR shall cultivate, nurture, and develop cordial and professionally rewarding relationships between KI and its diverse group of local and international clientele. Primarily, the CSR takes on the leadership and management roles to prevent and help resolve any customer complaints by rapidly responding to time-sensitive customer communications via email or by making or returning phone calls and writing to customers. In essence, the CSR proactively prepares regular communications directed to KI's diverse group of stakeholders: core customers, prospective clients, employees, independent contractors, and vendors.

RESPONSIBILITIES

Summarily, the CSR shall be responsible for proactively anticipating customer needs or requests, answering questions and resolving complaints. This requires an exceptional ability to analyze situations and determine the best course of action; serving as the liaison between the company and its internal and external customers working in close coordination with various departments. The qualified candidate must be professional, outgoing, personable, and a good conversationalist. Previous experience should include working with people in a retail or service industry.

- Effectively and efficiently addressing incoming customer complaints via regular mail, phone, or email by assuring that proper and timely responses are provided.
- Manages the preparation of responses to customer inquiries and complaints at all levels and prepares monthly reports.
- Establishes and maintains an effective working relationship with all KI departments/activities impacting the customer.
- Reviews and analyzes customer complaints and refers significant trends or potential problems to appropriate levels of management.
- Provides advice and recommendations for problem resolution.
- Confers with customers and company personnel in matters concerning customer comments, complaints, and inquiries. Advises and recommends appropriate response and action.
- Develops, improves and updates KI's corporate customer relationship management (CRM) system which includes internal contacts, policy content, operations updates, promotional data and other information.

QUALIFICATIONS AND EXPERIENCE

- An MBA with a two-year work experience or Bachelor's degree plus 5 years working experience
- Emotional control as evidenced by proven ability to make good decisions, being courteous, and remaining respectful of client and others under pressure
- Experience working for an international organization a plus
- Supervisory or managerial experience of at least 5 years in retail or service industry
- Customer relations techniques including problem resolution skills
- Excellent communication skills: speaking and writing.
- Ability to communicate with a variety of client executives and senior personnel
- Report writing and presentation skills
- Presents ideas effectively to all audiences
- Well-organized and clear writing skills.
- Problem solving skills by correctly anticipating impact of inactions on business
- Comfortably handles uncertainty or ambiguity
- Experience working in a diverse work environment by being comfortable with people of all backgrounds and able to see issues from the perspective of people from multiple cultures.

Personal Attributes Required of All Positions

A successful candidate must be professional, presentable, courteous, confident, innovative, open-minded, flexible, productive; a self-starter, strategic thinker, problem-solver, and risk manager.

Applications will be accepted until all positions have been successfully filled. Please send complete resume with cover letter both as hard copy and electronically to:

Recruitment and Placement Manager

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