

## Employment Opportunity

<b>Position:</b>	<b>Field Officer – Enterprise Support</b>
<b>Location:</b>	<b>Dodoma or Iringa, Tanzania</b>
<b>Reports to:</b>	<b>Head of Programs and Operations</b>
<b>Expected start date:</b>	<b>ASAP</b>

### About ELICO Foundation

Energy and Livelihoods for Communities (ELICO) Foundation is a leading renewable energy hub dedicated to establish people-centred clean energy systems and improve livelihoods through innovation, development, demonstration, incubation and research. ELICO is a global force and a partner of choice within renewable energy space whose goal is to accelerate access to modern energy and energy services for socio-economic development of rural and last mile areas in Africa.

To achieve this, ELICO co-develop renewable energy solutions with the user communities and support the development of a broad range of MSMEs and smallholder farmers by providing them with appropriate technological solutions, skillset and market linkage so that they can grow and deliver access to energy services in rural areas.

ELICO works closely with the government at the national and local levels and with partners such as the vocation training institutes, microfinance institutions as well as companies and small enterprises in the renewable energy and agricultural sectors

To support us in the programme activities we are looking for a motivated individual to fill the position of Field Officer- Enterprise Support

### The Role

The Field Officer - Enterprise Support is responsible for the overall comprehensive planning and execution of assigned programme activities to ensure that: implementation is on track, performance targets are met, progress reporting is timely and accurate, and resources are utilized in an appropriate manner. As the primary lead, the role holder must have excellent technical skills and the ability to offer expert support to the portfolio of local enterprises and farmers groups.

### 2.0 Roles and responsibilities include:

- Assist in the mobilization and recruitment of smallholder farmers and entrepreneurs into the programme.
- Conducting needs assessments of the engaged smallholder farmers and enterprises to identify gaps in knowledge and where further support is required
- Organizing the logistics for conducting the trainings, including identifying suitable venues, mobilize trainers and inviting participants.
- Organize smallholder farmers into groups, formalize the groups and facilitate savings among them
- Coaching entrepreneurs and farmers' groups on a regular basis: identifying needs, supporting business planning and providing practical solutions to arising issues
- Supporting entrepreneurs and farmer's groups to engage in promotional activities, create new market linkages and expand their market reach.

- Conducting initial due diligence of prospective loan applicants and following up with entrepreneurs and farmers who have successfully obtained a loan.
- Support enterprises and farmers' groups to access finance and invest in income generating appliances (IGAs) required for their activities.
- Support in developing marketing strategies for enterprises and farmers' groups supported under the program.
- Organizing the logistics for market development activities and events to raise consumer awareness.
- Assisting entrepreneurs and farmers' groups in developing promotional material for their business including logos, business cards and flyers.
- Actively identifying new markets and potential new customers for entrepreneurs or farmer's groups and assisting them to access these opportunities.
- Providing Business Development Support (BDS) in market development activities and enterprise development.
- Raise awareness on options for using electricity beyond basic needs such as lighting, phone charging and TV/radio, and the economic and social benefit of productive uses (PUE).
- Prepare and submit monthly reports to the Head of Programs.

### **Monitoring and Evaluation**

- Collecting M&E data and using feedback from these data to advise entrepreneurs and farmers groups on how to improve their enterprises.
- Periodic and timely reporting to the Head of Programs on progress/performance against the M&E framework.
- Collecting data, analyzing and providing feedback to the Head of Programs.
- Supporting the project team with quality control on field information.
- Support the M&E department in undertaking analytical studies.

### **Communications and cross cutting assignment**

- Documenting compelling stories and case studies from the entrepreneurs or farmers' groups and sharing with Communication Officer for improvement and inputs
- Providing the communication officer with an impactful stories and field events on a monthly basis
- Supporting ELICO Foundation Management team on key assignments as may be necessary.

### **Qualifications needed**

- First degree in Business Administration, Marketing, Entrepreneurship, Economics. Agronomy or related business studies from a recognized institution. A master's degree will be an added advantage.
- Minimum of three years' experience in renewable energy business or agribusiness particularly in rural settings
- Hands on experience as a trainer, facilitator, operator or advisor in renewable energy or MSME development
- Strong organizational skills and ability to coordinate and manage a diverse array of activities and stakeholders
- Ability to work on multiple tasks simultaneously with minimal supervision
- A full command of written and spoken English and Kiswahili.
- Willingness to travel and work in rural areas for most of the times
- Good team working skills, creativity and ideas generation.
- A current driver's licence and/or ability to ride a motorbike.

### **Application Instructions**

- Interested and qualified Tanzanians are invited to submit their CV and cover letter (in English) outlining how your knowledge, skills and experience match the job description to [recruitment@elicofoundation.org](mailto:recruitment@elicofoundation.org)
- When applying, please use **'Field Officer – Enterprise Support'** as the job reference in the subject of the email.
- Deadline for application is 26<sup>th</sup> August 2022
- Only successful applicants at screening stage will be contacted through their active mobile number/email and advised on the next stage. For more information, visit our website: [www.elicofoundation.org](http://www.elicofoundation.org)

ELICO Foundation is an equal opportunity employer and encourages applications from qualified individuals regardless of race, religion, nationality, sexual orientation or disability.