

Terms of Reference

SAFI Start Up fund Junior Consultant

Background:

German Sparkassenstiftung for International Cooperation (DSIK) is a German NGO that promotes financial sector development. Established in 1992 by several Sparkassen in Germany, DSIK has since operated in more than 80 countries and successfully implemented over 200 projects. In Eastern Africa, DSIK has been active for more than 10 years, focusing on strengthening institutions in the microfinance sector and enhancing access to finance by building capacities on both the supply and demand sides of the financial sector. Currently, DSIK is implementing a regional project in Ethiopia, Kenya, Rwanda, Tanzania, and Uganda, funded by the German Federal Ministry of Economic Cooperation and Development (BMZ).

The SAFI Start-Up Fund is an initiative implemented by DSIK in collaboration with its partner organization, SCCULT (1992) Ltd. The project aims to support Agricultural Marketing Cooperative Societies (AMCOS) in establishing and strengthening Savings and Credit Cooperative Societies (SACCOS).

The project focuses on enhancing financial inclusion, strengthening institutional and governance capacity, and promoting sustainable and viable financial services for cooperative members, particularly in agricultural value chains.

To support the implementation of the project, DSIK seeks to recruit a **Junior Consultant** for a period of 6 months to provide operational support for the project team.

Reports to:

Jennifer Caroline Sisila, Strategy and Sustainability Advisor

Deployment location:

Dar es Salaam, Tanzania with possibility to support field activities in different parts of the country

Roles and Responsibilities:

- Support the preparation and organization of stakeholder workshops and training sessions
- Assist in coordination and communication among project stakeholders
- Prepare workshop summaries, reports, and related documentation
- Support data collection activities and tracking of project progress
- Provide administrative support during trainings and workshops (including preparation of attendance lists, coordination of logistics such as venue setup and catering)
- Participate in field visits and institutional assessments
- Provide general operational support to the project team as required
- Undertake any other duties as assigned by the supervisor

Profile:



- University degree (at least Bachelor) in Business Administration or related fields of education
- Initial experience in administrative or project support roles is an added advantage
- Strong coordination and organizational skills
- Ability to work independently and meet deadlines
- Ability to work effectively in a team and engage with multiple stakeholders
- Good communication and report-writing skills
- Proficiency in Microsoft Office applications
- Fluency in both Kiswahili and English (written and spoken)