



ZANZIBAR MAISHA BORA FOUNDATION

EMPLOYMENT OPPORTUNITY

The Zanzibar Maisha Bora Foundation (ZMBF) is a Non-Governmental Organization (NGO) founded by H.E Mariam H. Mwinyi the First Lady of Zanzibar, and Chairperson of the Board of Trustees of ZMBF. The Foundation was duly registered in July 2021 under the Societies Act No 6 of 1995. The ZMBF aims to complement the Revolutionary Government of Zanzibar (RGoZ) efforts towards attaining quality life for all Zanzibaris. With a major focus on socioeconomic development, public health improvement, and gender-based violence elimination for women, youth, and children.

The ZMBF's Vision and Mission can only be achieved through an empowered workforce one that is motivated, committed to growth and integrity, and driven to pursue excellence in execution. To this end, ZMBF is seeking innovative, self-driven, dynamic, and competent qualified candidates to fill the following three (4) vacancies:

Position Title: Socio-Enterprise Manager
Reports to: Chief Executive Officer
Department: Socio-Enterprise Department
Location: Head Office - Zanzibar

Overall Purpose of the Job:

The Socio-Enterprise Manager is responsible for leading and managing ZMBF's income generating initiatives, specifically the Seaweed Program and the Sexual and Reproductive Health (SRH) Project on reusable sanitary pads. The role ensures both projects achieve financial sustainability, product quality, and measurable social impact, while aligning with ZMBF's mission of empowering communities through inclusive economic development.

Key Responsibilities:

1. Program Alignment and Strategic Alignment

- ❖ Design, plan, and implement socio-enterprise models for the Seaweed Program and SRH Project in alignment with ZMBF's strategic goals.
- ❖ Develop innovative approaches to scale income-generating activities while ensuring sustainability and community impact.
- ❖ Ensure integration of social, economic, and environmental objectives in program execution.



2. Business Development and Market Linkages

- ❖ Identify, develop, and maintain market opportunities for seaweed products and reusable sanitary pads.
- ❖ Forge partnerships with buyers, distributors, and private sector actors.
- ❖ Support branding, packaging, quality standards, and certifications to enhance competitiveness.
- ❖ Conduct market research and feasibility studies to inform enterprise growth.

3. Financial and Resource Management

- ❖ Develop, implement, and monitor program budgets.
- ❖ Ensure efficient use of resources and compliance with financial/accounting standards.
- ❖ Track revenue, expenses, and profitability of socio-enterprise activities.
- ❖ Mobilize resources through proposals, fundraising, and partnerships.

4. Community Engagement and Capacity Building

- ❖ Work closely with women, youth, and community groups involved in farming and production.
- ❖ Provide training in entrepreneurship, financial literacy, cooperative management, and quality assurance.
- ❖ Strengthen community ownership and leadership to ensure long-term sustainability.

5. Quality Assurance and Control

- ❖ Establish and enforce quality control systems for both seaweed and reusable sanitary pad production.
- ❖ Ensure compliance with health, safety, and environmental standards.
- ❖ Develop and maintain product testing, inspection, and certification processes to meet market and regulatory requirements.
- ❖ Provide continuous training to staff and producers on quality improvement and risk mitigation.

6. Innovation and Sustainability

- ❖ Promote environmentally friendly practices in seaweed farming and reusable pad production.
- ❖ Explore new product lines (e.g., seaweed-based cosmetics/food products, innovative menstrual health solutions).
- ❖ Ensure compliance with environmental, health, and safety regulations.

7. Partnerships and Stakeholder Engagement



- ❖ Establish and maintain strategic partnerships with government institutions, private sector players, donors, and community-based organizations.
- ❖ Represent ZMBF in key forums, trade fairs, and networking events.
- ❖ Develop contracts and agreements with partners, vendors, and customers.

8. **Monitoring, Evaluation, and Reporting**

- ❖ Develop KPIs and track performance of both the seaweed and pad-making programs.
- ❖ Conduct regular monitoring of production, sales, and social outcomes.
- ❖ Prepare and submit timely reports to management, donors, and stakeholders.
- ❖ Document best practices, challenges, and lessons learned.

Qualifications and Experience:

- a. **Education:** Bachelor's degree in Business Administration, Social Enterprise, Development Studies, Gender & Development, Marine Science, or related field (Master's preferred).
- b. **Experience:** Minimum **5 years of progressive experience** in managing social enterprises, community-based programs, or SME development.
- c. **Technical Skills:**
 - Strong knowledge of value chain development, market systems, and business planning.
 - Experience in **quality assurance, production standards, and compliance**.
 - Proficiency in financial management, budgeting, and reporting.
- d. **Leadership & Management:** Proven ability to lead teams, manage stakeholders, and foster partnerships.
- e. **Communication:** Excellent report writing skills, written and verbal communication skills in English and Kiswahili as well as Microsoft Proficiency.
- f. **Personal Attributes:**
 - Strong commitment to women's empowerment and community development.
 - Innovative, proactive, and results-oriented.
 - Ability to work under pressure and meet deadlines.
- g. **Added Advantage:** Experience in the blue economy sector (e.g., aquaculture, marine enterprises) and sexual reproductive health programming.

Position Title: Program Coordinator - Seaweed Socio-Enterprise Program

Reports to: Socio-Enterprise Manager
Department: Socio-Enterprise Department



Location: Head Office - Zanzibar

Overall Purpose of the Job:

The Program Coordinator for Seaweed Socio-enterprise Project (SESEP) will lead the implementation, coordination, and growth of this strategic initiative. The Coordinator will oversee daily program operations, strengthen community participation, ensure quality standards, and drive enterprise sustainability in line with ZMBF's strategic objectives.

Key Responsibilities:

1. Program Planning and Implementation

- ❖ Develop annual and quarterly work plans for the Seaweed Socio-Enterprise Program.
- ❖ Coordinate program activities in alignment with ZMBF's strategic goals and donor requirements.
- ❖ Ensure timely execution of program deliverables across all components.

2. Value Chain and Enterprise Development

- ❖ Strengthen seaweed production, processing, and marketing.
- ❖ Support value addition and product development to meet market standards.
- ❖ Facilitate linkages between farmers, cooperatives, and private sector buyers.

3. Community Engagement and Capacity Building

- ❖ Mobilize and train women and youth in seaweed farming techniques, entrepreneurship, and cooperative management.
- ❖ Build community ownership and leadership within the program.
- ❖ Promote financial literacy, VSLA/VICOBA groups, and business skills development.

3. Quality Assurance and Control

- ❖ Establish and monitor quality standards for seaweed production and processing.
- ❖ Ensure compliance with health, safety, and environmental guidelines.
- ❖ Facilitate product certification processes where applicable.

4. Financial and Resource Management

- ❖ Prepare budgets, track expenditures, and ensure accountability.



- ❖ Monitor efficient use of resources in line with donor and ZMBF requirements.
- ❖ Support fundraising initiatives and resource mobilization strategies.

5. Monitoring, Evaluation and Learning

- ❖ Collect and analyze program data to measure progress against targets.
- ❖ Document lessons learned, best practices, and success stories.
- ❖ Prepare high-quality program reports for management, donors, and stakeholders.

Qualifications and Experience:

- a. Bachelor's degree in **Business Administration, Marine Science, Development Studies, Economics, or related field** (Master's degree is an added advantage).
- b. Minimum **3–5 years' proven experience** in program coordination, enterprise development, or value chain projects.
- c. Strong understanding of Zanzibar's **blue economy sector** and women/youth empowerment initiatives.
- d. Strong facilitation, interpersonal, and communication skills in both **Kiswahili and English**.
- e. Excellent project management, financial management, reporting and presentation skills.
- f. Strong skills in Microsoft Office (Word, Excel, PowerPoint)

Position Title:	Field Officer - Seaweed Socio-Enterprise Project (2 positions)
Reports to:	Program Coordinator (SESEP)
Department:	Socio-Enterprise Department
Duty Station:	Head Office -Zanzibar

Overall Purpose of the Job:

The Field Officer for the Seaweed Socio-enterprise Project (SESEP) will work under the supervision of the Program Coordinator and support the day-to-day implementation of activities in the Seaweed Socio-Enterprise Program. This role is field-based and will focus on mobilization, training, monitoring, and community engagement with women and youth seaweed farmers.



Key Roles and Responsibilities

1. Community Mobilization and Engagement

- ❖ Mobilize women and youth seaweed farmers in target communities.
- ❖ Build strong relationships with beneficiaries, local leaders, and cooperatives.
- ❖ Facilitate regular community meetings and awareness sessions.

2. Program Implementation Support

- ❖ Assist in executing planned activities at the field level, including training, production, and processing of seaweed.
- ❖ Provide on-site technical guidance to farmers in line with best practices.
- ❖ Ensure timely delivery of program inputs and resources to beneficiaries.

3. Training and Capacity Building

- ❖ Support delivery of training sessions on seaweed farming, entrepreneurship, and cooperative/group management.
- ❖ Mentor beneficiaries on financial literacy, VSLA/VICOBA, and small business management.
- ❖ Share knowledge on sustainable harvesting and environmental conservation practices.

4. Monitoring and Reporting

- ❖ Collect field data on seaweed production, processing, and sales.
- ❖ Monitor program progress against agreed targets and report challenges promptly.
- ❖ Document success stories, lessons learned, and community feedback.

5. Logistics & Administration

- ❖ Maintain accurate beneficiary records and attendance registers.
- ❖ Assist in preparing activity budgets, field requisitions, and retirements.
- ❖ Coordinate logistics for training sessions, meetings, and field visits.

6. Quality Assurance and Control

- ❖ Monitor compliance with quality standards in seaweed farming and processing.
- ❖ Ensure safety and hygiene protocols are observed during value addition activities.
- ❖ Report any deviations from agreed standards to the Program Coordinator.

7. Partnership and Stakeholder Coordination



- ❖ Liaise with village leaders, ward officials, and relevant government departments.
- ❖ Represent ZMBF at community-level meetings and events.
- ❖ Strengthen linkages between farmers, cooperatives, and market actors.

Qualifications and Experience:

- a. Diploma or Bachelor's degree in **Community Development, Marine Science, Business, Agriculture, or related field.**
- b. Minimum **2–3 years' experience** in field-level project implementation, preferably in livelihoods, enterprise, or community-based programs.
- c. Strong understanding of **seaweed farming** and/or value chain development is an added advantage.
- d. Ability to collect data, prepare reports, and use basic digital tools (MS Word, Excel).
- e. Excellent mobilization, facilitation, and communication skills.
- f. Willingness to work in rural and coastal areas with frequent field travel.

Position Title: **Gender Based Violence Officer**

Reports to: Technical Program Manager

Department: Programs Department

Duty Station: Head Office -Zanzibar

Overall Purpose of the Job:

The GBV Officer will support the effective implementation of ZMBF's holistic program addressing gender-based violence (GBV). This includes leading community awareness, prevention initiatives, protection services, survivor-centered response, supporting the GBV rehabilitation center, and maintaining the GBV Case Information Management System (GBV-CIMS). The GBV Officer will work closely with the Programs Manager, partners, and local authorities to ensure survivors access comprehensive care and that prevention measures are effectively implemented.

Key Roles and Responsibilities

1. Program Design and Implementation

- ❖ Contribute to the design of GBV interventions, ensuring they are evidence-based, inclusive, and responsive to community needs.
- ❖ Support the Program Manager in development of program plans, budgets, and timelines.



- ❖ Oversee implementation of GBV activities at field and centre levels, ensuring alignment with ZMBF's strategic objectives.

2. Survivor-centered Response and Case Management

- ❖ Provide psychosocial first-line support and case management services to survivors of GBV.
- ❖ Facilitate referrals for medical, legal, psychosocial, and shelter services in coordination with relevant stakeholders.
- ❖ Ensure strict adherence to confidentiality, safety, and survivor-centered principles in all interventions.

3. Community Engagement and Prevention

- ❖ Conduct awareness sessions, dialogues, and community campaigns to address harmful practices and promote gender equality.
- ❖ Strengthen community-based protection structures, including GBV committees and peer educators.
- ❖ Train community members, youth, and leaders on GBV prevention and response mechanisms.

4. GBV Case Information Management System (GBV-CMIS) Support

- ❖ Enter, update, and manage survivor case data in the GBV-CIMS database.
- ❖ Ensure accurate, timely, and confidential data entry.
- ❖ Generate reports and analytics to inform program planning and decision-making.
- ❖ Maintain data security and compliance with ZMBF and national GBV data management standards.

5. Capacity Building and Training

- ❖ Facilitate training sessions for staff, partners, and volunteers on GBV, safeguarding, and survivor-centered approaches.
- ❖ Support empowerment initiatives for women and youth at risk, including livelihoods, skills-building, and psychosocial support.

6. Monitoring, Documentation and Reporting



- ❖ Maintain accurate case records, service referrals, and rehabilitation center data.
- ❖ Prepare activity and monthly reports on GBV trends, challenges, and progress against program indicators.
- ❖ Document success stories, lessons learned, and emerging issues to inform program improvement.

7. Stakeholder Coordination

- ❖ Collaborate with government departments, NGOs, and community-based organizations working on GBV.
- ❖ Participate in coordination meetings and contribute to multi-sectoral GBV response frameworks.
- ❖ Strengthen referral pathways and networks for survivor support.

8. Standards, Compliance and Service Quality

- ❖ Ensure compliance with GBV guiding principles, national policies, and ZMBF safeguarding standards.
- ❖ Monitor and evaluate the effectiveness of GBV services and interventions.
- ❖ Identify service gaps and recommend strategies for improvement.

Qualifications and Experience:

- a. Bachelor's degree in **Social Work, Psychology, Gender Studies, Community Development, or related field.**
- b. Minimum **3–5 years' experience** in GBV programming, protection, or social services.
- c. Strong knowledge of **GBV prevention and response, case management, rehabilitation support, and program design.**
- d. Experience working in survivor-centered approaches and with at-risk populations.
- e. Experience in digital case management platforms is highly desirable.
- f. Excellent communication, facilitation, and advocacy skills.
- g. Proficient in computer applications, including Microsoft Excel, Word, PowerPoint, and Outlook.

Mode of Application:

For all interested candidates, please fill out the application form using the link below:

<https://forms.gle/FeSYykAKUJsBG3h49>



Kindly attached the required documents as stated in the application form.

The deadline for the application is 26th September 2025. Only shortlisted candidates will be contacted.

ZMBF is an equal opportunity employer, and we value diversity. ZMBF is committed to principles of safeguarding in workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible.

**RELEASED BY:
CHIEF EXECUTIVE OFFICER,
ZANZIBAR MAISHA BORA FOUNDATION**

19th September 2025