



THE ROMAN CATHOLIC DIOCESE OF KIGOMA

CARITAS KIGOMA DIOCESE



Caritas Kigoma Diocese is a Catholic charitable organization operating under the Catholic Diocese of Kigoma. It coordinates humanitarian, developmental, and social services across the Kigoma Region in western Tanzania, guided by the principles of Catholic social teaching and solidarity with vulnerable communities. Caritas Kigoma was established as the social and development arm of the diocese to respond to local humanitarian needs.

The organization implements a wide range of projects, including food security, livelihoods, health, education, and emergency relief. It also engages in environmental conservation and peacebuilding efforts, particularly in border regions hosting refugees.

Caritas Kigoma Diocese invites qualified, competent, and motivated Tanzanians to fill the following vacant position:

Position Title: Business Development Officer-BDO (1 Post)

Position category: Technical / Field Operations

Department/team: Economic Development & Food Security (EDFS)

Duty Station: Kigoma Region

Reporting to: Project Coordinator

1. AREA(S) OF RESPONSIBILITIES

- Enterprise Development & Business Advisory
- Blended Finance Facilitation (VFT Loan Access)
- Field Operations & Stakeholder Engagement
- Monitoring, Learning & Reporting

2. KEY RESPONSIBILITIES

A. Enterprise Development & Business Support

- Identify, mobilize, and support youth, women, and farmer groups to develop viable agribusiness and non-farm enterprises.
- Provide hands-on coaching on business planning, costing, pricing, and profitability analysis.
- Support entrepreneurs to improve production, value addition, and quality standards to meet market requirements.
- Facilitate development of bankable business plans aligned with financing requirements.
- Provide continuous mentorship to ensure enterprise growth and sustainability.

B. Blended Finance & Loan Facilitation (VFT Focus)

- Support entrepreneurs and producer groups to access loans through VisionFund Tanzania (VFT) and other financial service providers.
- Screen and prepare potential borrowers to meet loan eligibility criteria (documentation, records, business viability).
- Facilitate loan application processes, including documentation, submission, and follow-up.
- Provide pre-loan and post-loan support, including financial literacy and repayment planning.
- Monitor loan utilization and ensure funds are used for intended business purposes.
- Strengthen linkages between savings groups (VSLA/IR-CMGs), producer groups, and formal financial institutions.

C. Market Linkages & Value Chain Development

- Identify and establish linkages between producers and buyers, aggregators, and off-takers.
- Support contract negotiation between entrepreneurs and market actors.
- Facilitate collective marketing and aggregation models to improve bargaining power.
- Provide market intelligence (pricing, demand trends, buyer requirements).
- Promote value chain development approaches for priority commodities.

D. Field Operations & Coordination

- Work closely with implementing partners, LGAs, and community structures in project areas.
- Coordinate field-level activities, including training, coaching, and follow-up visits.
- Support organization of business forums, market days, and financial inclusion campaigns.
- Ensure integration of business development support with other technical areas (production, climate resilience, digital tools).

E. Monitoring, Evaluation & Reporting

- Track performance of supported enterprises (income, growth, job creation).
- Maintain updated beneficiary and enterprise records.
- Support data collection using digital tools (e.g., Kobo, MIS systems).
- Prepare regular field reports, success stories, and lessons learned.
- Contribute to program learning and improvement of blended finance approaches.

3. QUALIFICATIONS AND REQUIREMENTS

Education

Bachelor's degree in Agribusiness, Agricultural Economics, Business Administration, Finance, Economics, or a related field.

Experience

- Minimum 2 years of experience in business development, agribusiness, or financial inclusion programs.
- Proven experience working with MSMEs, farmer groups, or youth enterprises.
- Experience in facilitating access to finance, preferably with microfinance institutions or blended finance models.

Technical Skills

- Strong understanding of value chain development and market systems.
- Knowledge of financial products, loan processes, and business analysis.
- Experience in business plan development and enterprise coaching.
- Proficiency in Microsoft Office and digital data collection tools.

Core Competencies

- Strong analytical and problem-solving skills
- Excellent communication and facilitation skills
- Ability to work independently in rural and field settings
- Strong negotiation and stakeholder engagement skills
- High level of integrity and accountability

Other Requirements

- Willingness and ability to travel frequently within Kigoma region
- Ability to work in a fast-paced, multi-stakeholder environment
- Fluency in Swahili and working knowledge of English

4. KEY PERFORMANCE INDICATORS (KPIs)

- Number of entrepreneurs supported to access VFT loans
- Loan approval rate and repayment performance
- Number of viable enterprises established or scaled
- Increase in beneficiary income levels
- Number of market linkages established
- Percentage of enterprises operational after 6 - 12 months

5. REPORTING & ACCOUNTABILITY

- Reports to the Project Coordinator / Program Manager
- Works closely with VisionFund Tanzania, implementing partners, and LGAs
- Accountable for field-level delivery of enterprise and finance-related interventions

General Conditions:

- All applicants must be Tanzanian citizens
- Applicants must attach an updated Curriculum Vitae (CV) with reliable contacts
- Copies of relevant academic and professional certificates must be attached
- Only shortlisted candidates will be contacted
- Qualified women and persons with disabilities are highly encouraged to apply, and will be given priority.

NB: Caritas Kigoma Diocese is an equal opportunity employer and committed to safeguarding and protection policies.

Mode of Application:

Interested candidates should submit their applications, including

1. Application letter
2. Updated and detailed CV
3. Copies of academic and professional certificates

Applications should be addressed to:

The Executive Director,
Caritas Kigoma Diocese,
P.O. Box 661,
Kigoma, Tanzania.

Email: info@caritaskgm.org

Application Deadline:

Applications must be received not later than **09th APRIL, 2026**

For any inquiry, please dial **+255 782 225 699** or email **director@caritaskgm.org**