



TCCIA (Tanzanian Chamber of Commerce, Industry and Agriculture) is a membership organization of entrepreneurs. The branch for Manyara region was founded in 2004, but nation-wide the organization has been in existence since 1988. Its core-business is to lobby and advocate on behalf of its members, to strengthen the capacity of its members through training as well as to link them to financial institutions and investors. TCCIA Manyara operates in all 5 districts of Manyara region.

## **JOB TITLE: Regional Executive Officer**

### **Context of the Job:**

The Tanzania Chamber of Commerce, Industry, and Agriculture (TCCIA) is seeking a highly motivated and dynamic individual to fill the position of Regional Executive Officer for its Manyara regional office. As the Regional Executive Officer, you will be responsible for leading and managing the TCCIA activities within Manyara region, promoting growth and development of local businesses, and fostering a favorable business environment.

### **Tasks & Responsibilities:**

- Provide leadership and strategic direction to the Manyara regional office, ensuring effective implementation of TCCIA's objectives and programs.
- Establish and maintain strong relationships with local government authorities, business associations and other stakeholders to advocate for the interests of TCCIA members.
- Coordinate and organize training programs, workshops, and seminars to enhance the knowledge and skills of local entrepreneurs and foster their business growth.
- Identify and facilitate networking opportunities for TCCIA members, connecting them with potential business partners, investors and markets.
- Conduct research and analysis of market trends, business opportunities, and challenges within the Manyara region, providing relevant information and recommendations to TCCIA headquarters.
- Monitor and evaluate the performance and impact of TCCIA initiatives in the region, ensuring accountability and efficient use of resources.

- Prepare regular reports on the activities, achievements, and challenges faced by the Manyara regional office, presenting them to TCCIA management and stakeholders.
- Manage the regional office's budget, ensuring financial sustainability and compliance with TCCIA's policies and procedures.

**Job requirements:**

- Bachelor's degree in business administration, economics, commerce, Community Development, Sociology or a related field. .
- Maximum 3-5 Years experience in a managerial role, preferably within a business association or a related organization.
- In-depth knowledge of the local business environment, economic development, and entrepreneurship in Tanzania, specifically in the Manyara region.
- Strong leadership and team management skills, with the ability to motivate and inspire others.
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with stakeholders from diverse backgrounds.
- Analytical and strategic thinking abilities, with a track record of identifying opportunities and implementing effective solutions.
- Proficiency in English and Swahili, both written and spoken.
- Computer literacy and proficiency in Microsoft Office applications.

**HOW TO APPLY**

If you believe you are the right candidate for the above-mentioned position, send your application letter, detailed curriculum vitae, and photocopies of academic certificates, names and contact details of three referees.

A signed application letter should be written in English and Addressed to Chairperson, **TCCIA Manyara, P.O. Box 339, Babati, Manyara-Tanzania.**

Please submit your application documents via email with the subject line "**Application for Regional Executive Officer – Manyara**" by [manyara@tccia.com](mailto:manyara@tccia.com)

Note: Only shortlisted candidates will be contacted for further assessment and interviews. TCCIA is an equal opportunity employer, and female candidates are highly encouraged to apply.

**Application Deadline: 30th June, 2023.**