



INTERNSHIP OPPORTUNITY

1. Finance and Administration Intern (1 Vacancy)
2. Monitoring, Evaluation, Accountability and Learning Intern (1 Vacancy)
3. Communication Intern (1 Vacancy)

Location/Duty Station: Dar Es Salaam.

Duration: [Six months]

About the Rice Council of Tanzania (RCT):

The Rice Council of Tanzania (RCT) is an apex body representing private sector stakeholders (Farmers; Processors; Traders; Input suppliers; Service providers; Financiers, Researchers and Consumer organizations) along the rice value chain in Tanzania. The core mandate of RCT is to foster growth of an inclusive, resilient, competitive and sustainable rice sector in Tanzania.

Among other important activities, RCT is currently implementing a 5-year project known as Inclusive Rice Value Chain (IRVC) aimed to strengthen food security, increasing small-scale rice producers' productivity, and enhancing market access and climate resilience. This project is funded by Norwegian embassy through RCT partnership with Norges vel Tanzania. In order to enhance RCT achieving better results for this project, RCT is seeking for individuals whose main responsibilities will be as follows:-

1. Finance and Administration Intern

The Intern will support the organization's financial management and administrative functions. This role is ideal for a detail-oriented and organized individual interested in financial reporting, budgeting, office administration, and compliance. The intern will work closely with the Finance and Administration Officer to ensure smooth financial operations and office management.

Key Responsibilities:

a. Finance Support:

- Assist in processing financial transactions, including payments, invoices, and receipts.
- Support the preparation of financial reports, budgets, and expense tracking.
- Help maintain accurate financial records and documentation.
- Assist in bank reconciliations and petty cash management.
- Support in processing payroll and statutory deductions (e.g., PAYE, NSSF, NHIF).
- Ensure financial compliance with internal policies and donor requirements.



b. Administration Support:

- Assist in maintaining office supplies, assets, and inventory records.
- Support procurement processes, including preparing purchase requests and vendor documentation.
- Help with organizing meetings, workshops, and events, including logistical arrangements.
- Maintain filing systems for financial and administrative documents.
- Support human resource functions, such as processing staff records and leave management.
- Assist in drafting correspondence, reports, and administrative documents.

Qualifications and Skills:

- A degree holder in Finance, Accounting, Business Administration, or a related field.
- Basic understanding of accounting principles and financial reporting.
- Proficiency in Microsoft Excel, Word, and accounting software (e.g., QuickBooks) is an advantage.
- Strong attention to detail and ability to work with numbers accurately.
- Good organizational and time management skills.
- Ability to maintain confidentiality and integrity in financial matters.
- Effective communication skills in English and Swahili.

2. Monitoring, Evaluation, Accountability and Learning (MEAL) Intern

The Intern will support RCT in tracking project performance, ensuring data quality, and promoting a culture of learning and accountability. The intern will assist in data collection, analysis, and reporting to help measure the impact of RCT's programs and inform decision-making.

Key Responsibilities:

- Assist in the design and implementation of MEAL frameworks, tools, and processes.
- Support data collection, entry, analysis, and visualization for ongoing projects.
- Participate in field visits to monitor project activities and collect feedback from stakeholders.
- Assist in preparing reports, presentations, and dashboards to communicate key findings.
- Contribute to developing surveys, focus group discussions, and key informant interviews.
- Help ensure accountability mechanisms are in place, including handling feedback and complaints.
- Support learning and knowledge-sharing by documenting best practices and lessons learned.
- Assist in maintaining a database of project indicators and results.
- Collaborate with program staff to integrate MEAL findings into decision-making and program improvements.



Qualifications and Skills:

- A degree holder in Monitoring & Evaluation, Statistics, Development Studies, Social Sciences, Agriculture, or a related field.
- Basic understanding of MEAL concepts, including data collection and analysis.
- Experience with Microsoft Excel, Google Sheets, or data analysis tools like SPSS, STATA, or Power BI is an advantage.
- Strong organizational skills and attention to detail.
- Ability to work independently and in a team-oriented environment.
- Good communication skills in English and Swahili.
- Interest in agriculture, rural development, and policy advocacy is a plus.

3. Communication Intern

The Communication Intern will support the organization's internal and external communications efforts. This role is ideal for a motivated and creative individual interested in media, public relations, and stakeholder engagement. The intern will assist in crafting content, managing social media, coordinating events, and enhancing RCT's visibility.

Key Responsibilities:

- Assist in developing and implementing communication strategies to promote RCT's mission and activities.
- Create engaging content for RCT's website, newsletters, press releases, and social media platforms.
- Monitor and manage RCT's social media accounts, ensuring timely updates and engagement.
- Support the organization in preparing presentations, reports, and other communication materials.
- Help coordinate media relations, including drafting press statements and liaising with journalists.
- Assist in organizing events, workshops, and stakeholder meetings, ensuring effective communication before and after events.
- Conduct research on industry trends, media coverage, and stakeholder interests to improve outreach strategies.
- Maintain a database of media contacts and stakeholders for effective communication management.
- Support internal communication efforts to ensure seamless information flow within the organization.

**Qualifications and Skills:**

- A degree holder in Communications, Public Relations, Journalism, Marketing, or a related field.
- Strong writing and editing skills in English and Swahili.
- Proficiency in social media management and digital marketing tools.
- Basic graphic design and video editing skills are an added advantage.
- Strong organizational skills and attention to detail.
- Ability to work independently and collaboratively in a fast-paced environment.
- Passion for agriculture, rural development, and policy advocacy is a plus.

Benefits to all Interns:

- Hands-on experience and exposure to the practical skills of the technical knowledge as per respective carrier.
- Networking opportunities with key stakeholders in the agriculture and development sectors.
- Professional growth in a dynamic and impactful organization.
- A certificate of completion and recommendation letter based on performance.
- Up keep and transport allowance will be provided throughout the internship period.

If your background and competence match the above specifications, please send your application indicating the position that you are applying for and demonstrate how your qualifications & experience matches our requirements. It should include an updated C.V, valid email address, contact number and full contact details of 3 referees including their telephone numbers to hr@rct.co.tz by **5th February 2025**. Only shortlisted candidates will be contacted.

RCT is an equal opportunity employer.