



Engage Support Develop

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# EMPLOYMENT OPPORTUNITIES

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January 2026

DEPLOY & NURTURING GALLERY

[www.dng.or.tz](http://www.dng.or.tz)

# JOB ADVERTISEMENT

Deploy and Nurturing Gallery (DNG Tanzania) is a grassroots-driven NGO dedicated to empowering youth, women, and communities through education, innovation, and sustainable development. For five years, we have connected local initiatives with global opportunities, advancing digital empowerment, volunteer engagement, and community-led impact across Tanzania. The organisation was duly established and registered in Tanzania as a local and national NGO under the NGOs Act Cap 56 (R.E 2002 of the Laws of Tanzania) with registration certificate number 00NGO/R/1418, dated October 16, 2020.

## **We Are Growing Our Team!**

To strengthen our mission and expand our reach, we are seeking passionate and skilled professionals to join us in the following roles: -

1. Assistant Director.
2. General Manager.
3. Monitoring, Evaluation and Learning Advisor.
4. Communication and Marketing Manager.
5. Volunteer Coordinator.
6. Finance Manager.
7. Website Designer and Maintenance Officer.

## **What We Value**

We welcome individuals who are visionary, collaborative, and committed to ethical, community-centred change. Together, we will continue building sustainable solutions and amplifying grassroots voices.

## **What We Offer**

Opportunity to contribute to meaningful community impact.  
A supportive and mission-driven work environment.  
Professional growth and leadership development opportunities.

**Location:** Tanzania, **Employment Type:** Full-time and or part-time, **Application Deadline:** 9<sup>th</sup> February 2026, before 23:59HRS

# POSITION

# ASSISTANT DIRECTOR

## Position Summary

DNG Tanzania is seeking a dedicated, strategic, and motivated **Assistant Director** to support the overall leadership and management of the organisation. The Assistant Director will work closely with the Executive Director to oversee programs, strengthen partnerships, improve organisational systems, and support fundraising and donor engagement.

**Qualified women are strongly encouraged to apply** as part of our commitment to gender equity and women's leadership.

## Key Responsibilities

- Support the Executive Director in planning, implementing, and monitoring organisational programs and activities.
- Assist in strategic planning, reporting, and organisational development.
- Coordinate with program staff to ensure timely and quality project implementation.
- Support fundraising efforts, proposal development, and donor communication.
- Represent DNG Tanzania in meetings, workshops, and stakeholder engagements when required.
- Oversee administrative and operational functions as delegated.
- Contribute to monitoring, evaluation, accountability, and learning (MEAL) processes.
- Ensure compliance with organisational policies and donor requirements.

## Qualifications and Experience needed

- Bachelor's degree in development studies, Social Sciences, Public Administration, Project Management, or a related field (Master's degree is an added advantage).
- At least **3–5 years** of relevant experience in NGO or development work.
- Strong leadership, coordination, and communication skills.
- Experience in project management, reporting, and donor relations.
- Ability to work independently and as part of a team.
- Strong organisational and problem-solving skills.
- Proficiency in English and Kiswahili (written and spoken).
- Computer literacy (MS Office, Google Workspace and online communication tools).

# POSITION

# GENERAL MANAGER

## Position Overview

DNG Tanzania is seeking a dynamic, visionary, and results-oriented **General Manager** to lead the day-to-day operations and strategic growth of the organisation. The General Manager will be responsible for translating the organisation's mission into impactful programs, strengthening systems, managing teams, and building partnerships.

**Qualified youth are highly encouraged to apply**, as DNG Tanzania is committed to promoting youth leadership and meaningful participation in development.

## Key Responsibilities

- Provide overall operational and strategic management of the organisation.
- Lead planning, implementation, monitoring, and evaluation of programs and projects.
- Supervise staff and support capacity building and performance management.
- Oversee administrative, financial, and operational systems.
- Support fundraising, proposal development, and donor reporting.
- Build and maintain strong relationships with partners, donors, and stakeholders.
- Represent DNG Tanzania in meetings, forums, and public engagements.
- Ensure compliance with NGO regulations, policies, and donor requirements.

## Qualifications and Experience needed

- Bachelor's degree in business administration, Development Studies, Project Management, Social Sciences, or a related field (Master's degree is an added advantage)
- At least **3–5 years of relevant management or leadership experience**, preferably in the NGO or development sector
- Strong leadership, organisational, and decision-making skills
- Demonstrated experience in project management and team supervision
- Knowledge of fundraising, proposal writing, and donor engagement is an added advantage
- Excellent communication skills in **English and Kiswahili**
- High level of integrity, accountability, and professionalism
- Computer literacy and ability to use digital tools for management and reporting.

POSITION

# MONITORING, EVALUATION AND LEARNING ADVISOR

## Position Overview

DNG Tanzania is seeking a skilled and results-oriented **Monitoring, Evaluation and Learning (MEL) Advisor** to lead the design, implementation, and strengthening of the organisation's MEL systems. The MEL Advisor will play a critical role in ensuring program quality, accountability, learning, and evidence-based decision-making across all projects.

## Key Responsibilities

- Design and implement organisation-wide integrated MEL frameworks, tools, and systems.
- Develop indicators, data collection tools, and reporting templates aligned with donor and organisational requirements.
- Lead monitoring activities, evaluations, and learning processes across programs.
- Ensure timely collection, analysis, documentation, and use of data for decision-making.
- Support program teams in integrating MEL into project planning and implementation.
- Produce high-quality MEL reports, dashboards, and learning briefs.
- Strengthen accountability mechanisms, including community feedback systems.
- Build staff capacity on MEL concepts, tools, and best practices.
- Support donor reporting, proposals, and compliance requirements.

## Qualifications and Experience needed

- Bachelor's degree in Monitoring & Evaluation, Statistics, Development Studies, Economics, Social Sciences, or a related field (Master's degree is an added advantage).
- At least **3–5 years of professional experience** in Monitoring, Evaluation and Learning, preferably in the NGO or development sector.
- Strong knowledge of qualitative and quantitative data collection and analysis methods.
- Experience with MEL software and tools (e.g., Excel, Kobo Toolbox, DHIS2, Power BI, or similar platforms).
- Demonstrated experience in evaluation design and reporting.
- Strong analytical, writing, and presentation skills.
- Ability to work collaboratively with diverse teams and stakeholders.
- Proficiency in **English and Kiswahili**.
- High level of integrity, accuracy, and attention to detail.

**POSITION:**

# **COMMUNICATION AND MARKETING MANAGER**

## **Position Overview**

DNG Tanzania is seeking a creative, strategic, and results-driven **Communication and Marketing Manager** to lead the organisation's internal and external communication, branding, and visibility efforts. The role is critical in strengthening DNG Tanzania's public image, donor engagement, digital presence, and storytelling for impact.

## **Key Responsibilities**

- Develop and implement DNG Tanzania's communication and marketing strategy.
- Manage organisational branding, messaging, and visibility across all platforms.
- Oversee website content ([www.dng.or.tz](http://www.dng.or.tz)), social media, newsletters, and publications.
- Produce high-quality content, including stories, reports, press releases, photos, and videos.
- Support donor communication, proposal inputs, and impact reporting.
- Coordinate media relations and public engagement activities.
- Ensure consistent branding and messaging across all programs and materials.
- Monitor communication performance, analytics, and audience engagement.
- Build staff capacity on communication, documentation, and storytelling.

## **Qualifications and Experience needed**

- Bachelor's degree in communication, Journalism, Marketing, Public Relations, Mass Communication, or a related field (Master's degree is an added advantage).
- Minimum of **3–5 years of relevant professional experience**, preferably within NGOs or development organisations.
- Strong writing, editing, and storytelling skills in **English and Kiswahili**.
- Proven experience managing websites, social media platforms, and digital campaigns.
- Knowledge of graphic design and multimedia tools (e.g., Canva, Adobe Suite, video editing tools) is an added advantage.
- Understanding of donor communication and NGO visibility requirements.
- Strong organisational, creative, and interpersonal skills.
- Ability to work under minimal supervision and meet deadlines.

# POSITION

# VOLUNTEER COORDINATOR

## Position Overview

DNG Tanzania is seeking a proactive, organised, and people-oriented **Volunteer Coordinator** to manage the recruitment, placement, engagement, and retention of volunteers across the organisation's programs. The Volunteer Coordinator will ensure that volunteers are effectively supported, motivated, and aligned with DNG Tanzania's mission and values.

## Key Responsibilities

- Develop and implement volunteer recruitment and engagement strategies.
- Coordinate onboarding, orientation, and training of volunteers.
- Match volunteers to appropriate programs and activities.
- Serve as the main point of contact for volunteers.
- Maintain accurate volunteer records, databases, and schedules.
- Monitor volunteer performance and provide ongoing support.
- Promote volunteer opportunities through networks, universities, and partners.
- Recognise and motivate volunteers through appreciation and retention initiatives.
- Ensure volunteer activities comply with organisational policies and safeguarding standards.
- Prepare volunteer reports and contribute to organisational documentation.
- Support logistics of international volunteers hosting, processing work and resident permits, etc.

## Qualifications and Experience needed

- Bachelor's degree in social sciences, Human Resources, Community Development, Education, or a related field.
- At least **2–3 years of experience** working with volunteers, community groups, or NGOs (volunteer experience is an added advantage).
- Strong interpersonal, communication, and coordination skills.
- Ability to work with diverse groups, including youth and community members.
- Strong organisational and record-keeping skills.
- Proficiency in English and Kiswahili.
- Computer literacy and ability to use basic digital tools.
- High level of integrity, empathy, and professionalism.

# POSITION

# FINANCE MANAGER

## Position Overview

DNG Tanzania is seeking a qualified, detail-oriented, and strategic **Finance Manager** to oversee the organisation's financial management systems, ensure compliance with donor and statutory requirements, and support sustainable financial planning. The Finance Manager will play a key role in strengthening internal controls and supporting program effectiveness through sound financial management.

## Key Responsibilities

- Lead overall financial management, budgeting, and financial planning.
- Prepare and manage organisational and project budgets.
- Ensure accurate accounting records and timely financial reporting.
- Oversee cash flow management, bank reconciliations, and expenditure controls.
- Ensure compliance with donor requirements, NGO regulations, and financial policies.
- Prepare financial reports for management, the Board, and donors.
- Coordinate internal and external audits and implement audit recommendations.
- Support proposal budgeting and grant financial reporting.
- Strengthen internal controls, risk management, and financial procedures.
- Supervise finance staff and build financial management capacity across the organisation.

## Qualifications and Experience needed

- Bachelor's degree in accounting, Finance, Business Administration, or a related field (Master's degree is an added advantage).
- A professional accounting qualification (CPA or equivalent) is highly preferred.
- At least **5 years of relevant professional experience**, preferably in NGOs or donor-funded organisations.
- Strong knowledge of financial management systems, budgeting, and reporting.
- Experience working with donor compliance and grant management.
- Proficiency in accounting software and MS Excel.
- Strong analytical, problem-solving, and organisational skills.
- High level of integrity, accuracy, and confidentiality.
- Proficiency in English and Kiswahili.

# POSITION

# WEBSITE DESIGNER AND MAINTENANCE OFFICER

## Position Overview

DNG Tanzania is seeking a creative, detail-oriented, and technically skilled **Website Designer and Maintenance Officer** to design, manage, update, and maintain the organisation's website and related digital platforms. The role will ensure that [www.dng.or.tz](http://www.dng.or.tz) remains functional, secure, visually appealing, and aligned with organisational branding and communication goals.

## Key Responsibilities

- Design, develop, and maintain the DNG Tanzania website ([www.dng.or.tz](http://www.dng.or.tz)).
- Regularly update website content, layouts, and multimedia materials.
- Ensure website functionality, performance, security, and backups.
- Improve user experience (UX) and accessibility across devices.
- Support integration of donation, contact, and engagement tools.
- Work closely with the Communication and Marketing team on branding and content.
- Monitor website analytics and recommend improvements.
- Troubleshoot technical issues and coordinate hosting/domain management.
- Ensure compliance with data protection and digital security standards.

## Qualifications and Experience needed

- Bachelor's degree or diploma in Web Design, Information Technology, Computer Science, or a related field (certifications are an added advantage).
- At least **2–3 years of experience** in website design and maintenance.
- Strong skills in web technologies (HTML, CSS, JavaScript, CMS platforms such as WordPress).
- Experience with graphic design and multimedia tools (e.g., Canva, Adobe Suite) is an added advantage.
- Knowledge of SEO, website analytics, and performance optimisation
- Ability to work independently and meet deadlines.
- Strong attention to detail and problem-solving skills.
- Proficiency in English and Kiswahili.

# HOW TO APPLY

Interested candidates should apply using the Google Form found at

[www.dng.or.tz/opportunities](http://www.dng.or.tz/opportunities)

or

<https://forms.gle/1pA5DswMMw9GxdAz9>

All positions are based in Tanzania. Employment type: Full-time or part-time, depending on the contract.

## Application Deadline

9<sup>th</sup> February 2026, before 23:59HRS

# #EngageSupportDevelop

For clarification, please reach out to us through

[rs@dng.or.tz](mailto:rs@dng.or.tz)

and or WhatsApp 255 739 001 418

<https://www.dng.or.tz/>