



VACANCY

Position Title:	Executive Secretary
Organization:	Foundation for ASM Development (FADev)
Location:	Dar-es-Salaam
Application Deadline:	12 July 2025 at 18:00
Type of Employment:	Contractual with possibility of renewal

ABOUT FADev

The Foundation for ASM Development (FADev) is a Tanzanian registered non-governmental organization (NGO) dedicated to supporting the growth and transformation of the *Artisanal and Small-Scale Mining (ASM)* sector. Established in 2019 and registered under the Non-Governmental Organizations' Act, 2002 with Registration Certificate No. 00NGO/R/0251, FADev operates across mainland Tanzania with a mission to promote a responsible, inclusive, and sustainable ASM sector.

Since its inception, FADev has implemented a range of impactful initiatives aimed at:

- Supporting the formalisation and legalisation of ASM operations;
- Promoting environmentally and socially responsible mining practices; and
- Enhancing the meaningful participation of women in ASM value chains.

These efforts have been made possible through strategic partnerships and generous financial support from various partners, including SWISSAID, UNDP and the Government of Tanzania.

POSITION OVERVIEW

The Executive Secretary (ES) serves as the Chief Executive Officer of FADev and reports directly to the Governing Council. The ES is responsible for overall leadership, strategic direction, programme delivery, stakeholder engagement, and operational excellence across the organisation. The successful candidate will possess a strong understanding of the ASM sector, policy frameworks, and the socio-economic dynamics influencing its development.

Key Responsibilities:

- Provide visionary leadership aligned with FADev's mission and strategic objectives;
- Oversee the design, implementation, monitoring, and evaluation of all programmes and projects;
- Cultivate and manage partnerships with development partners, government institutions, mining associations, NGOs, and community-based organisations;
- Represent FADev at national and international forums, advocating for the recognition, and needs of small-scale miners;
- Lead resource mobilisation efforts, including proposal development, donor engagement, and reporting;
- Ensure strong institutional governance, financial stewardship, and regulatory compliance;
- Recruit, lead, and inspire a multidisciplinary team while fostering an inclusive and results-oriented organisational culture; and
- Report to the Governing Council and Annual General Meeting, supporting all governance and compliance processes

QUALIFICATIONS AND EXPERIENCE

- At least a Bachelor's degree in Mining Engineering, Geosciences, Natural Resource Management, Business Management, Sociology or Development Studies. Possession of postgraduate qualifications will be an added advantage;
- At least 5 years of clean, progressive leadership experience, preferably in the mining, environmental, or non-profit sector;
- Demonstrated knowledge of artisanal and small-scale mining (ASM) and related policy, social, and environmental issues;
- Strong leadership, fundraising, and strategic planning abilities;
- Proven ability to manage multidisciplinary teams and complex programs;
- Excellent communication, advocacy, and interpersonal skills; and
- Fluency in English and Kiswahili.

FADev OFFERS:

- An opportunity to make a lasting impact in the livelihoods of small-scale miners.
- A collaborative and mission-driven working environment.
- Competitive salary and benefits according to FADev's policies and commensurate with experience.

HOW TO APPLY

Qualified candidates are invited to submit a **CV**, **cover letter**, and **three professional references** to info@fadev.or.tz. Or make a physical delivery of the application to our offices located on the 6th Floor, Tanzanite Park Building, Plot number 38, New Bagamoyo Road, Dar es Salaam.

Only shortlisted candidates will be contacted.

FADeV is an equal opportunity employer and encourages female candidates to apply