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| <b>TITLE:</b> Project Officer   |  |
| <b>TEAM/PROGRAMME:</b> Operations   | <b>LOCATION:</b> Dar es Salaam – with frequent travel to the field |
| <b>GRADE:</b> TBC   | <b>CONTRACT LENGTH:</b> 1 year, renewable                          |
| <p><b>CHILD SAFEGUARDING:</b></p> <p>Level 3: ✓ the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>  |  |
| <p><b>ROLE PURPOSE:</b></p> <p>Save the children Tanzania country office is currently implementing a 5 years project jointly with 7 partners called SIDA Civil Society Capacity Strengthening Programme 2022 -2026 funded by SIDA. The programme works in the four areas of 1) civil society strengthening, 2) children's agency, 3) child rights and 4) civic space</p> <p>The post holder will be responsible for mobilizing and coordinating partner level work, reporting, and programme Monitoring, Evaluation Accountability and Learning of the SIDA CSO Capacity Strengthening project. The post holder will support to organize, coordinate project events with all the key actors both internally and externally.</p> <p>The post holder should also have a good understanding of the child rights governance sector and government structures (national and local level) in Tanzania and some of the current challenges to enforce, protect and fulfil child rights in the country.</p> <p>S/he will work with colleagues across the country office teams (Awards, PDQ, Finance, Operations and Budget Holders) to ensure that partner agreements are in place and donor/SC requirements complied with by the partner organizations.</p> |  |
| <p><b>SCOPE OF ROLE:</b></p> <p>Save the Children has been operational in Tanzania since 1986 providing support to children through developmental and humanitarian relief programmes delivered in support of the Government of Tanzania priorities and policies both directly and through local partners. Current programming focuses on child protection, child rights governance, education, and nutrition. In 2012, as part of a global reorganization process, Save the Children combined programmes of SCUUK, SCUS, SC Sweden to create a single operation in Tanzania.</p> <p>We currently have an operational presence in Dodoma, Shinyanga, Zanzibar, Songwe, Iringa, Rukwa, Morogoro and Kigoma as well as Dar es Salaam and we also work through partners in other parts of the country.</p> <p><b>Reports to:</b> SIDA CSO programme Manager</p> <p><b>Dimensions:</b> Maintains strong linkages with the Technical Specialists for Child Protection and Child Rights Governance, Climate and Environment, Gender, Safeguarding focal point, the SIDA CSO Programme Manager, and the MEAL Specialist amongst others</p> <p><b>Staff directly reporting to this post:</b> none</p>  |  |
| <b>KEY AREAS OF ACCOUNTABILITY:</b>   |  |

### **Establishing partnerships**

- Coordinate partnership assessment and compile partner capacity assessment reports
- Share partnership assessment report with the relevant team internally and externally
- Work with the Awards team to ensure that partner project details are accurately captured in AMS from the onset to meet organizational standards and requirements.
- Compile partner assessment reports and ensure they are updated on the AMS in a timely manner.
- Support Partnership Manager in the Identification and exploration of new project partnerships and stakeholders

### **Capacity Building**

- Facilitate the establishment of partner needs on technical aspects for implementation
- Work with partners to identify needs for technical and organizational support and capacity building
- Support the project partners with mentoring and coaching.

### **Partner program management**

- Enhance awareness of child rights among all stakeholders (children, youth, religious leaders
- To provide technical support to partner organizations in developing budgets and action plans to effectively implement proposed project activities.
- Coordinate and conduct training with partners, others stakeholders, and children on various Child Protection and Child Rights Governance topics as per set out in the project as well as child safeguarding, in order to develop capacities to deliver the programme in the most effective way.
- Strengthen communication and collaboration with partners at all levels to ensure ownership and sustainability of the programme.
- Support and ensure effective programme implementation and compile timely quarterly progress reports to donors.
- Ensure synergies and shared learning from project between districts, regional and national level and other projects implemented and related.
- Responsible for supporting partners to manage all aspects of project cycle including planning, implementation, monitoring and evaluation
- Ensure that the quality of the project is maintained through an effective monitoring system and that accurate data and information on best practices is documented
- Ensure project narrative reports are prepared and submitted on time using donor reporting requirements.
- Coordinate with partners and relevant internal staffs in the contractual negotiations and enhance the understanding of the Sub Award Agreement.

### **Monitoring Evaluation Accountability and Learning**

- Track/monitor day-to-day progress against project milestones and activities, against scheduled work plans and overall project objectives
- Promote shared learning and collaboration between partners by facilitating partner networks and meetings
- Support in monitoring project expenditures and ensuring budget is strictly adhered to, financial procedures are observed, and all supporting documents are provided
- Support the Project Manager to prepare periodic project reports based on accurate and evidence-based data/information

- Support the Monitoring Evaluation Accountability and Learning team in the tracking of outcome of activities evidenced by accurate data to enhance quality of reporting
- Contribute to baseline studies, assessments, project evaluations other research studies as well as learning events as part of annual plans.

#### **BEHAVIOURS (Values in Practice)**

##### **Accountability:**

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values;
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved;

##### **Ambition:**

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same;
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale;

##### **Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters;
- values diversity, sees it as a source of competitive strength;
- approachable, good listener, easy to talk to;

##### **Creativity:**

- develops and encourages new and innovative solutions;
- willing to take disciplined risks;

##### **Integrity:**

- honest, encourages openness and transparency; demonstrates highest levels of integrity;

#### **QUALIFICATIONS AND EXPERIENCE**

- University Degree in development studies, project management or related area.
- Minimum 3 years of work experience with /NGO/INGOs, with at least 2 years experience in partnership-based programming or community-based programming
- Good skills and experience in all aspects of programme cycle management - design and development, implementation, and monitoring and evaluation
- Knowledge on Child protection, Child rights governance, Civic space issues will be an advantage
- Experience in organizational capacity development, training, mentoring, and coaching
- An excellent team player with good skills in teamwork and a consultative approach to decision making
- Excellent communication skills, both oral and written
- Excellent interpersonal, communication and presentation skills

#### **Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

#### **Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

#### **Child Safeguarding:**

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.



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| <b>Safeguarding our Staff:</b><br>The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy           |                                 |
| <b>Health and Safety</b><br>The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |                                 |
| <b>Date of issue: 15 June 2022</b>  | <b>Author : Mariana Kavishe</b> |

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