

JOB DESCRIPTION: Senior Project Coordinator

‘FAHAMU, ONGEA, SIKILIZWA’ Project

Post Title	Senior Project Coordinator : ‘FAHAMU, ONGEA, SIKILIZWA (FOA) PROJECT
Location	Dar es Salaam
Salary	Salary: Approx gross salary = 32, 060, 876 Tsh per annum (pro-rata) <i>This post is dependent on anticipated funding.</i>
Benefits	24 days annual leave plus public holidays in Tanzania, and access to a national health insurance scheme
Restrictions	1 year time fixed term contract with opportunity for extension after the first year based on performance
Reports to	Next Generation of Leaders Programme Manager
Direct Reports	Assistant Project Coordinators Dar and Dodoma (as relates to project)
Key Internal Staff To Work With To Deliver on Role	Assistant Programme Coordinators, Dar and Dodoma (related to project) Programme Quality team based in Iringa (related to project) Next Generation Leaders Programme Manager (day to day supervision) Partnerships and Fundraising Manager (based in Dar es Salaam) Finance staff, Dar es Salaam and Iringa
Expected travel	Extensive travel will be required for this role and will lead to weekend work and travel outside office hours.
Context	<p>Restless Development is the leading youth-led development agency. We have been working in Tanzania since 1993 and have established an impressive track record in delivering grassroots impact through youth led development programmes aligned to the Government of Tanzania’s poverty reduction plans and Millennium Development Goals. Capitalizing on the launch of a new brand in July 2010 and the launch of a new 5-year global strategy (2011 – 2015), Restless Development is taking up a position as a national banner carrier for youth-led development – demonstrating at the grassroots and policy levels that young people can contribute significantly to the development processes within their country. More information: www.restlessdevelopment.org/tanzania</p> <p>In July 2012, the Government of Tanzania launched an 18-month-long constitution review process to give all citizens the opportunity to feed into their new constitution. As part of a consortium of organizations engaging with underserved populations (Young People) Restless Development launched its ‘FAHAMU, ONGEA, SIKILIZWA’ project with the aim of maximising the space that exists within the current Act and engage young people in the process, through increasing their level of knowledge , contribution and motivation to become active citizens and speak their views on what should be within their constitution, and work with appointed and elected leaders into the process of developing a constitution so that they are hearing the voices of the Tanzanian people.</p> <p>A critical learning from this project has been around the low level of civic awareness amongst citizens particularly on human and political rights, low participation of youth and women in governance processes and decision-making, and resistance on the side of duty-bearers and leaders to open and safeguard the spaces and opportunities for citizen engagement in the same processes. With the recognition that these challenges will continue to create significant hurdles towards effective citizen engagement even after the referendum, the Constitution</p>

	<p>Consortium has reformed, with the addition of BBC Media Action, as the Elections Consortium. FAHAMU, ONGEA, SIKILIZWA II seeks to build on the lessons and achievements of the Constitution project to ensure that citizens have sufficient information, capacity and space to participate in the local government elections and national elections.</p> <p>Your role will be to support Restless Development in implementing the FAHAMU, ONGEA, SIKILIZWA engagement project which will enhance the participation of young people as positive agents of change in Tanzania within the goal areas, and also support strategic partnerships with government and civil society at the local level. You will work closely with our Policy and Advocacy coordinator, and will lead rural and national teams to encourage and bring evidence of involvement and engagement of young people in decision making processes. You will train, coach our volunteers, partners and stakeholders to create an environment where issues of young people are taken into consideration and a deliberate effort is made to address them.</p> <p>You will be a talented individual who is committed to youth led development and passionate about promoting participatory approaches to civic engagement. You will have previous experience in working in policy analysis, advocacy, and youth participation in decision making (or other target groups). You will be an excellent communicator (verbal and written) in English and Swahili, and will demonstrate confidence and tact in working with our stakeholders. You will be a talented self starter who can work as part of a team, and be committed to our mission and values.</p>
<p>Position Summary</p>	<ol style="list-style-type: none"> 1. Manage the planning, implementation and review of the youth Election project in line with the project design ensuring monthly data collection and evidence-based decision making for project quality 2. Maintain oversight of all aspects of volunteer recruitment, selection, training, placement and in placement support in line with Restless Development's programme quality standards 3. Foster partnerships with national and local government, private sector, civil society, and bi-lateral and multilateral agencies to ensure visibility of the project and synergy with sector plans 4. Manage and coordinate quality meetings of the national project steering committee ensuring accurate programme and financial data is provided for high level progress tracking and project adaptation 5. Maintain oversight of the project budget and expenditure, in line with Restless Development's policies and in accordance with the grant contract working closely with the finance team and Partnerships Manager 6. Prepare quarterly reports for the management committee, and for donors in line with contractual requirements with support from the finance team and Partnerships Manager 7. Provide human resource management to your direct reports, and utilise distance and matrix management techniques to ensure the project team is working closely together
<p>15% of time</p>	<p>Strategy and Direction</p>
<p>Main Responsibilities</p>	<ul style="list-style-type: none"> • Working with the management team, you will coordinate the planning, implementation and review of the project in accordance with the project's planned outcomes • Working closely with the consortium steering committee to ensure the project respond effectively to emerging needs, challenges and programmatic learning to ensure maximum impact • Working closely with the Country Director and Partnerships Manager, develop strategic partnerships at national level to ensure additionality of this project to our civic agenda • Work with the Next Generation Leaders Programme Manager to foster alumni engagement and pre-professional skills development opportunities for graduating volunteers seeking careers in civic engagement, accountability

	and other relevant skill areas of the project
40% of time	Programme Quality and Programme Delivery
Main Duties	<ul style="list-style-type: none"> • Coordinate all aspects of volunteer recruitment, selection, training, placement, and in placement support with support from the project team and regions offices • Working with the programme quality team, coordinate the monitoring and review of the project across all locations on a monthly basis • Ensure timely planning and execution of planned activities, seeking approval for project adjustments based on evidence based learning and working within the parameters of the budget available • Ensure that our programmes across the 14 target regions (including volunteer recruitment, selection. management, training) reflect the operational standards, strategy and practices of Restless Development • Ensure the timely compilation of programme quality data reporting including submission of the monthly reports to the programme quality team • Be an active member of the programme quality group – supporting management and direction for the programmes team and the organisation – bringing lessons, best practice, and examples of innovation • Provide regular progress updates to the management team on project quality to ensure accountability for standards is supported at the highest levels • Provide technical support and capacity building to staff on the project areas • Ensure sensitisation and engagement of communities in all aspects of the project
20% of time	People and Performance
Main Duties	<ul style="list-style-type: none"> • Carry out regular performance and line management of the Assistant Programme Coordinators in line with policy • Carry out field support visits to ensure your team is actively supported in delivering of their work and in turn they are effectively completing their duties with volunteers, field partners, and local stakeholders • Assess and develop annual capacity building plans for your team to enhance performance within your team • Oversee volunteer management and support standards across the project providing ongoing advice and support, and engaging relevant line managers where required
15% of time	Financial Management
	<ul style="list-style-type: none"> • Responsible on a day to day basis for financial management including monitoring and execution of the budget in line with the project strategy and implementation plan • Ensure that all financial policies and procedures are upheld by staff and volunteers within the project, and action is taken where standards are not met in line with Restless Development's policies • Coordinate the annual budgeting process with support from the finance team and ensuring engagement of the project team • With the Finance team, prepare monthly budgets and requisitions, with an understanding of current budget position per item line • With the Finance team, prepare monthly expenditure reports against approved budgets, providing detailed variance analyses • Manage and authorize the monthly reconciliations of cash and bank books • Ensure that all requisitions and retirements are appropriately authorized; and that all expenditure is backed up by the required support documentation • As principle budget holder for the Project, ensure that value for money is obtained in all purchases through the team, and that all purchases are in line with our policies and procedures • Uphold all financial policies and procedures for Restless Development Tanzania, and proactively prevent risks within the project which could jeopardise our Values, Policies, Codes of Conduction and Donor Compliance

	Rules
15% of time	Partnerships, Visibility and Grant Management
Main Responsibilities	<p>With support from the Country Director, Partnerships Manager, and Policy and Advocacy Coordinator:</p> <ul style="list-style-type: none"> • Develop and manage strategic partnerships with local and national government, civil society, the private sector and others in the project • Identify and engage local media to create visibility of the project, our goals, and the role of young people in development • Coordinate the mapping of resources with partners within Project area to strengthen our project and interventions • Ensure effective sensitisation and relationship management with local stakeholders in the programmes area from community to regional level • Identify opportunities and support the development of high quality proposals • Ensure systematic sharing of project information and results with the sector and young people using social media, and leading public speaking events as part of the project <p>With the Next Generation Leaders Manager and Partnerships Manager:</p> <ul style="list-style-type: none"> • Coordinate timely and accurate narrative and financial reporting to the donor • Provide regular updates on project progress to the donor and consortium • Ensure the project team is pro-actively development case studies and data which demonstrate the results and added value of this project to young people and to Restless Development's agenda
5% of time	Values Based Leadership
	<ul style="list-style-type: none"> • Supporting roll out and communication of key management decisions • On request, participate in management committee meetings • Actively support the NGL Programme Manager – including acting as cover whilst peer team members are on leave • Serve as a role model at all times, personally embodying Restless Development's mission and values, whilst helping to ensure that Restless Development's code of conduct, policies and standards are understood by all and adhered to in practice
Person Specification	
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Graduate level degree in relevant field, preferably related to politics • 3 years relevant work experience including in the areas of leading civic education and accountability initiatives <p>Preferable</p> <ul style="list-style-type: none"> • Technical expertise in youth participation, civic education, and accountability • Experience of volunteering
Experience & Skills	<p>Essential</p> <ul style="list-style-type: none"> • Experience of working with young people from vulnerable settings • Excellent project cycle management skills and experience • Technical expertise in community development approaches, and at least one of our development goal areas • Experience in planning and delivery of training and onsite capacity building • Experience of volunteer management and support • A clear understanding of contemporary development issues particularly of youth participation, decision-making, governance structures, political events and opportunities • Excellent interpersonal and communication skills suitable for both youth and high level government audiences • Fluent in English and Kiswahili • Very good ICT skills including Word, Excel, email/internet, PowerPoint • A strong personal commitment to the values of Restless Development and the role of young people in development

	<p>Desirable</p> <ul style="list-style-type: none"> • Experience in working with young people • Experience in human resources management • Experience managing large scale budgets and finances • Experience in building and managing partnerships within programmes • Experience of working in a multi-cultural environment
<p>How to apply</p>	<p>Please send a completed application form to jobstanzania@restlessdevelopment.org by the closing date (see below). Please note we DO NOT accept CVs, resumes or covering letters</p>
<p>Closing Date</p>	<p>12 pm. Tanzania time on Friday 3rd October 2014</p>