



TCRF, P.O. Box 31389, Dar Es Salaam, Tanzania. Email: info@childrightsforum.org

Job Opportunity

Post: Programme Manager

Duty Station: Dar es Salaam with extensive travel up country and abroad

Duration of Contract: Twelve months with the potential for extension.

Deadline: 8 May 2019

1. Introduction

Tanzania Child Rights Forum (TCRF) is about a space where more than 200 Tanzanian Child Rights Based CSOs come together and create a common position, identity, share their understandings, opportunities, skills, knowledge and join efforts for a common purpose of promoting the rights and welfare of the Tanzanian child. Further TCRF support and coordinate CSO across the country to advocate for, promote, support and monitor implementation of the rights of the child in Tanzania.

Currently TCRF is coordinating its member partners based in the community to implement the project namely *Sauti Yangu* laterally means *My Voice*. It is a Child Friendly Accountability initiative that tries to link with the national and international efforts for child empowerment and accountability. The project is guided and funded by Child Fund Korea.

2. About the Post

TCRF is recruiting a Programme Manager to hold the post for the period of one year on renewable contract pending availability of funds and based on the outcome of the performance appraisal. The overall purpose of this post is to supervise engagement of TCRF with its member partners in a new Child Friendly Accountability - *Sauti Yangu* initiatives. The initiative is part of efforts to ensure that the network champions the coordinated joint quality efforts to accelerate progress to end Violence Against Children - VAC.

2.1 Duties and Responsibilities

- Build relationships and engagement strategies with partners and stakeholders in rolling out the guided *Sauti Yangu* of Child Fund Alliance initiative in pilot areas;
- Support partners to design and manage activities including developing work plan, budgets, resource mobilization, monitoring and quality assuring work;
- Work with the Forum Coordinator, to ensure that the partner's work takes account of evidence, experience and good practice, particularly relating to Child Friendly Accountability and Child Protection system in target communities;
- Facilitate partners collaboration and stakeholder engagement;
- Provide technical support and guidance to secretariat staff in the other Programme Development and Advocacy thematic teams to ensure that they are delivering quality and timely inputs;
- Support the Forum Coordinator to review and update TCRF strategic plan, to maximize impact in achieving longer-term, medium term and short-term objectives. Keep in line with the changing needs of children and Forum objectives.
- Identify, organize and execute needed capacity strengthening activities for partners.



2.2 Qualifications and experiences:

- A Degree in a profession relevant to the following disciplines: Social Work; Law; Social Science; Project Management, Business Administration, Community Development. The Master's Degree will be an added advantage.
- Knowledge of the Tanzanian government systems and mechanisms is a must;
- Knowledge and experience on child participation and child protection issues.
- Strong program planning, monitoring and evaluation skills with a clear understanding of the dynamism in the existing concepts, approaches and methodologies in child rights or development sector.

2.3 Key Competencies

- Sensitivity to controversial issues and ethical dilemma;
- Ability to work as part of the team and with people from diverse backgrounds and cultures
- Ability analyze, link and triangulate information from the children, parents and society at community level with the national and regional level policy, framework and mechanisms.
- Ability to plan and prioritise work duties as well as work competently under pressure and tight deadlines;
- Strong documentation and report writing skills with good spoken and writing skills in both Kiswahili and English;
- Proficiency in the use of information technologies and good computer skills, particularly in the use of MS Office Package (MS Word, MS Excel, etc.); and
- Strong organisational skills and attention to detail;
- Ability to work under minimum supervision, and flexible hours to meet deadlines and deliverables.

3. Important policies and procedures

- a) There are no relocation allowances available for this position.
- b) TCRF is an equal opportunity employer offering employment without regard to race, colour, religion, sex, sexual orientation, age, national origin, citizenship, physical or mental handicap, or status as a disabled or political position.
- c) TCRF Observes strict standards and procedures to Child Safeguarding and by signing any contract with TCRF, you are bound to its Child Protection Policy and standards.
- d) You are also bound to TCRF personnel policies and procedures of which you are encouraged to read and understand.

e) No fee, or any advance payment is required for this application.

4. How to apply

Send your detailed Curriculum Vitae with cover letter before 8 May 2019

to Email: info@childrightsforum.org. Physical submission of application will not be accepted. Please note that this advert contains full Terms of Reference, hence no further documents are available. **DO NOT ATTACH ANY CERTIFICATES AT THIS STAGE!**