



## ABOUT RESTLESS DEVELOPMENT

Restless Development is a global non profit agency. We support the collective power of young leaders to create a better world. We are independently registered and governed in nine countries (India, Nepal, Sierra Leone, Tanzania, Uganda, UK, USA, Zambia and Zimbabwe) bound together by our vision for youth power.

We run youth-led programmes to tackle the issues that young people care about the most. We also run the [Youth Collective](#) – a growing network of over 5,000 local youth-led organisations in 185 countries. We are committed to creating an agency that walks the talk on power shifting, using the power shifting checklist, both internally and externally.

More information about Restless Development:

- [Restless Development Strategy](#)
- [Youth Collective](#)
- [Power Shifting Checklist](#)
- [We Are Restless Blog](#)

## OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organisational imperative with primacy over the success of programmes or strategic objectives. We recognise that safeguarding is everyone's responsibility and we expect all of our staff, volunteers and partners to ensure we protect the communities in which we operate from harm and abide by our [Safeguarding Policy](#).

## ABOUT THE ROLE

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 Consecutive National Development Plans.

In collaboration with UNICEF, we will implement a project to bridge educational gaps and improve outcomes for vulnerable adolescents in Kigoma, Songwe, and Tabora from February 2025 to April 2026. The project will address barriers such as financial constraints, gender inequality, and inadequate learning materials, focusing on girls' retention, empowerment, and leadership development.

The intern will lead the identification of targeted adolescents and their needs in schools and communities, ensuring resources are allocated effectively and equitably. Additionally, the intern will oversee the implementation of mentorship and empowerment programs at the regional level. They will coordinate the provision of financial support, mentorship, mindset transformation workshops, and community campaigns, while actively contributing to building girls' leadership capacity and assisting in the training of teachers in inclusive education strategies.

For more information on Restless Development's mission, values and work, please visit:

[www.restlessdevelopment.org](http://www.restlessdevelopment.org).

## ABOUT THE ROLE

<b>Job title</b>	Project Intern (3 positions)
<b>Location</b>	Songwe, Kigoma and Tabora Region
<b>Salary</b>	TZS 550,000 monthly allowance ( <i>subject to statutory deductions</i> )
<b>Preferred start date</b>	As soon as possible
<b>Length of contract</b>	6 months (with possibility of extension up to a maximum of 12 months)
<b>Visa requirements</b>	Must have the right to work in Tanzania
<b>Reports to</b>	Project Coordinator
<b>Direct reports</b>	National Peer Educators
<b>Expected travel</b>	Occasional travel to our regional offices in Tanzania. Time off lieu will be given for any travel required over weekends.

### KEY PRIORITIES

#### 1. Main responsibilities

- Project Planning and Implementation.
- People and performance management.
- Budgeting and financial accountability.
- Partnership, visibility and grant management.

#### 2. Project planning and implementation

- Support and coordinate the implementation of the project activities at the field level.
- Support the Project Coordinator in tracking the progress of project activities using the Digital Platform (KOBOLCollect).
- Collaborate closely with local partners to supervise the implementation of customized training workshops for teachers, focusing on best practices in curriculum development, teaching methodologies, and monitoring and evaluation (M&E) techniques.
- Working closely with Peer Educators to deliver workshops on tracking expenditures related to financial support mechanisms for vulnerable students in the project Schools
- Coordinates consultations with identified/potential partners, peer educators, change makers and other Stakeholders during the implementation stage.
- Conduct regular technical support visits/follow-ups with peer educators to mark progress, and challenges and recommend actions.
- Support community peer educators in mentorship, coaching and documenting evidence of progress.

#### 3. People and performance management

- Carry out regular performance and welfare support for peer educators in line with Restless Development's volunteer policy.
- Ensure that peer educators meet their targets and support them if they are not doing so.
- Making regular field visits to each placement, analysing their work and providing constructive feedback, coaching and support
- Provide adequate and appropriate welfare support (medical and psychological) to peer educators and be available to support as and when needed.
- Ensure peer educators' discipline cases follow procedure and are communicated to your line manager and/or referred up as appropriate.

#### 4. Project budgeting and Financial Accountability

- Uphold all financial policies and procedures for Restless Development Tanzania, and proactively prevent risks within the project, which could jeopardize our Values, Policies and Code of Conduct and donor compliance.
- Support programme coordinator in annual budgeting and quarterly budget re-forecasting.
- Work with the Programme Coordinator to ensure that all field expenditures are activity-based and properly accounted for, as per Restless Development policies and procedures.

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- Ensure that all cash/payment requisitions and retirements are appropriately authorized; and that all expenditure is backed up with genuine receipts and documents.

### 5. Partnership, Visibility and grant management





- Support Programme Coordinator in enhancing Restless Development and the project's profile and visibility, with a particular focus on local stakeholders, including local government authorities.
- Share project data with the Communication and Visibility lead to assist in organizing content for social media campaigns and publishing project impact stories.
- Lead on the communication of best practices, programmatic updates, learning and engagement of stakeholders in our work at the district and community level.
- Proactively identify and support the development of local partnerships with complementary civil society, public sector, and private sector bodies in the region.
- Ensure effective sensitisation and relationship management with community stakeholders in the programme area.
- Ensure systematic sharing of programmes information and results with partners and stakeholders in the region.
- Support in cultivating local partnerships to strengthen linkages and for future program development.

### 6. Other

- You may occasionally be required to work on weekends and/or public holidays, for which time off in lieu will be granted
- Other duties as required.

## ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with [our Values](#).

Values	Behaviours	What we expect of the Intern
 <b>HEART</b> We are who we serve. We are brave.	Values-led	Upholds the Restless Values at all times, demonstrating professionalism in their day-to-day work.
	Innovation	Offers creative approaches to improving work. Is open to fresh ideas and adapts to change.
 <b>HEAD</b> We are 100% professional. We prove that young people can	Delivers Quality	Adopts an honest and efficient approach to work. Uses resources responsibly.
	Decision Making	Proposes solutions to challenges and seeks to understand the reasons behind decisions.
 <b>VOICE</b> We generate leaders. We are proud to carry the banner for youth-led development.	Leadership	Actively seeks to develop their own leadership skills. Is seen as a leader to beneficiaries and other young people.
	People Development	Is open to feedback and ideas for personal development. Willingly provides constructive feedback to others.
 <b>HANDS</b> We are in it together. We listen and learn.	Effective Communication	Actively listens and learns from those around them. Uses effective two-way communication to build rapport and relationships in the community.

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	Collaboration	Is an integral team member, contributing to team excellence.
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SKILLS AND EXPERIENCE	
<b>Essential</b>	<p><b>Qualification</b></p> <ul style="list-style-type: none"> <li>• A degree or diploma in a relevant discipline, such as public health, social sciences, or humanities, with a focus on fields like community development, social work, project management, education, adolescent health, or gender studies</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Proficiency in addressing adolescent education, school retention, and sexual and reproductive health challenges.</li> <li>• Experience implementing education or adolescent health projects in Tanzania, focusing on issues such as school dropouts, gender equity, or menstrual health management.</li> <li>• A solid understanding of contemporary challenges related to adolescents, such as limited access to education, reproductive health services, and skills development.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Fluent in English and Kiswahili</li> <li>• Good ICT skills including Word, Excel, email/internet, PowerPoint</li> <li>• A strong personal commitment to the values of Restless Development and the role of young people in development</li> <li>• Previous experience as a volunteer</li> <li>• Experience of working in a multicultural environment</li> </ul>

**Restless Development is an Equal Opportunities employer** and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender, sexual orientation, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

## WHAT WE DO FOR YOU

### Remuneration

We are proud to commit to a transparent global salary scale, ensuring a fair and comparable system of pay across all global locations. In addition to monthly allowances, we offer **NSSF contribution** and **out of pocket reimbursable**.

### Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

### Work-life Balance

It goes without saying that we work hard at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Birthday Leave
- Access to flexible working.
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances (for those with a 12 month contract).

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## Professional Development

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job.
- Regular performance management.
- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
- Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.

## KEY DATES

- Please complete this [application form](#) by **11th January 2025**, 11:59pm .



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## ABOUT THE PROJECT

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 Consecutive National Development Plans.

In collaboration with UNFPA, we will implement the Vijana Tunaweza project to empower first-time mothers and youth in Dodoma, Songwe, and Dar es Salaam regions from January 2025 to December 2025. This project will address vulnerabilities such as HIV/AIDS, unplanned pregnancies, and gender-based violence by enhancing economic opportunities, building life skills, and fostering supportive community ecosystems. The project will focus on establishing youth and girls' groups for income generation, engaging boys and men to combat harmful gender norms, and strengthening local support structures for sustainable empowerment. Additionally, in collaboration with other partners, the project will promote systemic change through policy reviews, advocacy campaigns, and youth

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engagement in the upcoming general elections, with a particular emphasis on supporting young women to actively participate in the electoral process.

The Assistant Program Coordinator will oversee the implementation of the Vijana Tunaweza program, focusing on out-of-school adolescent girls, youth, and first-time young mothers in Dodoma, Songwe, and Dar es Salaam regions. This role includes coordinating program activities to ensure alignment with objectives and fostering sustainable empowerment through economic opportunities, social development, and leadership building. Additionally, the role will involve partial support in coordinating activities among consortium partners to ensure cohesive and effective program delivery.

## ABOUT THE ROLE

Job title	Assistant Project Coordinator
Location	Iringa, Tanzania
Salary	<b>TSh TSh36,521,888</b> Basic Annual Salary (Subject to Statutory Deductions) plus significant allowance and benefits
Preferred start date	As soon as possible
Length of contract	1 Year, with the possibility of extension
Visa requirements	Must have the right to work in Tanzania
Reports to	Programme Coordinator
Direct reports	Youth Officers and interns
Expected travel	Occasional travel to focus project areas

## KEY PRIORITIES

### 1. Project Planning, implementation and reporting (60%)

- Coordinate the implementation, monitoring, and review of project activities on a monthly basis to ensure smooth execution and timely completion.
- Coordinate the preparation and submission of monthly reports and case studies, ensuring they align with the organizational M&E system and meet donor reporting requirements.
- Coordinate the planning, scheduling, and oversight of training sessions on entrepreneurship, Sexual and Reproductive Health and Rights (SRHR), gender equality, life skills, and leadership for first-time young mothers.
- Facilitate the coordination of skills development initiatives, ensuring that first-time young mothers are equipped with the necessary tools and knowledge to establish businesses or seek self-employment.
- Coordinate the design and delivery of accessible and welcoming workshops for young mothers, in-and-out-of-school youth, youth affected by HIV, and those living with disabilities.
- Oversee the coordination of efforts to facilitate access to finance for first-time young mothers who are entrepreneurs, ensuring they can start or expand their businesses.
- Coordinate the engagement of parents, local government authorities, and community leaders at all stages of project implementation to ensure active involvement and support.
- Oversee the coordination of group formation and registration processes to ensure formalization, enabling easy coordination and access to economic opportunities from different stakeholders.
- Coordinate the collaboration and engagement of other partners involved in the project, ensuring alignment with project objectives and seamless partnership for shared success.

For more information on Restless Development's mission, values and work, please visit:  
[www.restlessdevelopment.org](http://www.restlessdevelopment.org).

## 2. Monitoring, Evaluation and Learning (MEL) (10% of time)

- Work with MEL officers and Program managers to ensure accurate, detailed progress reports are received from implementing staff and partners and submitted to the MEL unit in a timely manner.
- Collaborate with partners to ensure the documentation of case studies, learning, and best practices from the project, and assist them in putting systems in place to verify project outputs.
- Ensure that M&E data is used as the evidence base to feed into program review and planning processes.
- Support the MEL team in conducting research and evaluations of the project to assess effectiveness and guide improvements.

## 3. Partnerships and Visibility (25%)

- Proactively oversee the collection of case studies, change stories, and photos for social media, and sharing with internal &/external audiences
- Represent Restless Development at public, partner meetings and events demonstrating expertise, and youth passion
- Support the Investment and Partnership Unit in donor relationship management by timely availing high quality evidence of performance commensurate to investments under the program.
- Contribute to the development of funding proposals and concept notes as needed.
- Work closely with the Communication and Visibility lead to prepare impact stories.

## 4. Project budgeting and financial reporting (10%)

Working closely with a dedicated Finance officer and the program manager to:


- Monitor project budgets and expenditure with support from the Senior Finance Coordinator and the Programmes Coordinator.
- Ensure effective monitoring and timely reporting of program expenditures in accordance with Restless Development's finance policies and procedures and the donor requirements.
- Ensure Restless Development values, finance policies and procedures are adhered to by all staff and volunteers
- Ensure value for money and transparency in all procurement, financial and programmatic decisions

## 2. Other (5%)

- You may occasionally be required to work on weekends and/or public holidays, for which time off in lieu will be granted.
- Other duties as required.




## ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with [our Values](#).

Values	Behaviours	What we expect of the [insert job title]
 HEART	Values-led	Supports a values-led culture within their team by holding junior team members to account for values-led behaviour. Uses values to guide decision making and group actions.

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We are who we serve. We are brave.	Innovation	Involves others in the development of solutions to both the causes and results of problems. Promote change to others.
 <b>HEAD</b>  We are 100% professional. We prove that young people can	Delivers Quality	Frequently creates opportunities to maximise their contribution to team priorities. Supports others to deliver quality and continually improve their work. Considers relevant information to propose more effective and cost-efficient ways of working.
	Decision Making	Takes ownership for managing elements of a budget and/or programme and/or incidents with little guidance from others. Considers underlying issues and Restless Values when making operational decisions. Consults with others when facing difficult decisions.
 <b>VOICE</b>  We generate leaders. We are proud to carry the banner for youth-led development.	Leadership	Communicates a compelling vision for the areas which they take partial ownership for; providing strong leadership to others.
	People Development	Takes responsibility for personal development, committing to take on new challenges which build team capacity. Develops others through proactive sharing of knowledge, skills and opportunities
 <b>HANDS</b>  We are in it together. We listen and learn.	Effective Communication	Confidently adapts their communication style to suit their audience, and coaches' others to do so. Is able to influence others to build shared understanding.
	Collaboration	Seeks opportunities to collaboratively deliver quality against team goals by building strong internal and external relationships. Facilitates introductions amongst staff and stakeholders to help others to grow their relationships. Cultivates partnerships at a national level.

## SKILLS AND EXPERIENCE

Essential	<ul style="list-style-type: none"> <li>• A degree in a relevant field, such as education, public health, social sciences, or gender studies, with expertise in areas like community development, project management, adolescent health, or gender equality.</li> <li>• Proven experience in managing livelihood-focused projects, particularly in project coordination and implementation.</li> <li>• Extensive experience working with young people in Tanzania, with a deep understanding of their needs and challenges.</li> <li>• Demonstrated leadership skills, with the ability to effectively coordinate and network with multiple stakeholders, including local authorities and community leaders.</li> <li>• Strong cultural awareness and respect, with sensitivity to diverse cultural contexts and practices.</li> <li>• Solid knowledge and expertise in participatory methods, community development approaches, and fostering partnerships.</li> <li>• A committed belief in Restless Development's mission and values, promoting youth empowerment and sustainable development.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Fluent in both English and Kiswahili.</li> </ul>

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|  | <ul style="list-style-type: none"> <li>● Strong ICT skills, including proficiency in Word, Excel, email/internet, and PowerPoint.</li> <li>● A strong personal commitment to the values of Restless Development and the empowerment of young people in development.</li> <li>● Proven experience in leading project teams and demonstrating a passion for community engagement and development.</li> </ul> |
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## WHAT WE DO FOR YOU

### Remuneration

We are proud to commit to a single transparent global salary scale that is published on our website and ensures a fair and comparable system of pay across all global locations, taking into account statutory benefits. In Tanzania, in addition to salary, we offer housing allowance, End of Service Benefit, payments towards medical costs, and WCF contribution, as well as an out of country supplement and relocation allowance for international staff relocating to Tanzania.

### Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

### Work-life Balance

It goes without saying that we work hard at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days)
- Birthday Leave
- Access to flexible working
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances

### Professional Development

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job
- Regular performance management
- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency
- Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise

### Travel and Medical Insurance

Specify where staff and their dependents are covered by national/private medical insurance schemes. When travelling abroad with work, all staff will be covered by Restless Development's travel insurance.

### Relocation package

For more information on Restless Development's mission, values and work, please visit:

[www.restlessdevelopment.org](http://www.restlessdevelopment.org).

For staff who relocate to work with Restless Development, we offer a competitive relocation package. This will be discussed with relevant candidates and could include:

- A lump-sum relocation allowance to support you in relocating to your new place of work.
- Out of country supplements for the duration of your time working in your new place of work.
- Medical insurance.

## KEY DATES

- Please submit your application by filling out the [ONLINE APPLICATION FORM](#) by 11th January 2025, 23:59.Hours
- Please note that we do not accept CVs, resumes, or cover letters.



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## ABOUT THE ROLE

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 Consecutive National Development Plans.

In collaboration with UNICEF, we will be implementing a project aimed at bridging the educational gaps and improving outcomes for vulnerable adolescents in the Kigoma, Songwe and Tabora Regions from January 2025 to March 2026. This project will address key barriers such as financial constraints, gender inequality, and inadequate access to essential learning materials, with a particular focus on girls' retention and empowerment.

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[www.restlessdevelopment.org](http://www.restlessdevelopment.org).

The Project Coordinator will oversee the implementation of project activities, supervise the project team, facilitate stakeholder engagement, and ensure alignment with project goals. They will manage capacity-building workshops, training material development, data collection, and reporting, while monitoring budgets and ensuring financial compliance. Additionally, the Coordinator will drive partnerships, enhance program visibility, and support monitoring, evaluation, and learning to ensure overall project effectiveness.

Job title	Program Coordinator
Location	Dodoma
Salary	<b>TSh45,342,083</b> Annually (Subject to Statutory Deductions) plus significant allowance and benefits
Preferred start date	As soon as possible
Length of contract	12 months - Renewable on successful completion of the first contract
Visa requirements	Must have the right to work in Tanzania
Reports to	SRHR Program Manager
Direct reports	Youth officers
Expected travel	You will be expected to travel in-country on a regular basis

## KEY PRIORITIES

### 1. Technical Programme Delivery (40% of your time)

- Supervise and support interns, providing ongoing guidance, feedback, and oversight to ensure the successful implementation of project activities.
- Support the project manager to ensure alignment with project goals, timelines, and quality standards.
- Monitor the progress of the project, including the performance of interns, address challenges, and provide capacity-building opportunities to enhance their skills and effectiveness in achieving project outcomes.
- Liaise with project partners and stakeholders to ensure active engagement at all stages of the project implementation, with support from the Project Manager.
- Coordinate the delivery of menstrual health training and provide ongoing support for girls in schools, ensuring alignment with project goals and quality standards.
- Work closely with project interns to plan and implement community educational workshops and awareness campaigns that promote the importance of education and gender equity, providing guidance and support to ensure successful implementation.
- Lead and coordinate the planning and facilitation of inclusive, capacity-building workshops for multiple stakeholders, fostering collaboration and creating synergy among actors involved in promoting education in the regions.
- Lead capacity-building initiatives for interns, peer educators, and teachers, providing them with tools and skills to effectively implement the project, improve teaching practices, and support overall program goals.
- Oversee the development of age-appropriate and culturally relevant training materials tailored to meet the diverse needs of students in Tabora, Kigoma, and Songwe regions.
- Ensure project materials are effectively utilized by project staff, peer educators, and partners to guarantee the high-quality implementation of project activities.
- Oversee the data collection, analysis, and reporting through the digital platform (KOBOLCollect) for peer educators, in collaboration with the Monitoring, Evaluation, and Learning (MEL) lead.
- Ensure accurate and timely reporting of project data, monitoring the progress of project activities and ensuring high standards of data integrity.

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- Plan and oversee the delivery of tailored training workshops for teachers on best practices in curriculum development, teaching methodologies, and monitoring and evaluation (M&E) techniques.
- Coordinate and oversee workshops on tracking expenditures related to financial support mechanisms for vulnerable students in project schools.

## **2. Monitoring, Evaluation and Learning (MEL) (10% of time)**

- Work with MEL officers and Program Managers to ensure accurate and detailed progress reports are received from implementing staff and partners and submitted to the MEL unit in a timely manner.
- Ensure the documentation of case studies, learnings, and best practices from the project, and assist partners in establishing systems to verify project outputs.
- Ensure that M&E data is used as the evidence base to inform program review and planning processes.
- Support the MEL team in conducting research and evaluations of the project.

## **3. Strategy and Direction (15% of time)**

- Contribute to the development and implementation of the educational program's strategic plan, ensuring effective program design, planning, and review.
- Stay updated on educational policies and national working groups to align the program with national priorities.
- Support the planning, implementation, and review of the project cycle, ensuring operational standards and best practices.
- Manage project staff and volunteers, ensuring consistent implementation of educational materials and support across all regions.
- Assist the Program Manager in submitting timely, quality reports to donors on educational outcomes and progress

## **4. Investment and Partnership (I&P) (10% of time)**

- Support the Investment and Partnership Unit by providing timely, high-quality evidence of program performance to strengthen donor relationships.
- Contribute to the development of funding proposals and concept notes as required.
- Collaborate with the Communication and Visibility lead to organize social media campaigns that engage the community in discussions about education and gender equity.

## **5. Financial Management (20% of time)**

Working closely with a dedicated Finance officer and the program manager to:

- Monitor project budgets and expenditure with support from the Senior Finance Coordinator and the Programmes Manager
- Ensure effective monitoring and timely reporting of program expenditures in accordance with Restless Development's finance policies and procedures and the donor requirements.
- Ensure Restless Development values, finance policies and procedures are adhered to by all staff and volunteers
- Ensure value for money and transparency in all procurement, financial and programmatic decisions

## **6. Other Duties (5% of time)**





- This role may require working on weekends, for which time off in lieu can be taken.
- This post will involve regular local travel and occasional international travel for conferences and events

For more information on Restless Development's mission, values and work, please visit:

[www.restlessdevelopment.org](http://www.restlessdevelopment.org).

## ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with [our Values](#).

Values	Behaviours	What we expect of the [insert job title]
 <b>HEART</b>  We are who we serve. We are brave.	Values-led	Embeds a values-led culture within their team; both recognising and rewarding behaviour which upholds the Restless Values and professionally challenging behaviours which do not.
	Innovation	Fosters a climate of innovation and continual improvement across their team. Considers external best-practice when adapting plans; acting positively and quickly to assess and resolve issues.
 <b>HEAD</b>  We are 100% professional. We prove that young people can	Delivers Quality	Takes full accountability for performance and value-for-money within their team. Ensures team capacity to deliver quality against strategic priorities, and guides their team to develop solutions for anticipated problems.
	Decision Making	Takes full accountability for managing a budget and/or programme and/or incidents. Considers the organisational vision, Restless Values, external influences, and long term impact when making decisions. Supports more junior staff with difficult decisions.
 <b>VOICE</b>  We generate leaders. We are proud to carry the banner for youth-led development.	Leadership	Plays a key role in strategy development. May manage a small team, taking accountability for team performance and creating a compelling leadership vision for their team. Inspires and supports others to take on a leadership role.
	People Development	Drives their own personal development, committing to new challenges which build capacity for the organisation. Supports team members to fulfil their potential through effective performance management, mentoring and other opportunities for growth.
 <b>HANDS</b>  We are in it together. We listen and learn.	Effective Communication	Builds consensus and commitment amongst staff and national partners, using effective communication to navigate difficult topics. Coaches others to communicate effectively.
	Collaboration	Utilises their internal and external relationships to enable others to expand their network; creating opportunities for others to broaden their awareness of other parts of the organisation and/or current issues. Cultivates national partnerships.

## SKILLS AND EXPERIENCE

Essential	<ul style="list-style-type: none"> <li>• A degree in a relevant field, such as education, public health, social sciences, or gender studies, with expertise in areas like community development, project management, adolescent health, or gender equality.</li> <li>• Proven experience in managing education, adolescent health, or gender equity projects, particularly in addressing challenges related to school retention, gender disparity, or menstrual health management.</li> </ul>
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For more information on Restless Development's mission, values and work, please visit:

[www.restlessdevelopment.org](http://www.restlessdevelopment.org).

	<ul style="list-style-type: none"> <li>● Experience leading and coordinating education or health projects in Tanzania, with a strong focus on improving educational outcomes, promoting gender equality, and addressing barriers to adolescent development.</li> <li>● A deep understanding of the issues facing adolescents, including access to education, reproductive health services, and skills development, and a track record of implementing strategies to overcome these challenges.</li> <li>● Experience of project planning and use of planning tools, monitoring and evaluation</li> <li>● Demonstrated experience in program design and writing winning proposals in the area of sexual and reproductive health rights.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>● Fluent in both English and Kiswahili.</li> <li>● Strong ICT skills, including proficiency in Word, Excel, email/internet, and PowerPoint.</li> <li>● A strong personal commitment to the values of Restless Development and the empowerment of young people in development.</li> <li>● Proven experience in leading project teams and demonstrating a passion for community engagement and development.</li> </ul>

Restless Development is an Equal Opportunities employer and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender, sexual orientation, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

## WHAT WE DO FOR YOU

### Remuneration

We are proud to commit to a transparent global salary scale, ensuring a fair and comparable system of pay across all global locations. In addition to salary, we offer pension contributions and housing allowance to the tune of 10% and 4% of your basic salary respectively

### Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

### Work-life Balance

It goes without saying that we work hard at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Birthday Leave
- Access to flexible working hours.
- Generous study leaves, maternity, paternity or adoption leave, and other leave allowances.

### Professional Development

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job.
- Regular performance management.

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- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
- Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.

### **Travel and Medical Insurance**

Specify where staff and their dependents are covered by national/private medical insurance schemes. When travelling abroad for official duties, all staff will be covered by Restless Development's travel insurance.

### **Relocation package**

For staff who relocate to work with Restless Development, we offer a competitive relocation package. This will be discussed with relevant candidates and could include:

- A lump-sum relocation allowance to support you in relocating to your new place of work.
- Out of country supplements for the duration of your time working in your new place of work.
- Medical insurance.

## **KEY DATES**

- Please complete [ONLINE APPLICATION FORM](#) by 11<sup>th</sup> January 2025 11:59pm., Please note that we do not accept CVs, resumes or covering letters.