



NATIONAL VACANCY TANZANIA

Project Field Coordinator

Position Title: Project Field Coordinator

Duty Station: Tanzania, Dar es Salaam

Type of Appointment: Fixed term, one year

Salary range: 2,100,000.00 – 2,300,000.00 basic salary/Month

Estimated Start Period: April 2025

The Organisation:

CEFA (The European Committee for Training and Agriculture) is an Italian Non-Governmental Organisation established in 1972 and active in 10 Countries in Africa, Latin America and Eastern Europe. CEFA's medium- and long-term interventions in agricultural, environmental and Human Rights sector are focused on the sustainable development of the communities, achieved by involving local counterparts and by promoting the active participation of the beneficiaries.

Project Summary

CEFA will coordinate the implementation of the project *Kujenga Amani. Building Peace on the Swahili Coast*, co-funded by the European Union, and taking place in the coastal and bordering areas of Kenya, Tanzania, and Mozambique. In Tanzania, the implementation areas will be Dar es Salaam, Tanga and Mtwara Regions.

The general objective of the action is *to empower and mobilize young women and men in the coastal area of Kenya, Mozambique, and Tanzania as lead actors in peacebuilding and dialogue processes*, while the specific objectives are **a) to strengthen Swahili coast communities' resilience to prevent and counter violence and conflict through the dissemination of positive narratives and opportunities for dialogue and exchange**, and **b) to foster leadership, agency and socio-political inclusion of young men and women in the Swahili coast regions, as agents for change in the promotion of peacebuilding processes and prevention of identity-based violence**.

General Objectives and Responsibilities:

Under the supervision of the Project Manager, the Project Field Coordinator will be responsible for the overall coordination of the project activities, including planning, implementation and monitoring of the activities in Dar es Salaam, Tanga and Mtwara Regions, Tanzania. S/he will provide technical assistance to the project staff and to the partners, and s/he will report to the Project Manager and maintain effective relations and coordination with all project stakeholders.

The Field Coordinator is expected to ensure compliance and abide by all Donor regulations and CEFA's internal policies and procedures.

The duty station will be in Dar es Salaam.

Main Duties:

Coordination, planning and implementation

- Support the Project Manager in planning and scheduling all the project's activities through the submission of regular work plans (including budget forecasts, travel plans etc.),



ensuring quality of the implementation, and in compliance with the project design and timetable;

- Coordinate and directly supervise day-to-day activities related to field work implemented by both CEFA and partners, including baseline/endline surveys, studies and researches, mapping and capacity building of CSOs/CBOs, workshops on peacebuilding and human rights protection with relevant stakeholders and key community actors (security agencies, local authorities, religious leaders, educational officers), awareness raising sessions, peace awareness campaigns;
- Attend and organize weekly internal coordination meeting with field staff, and with partners, to plan future activities, discuss about the challenges and successes and share lessons learned;
- Assist the Project Manager in ensuring the project is given appropriate visibility in line with the EU Visibility Guidelines, and in drafting and disseminating comprehensive project visibility products;
- Submit a fund request for field activities to the Project Manager, according to the Financial SoPs of the project.
- Ensure that all project documents are available (attendance sheets, MoU, minutes of meetings, contracts and agreements, activity reports, supporting documents of the expenses etc.);
- Ensure that partner's implementation is coordinated, monitored, and that implementing partners receive the necessary support.

Monitoring and Reporting

- Support Monitoring, Evaluation, Accountability and learning (MEAL), and the project knowledge management, through data collection, Indicator Tracking Tool update, and regular reporting on project achievements (including documentation of success stories, best practices, and lessons learnt);
- Support the draft of reports to be submitted to the Donor, or official documentation to be submitted to local authorities and institutional stakeholders.

Technical Assistance

- Provides technical assistance and capacity building to project staff on matters related to peacebuilding and prevention of conflicts, including: promotion of interreligious dialogue, prevention of identity-based or gender and sexual-based violence, countering violence and anti-social behaviors, human rights protection and promotion, Human Rights and Survivor-centered approaches, promotion of gender and youth-sensitive communication.
- Provides technical assistance and facilitates training sessions on capacity strengthening of CSOs and CBOs (including result-based project cycle management, proposal writing, financial management).
- Reviews/Prepares modules and learning materials for trainings and sensitization sessions
- Assist and facilitate ToTs to project staff and trainings to the project beneficiaries;
- Support the project staff (both CEFA and partners) in preparing/updating learning material and schedules and supervise training and awareness events;
- Supports the identification of new funding opportunities and the development of concept notes and full proposals.

Synergies

- Liaise with local authorities and other stakeholders representing CEFA when requested.
- Builds strategic networks with actors in Dar es Salaam, Tanga and Mtwara Regions, including but not limited to local communities, key community actors (religious leaders, gate keepers, Human Rights Defenders), youth-led and women-led CSOs and CBOs, media actors, educational officers and schools management, institutional stakeholders, Local Authorities.
- Ensures quality, consistency, and synergies of all project components with project partners;



- Attend conferences, roundtables and other key fora relevant for the project.

Conducts other activities in line with the profile and technical expertise, as required by the Project Manager.

Qualifications, Skills and Experience

Mandatory Requirements

- Proved working experience (at least 4 years) working in a similar position with local/international organizations, government and humanitarian sector;
- Proved experience coordinating consortium partners;
- Bachelor's degree in a relevant discipline e.g. related to community development, social sciences, project management, international and human rights law;
- Excellent communication (writing and oral) skills and reporting skills in English and Swahili;
- Excellent computer skills, MS Office, social media management;
- Leadership skills, networking skills, ability to liaise with government, local authorities, private sector, donors, and civil society;
- Organizational skills and ability to manage effectively multiple tasks;
- Ability to manage and monitor complex budgets;
- Skills in MEAL, reporting, result-based project cycle management;
- Abide by and demonstrate adherence to NGO values, including integrity, honesty, professionalism, transparency, non-discrimination, inclusion and respect for diversity, as well as cultural, gender, religion, race, nationality and age sensitivity.
- Be a Tanzanian citizen.

Desired Requirements

- Master's degree in a relevant related field;
- Expertise in peacebuilding, prevention of identity-based violence, human rights, mentoring, capacity strengthening of and sub-granting to CSOs/CBOs;
- Previous working experience in the target areas, and with the targeted groups;
- Type B driving license.

How to apply

Interested and qualified persons, with the required experience are invited to submit their application to cefa.recruitment.tz@gmail.com, by the 17th February 2025.

Email Subject: Field Coordinator- Kujenga Amani

The application shall include all of the following:

- CV, including 3 reference contacts (only official work email will be accepted) – at least one of your latest job
- Cover letter (1 page maximum)

The applications received will be revised on a rolling basis and the Management can close the vacancy before the indicated deadline as soon as the suitable candidate is identified.

Please note only shortlisted candidates will be contacted.