



SOS Children's Villages Tanzania Vacancy Announcement

SOS Children's Villages in Tanzania is a local non-governmental and non-denominational organization affiliated with SOS Children's Villages International. This global child care organization works to protect and care for children who have lost parental care or are at risk of losing it. Established 74 years ago, SOS Children's Villages operates in 185 countries, with programs in Zanzibar, Arusha, Dar es Salaam, Mwanza, and Iringa since 1981. Their core values include courage, commitment, trust, and accountability, focusing on innovation and effective collaboration with partners.

SOS Children's Villages Tanzania is currently seeking suitably qualified candidates to fill the following vacant positions:

1. JOB TITLE: Head of ICT

Duty Station: National Office, Dar es Salaam

Reporting to: National Director

Job Summary:

The Head of ICT ensures the effective operation of ICT infrastructure and services across SOS Children's Villages Tanzania. The role involves implementing global and regional ICT policies, maintaining security, and supporting the organization's strategic goals. As part of the Senior Management Team, the Head of ICT provides strategic and technical advice to enhance operational efficiency and innovation.

Major Responsibilities:

- Design, implement, and manage ICT infrastructure (LANs, WANs, Wi-Fi, and devices).
- Ensure alignment with global and regional ICT standards.
- Implement global and regional security measures.
- Support disaster recovery and business continuity protocols.
- Provide onsite and remote support for technical issues.
- Develop and enforce ICT usage policies.
- Oversee procurement processes for ICT equipment and services.
- Conduct audits of ICT systems across program locations.

Knowledge, Skills, Qualifications, Abilities, and Competences:

- Bachelor’s degree in Computer Science, Information Technology, or related field.
 - At least 5 years of experience in technical support.
 - Proficiency with Microsoft Server and virtual server administration.
 - Strong analytical, problem-solving, and project management skills.
-

2. JOB TITLE: Child Safeguarding and Protection Coordinator

Duty Station: National Office, Dar es Salaam

Reporting to: National Director

Job Summary:

The Child Safeguarding and Protection Coordinator is responsible for the implementation and enhancement of the Child Safeguarding Policy. The role involves developing policies, conducting training, and ensuring the welfare and protection of children in the organization.

Major Responsibilities:

- Develop national action plans in line with child protection policies.
- Provide training to staff and stakeholders.
- Support human resources in incorporating child safeguarding into HR processes.
- Ensure compliance with child protection laws and standards.
- Facilitate communication on child safeguarding within the organization.

Knowledge, Skills, Qualifications, Abilities, and Competences:

- Bachelor’s degree in Social Work, Sociology, or related field.
 - At least 6 years of experience in child protection and safeguarding.
 - In-depth understanding of child protection laws and policies.
 - Strong analytical and problem-solving skills.
-

3. JOB TITLE: Gender and Youth Coordinator

Duty Station: National Office, Dar es Salaam

Reporting to: Head of Programs

Job Summary:

The Gender and Youth Coordinator is responsible for supporting the implementation of youth development initiatives, promoting gender equality, and addressing the specific needs of young people in and out of care.

Major Responsibilities:

- Define and develop youth care options based on gender-sensitive assessments.
- Promote autonomy and independence through youth development programs.
- Ensure gender-sensitive approaches in youth programs and career planning.
- Support youth in transitioning out of care with gender-specific strategies.
- Monitor and evaluate the gender impact of youth development programs.

Knowledge, Skills, Qualifications, Abilities, and Competences:

- Bachelor's degree in Social Work, Community Development, Youth Development, or related field.
 - At least 5 years of experience in youth care or related roles.
 - Experience in gender-sensitive youth development programs.
 - Strong understanding of gender equality and child rights issues.
-

4. JOB TITLE: Gender and SRHR Project Officer

Duty Station: Zanzibar

Reporting to: Project Officer

Job Summary:

The Gender and SRHR Project Officer leads the implementation of gender equality and sexual and reproductive health and rights (SRHR) interventions. The role involves collaborating with local partners to provide SRHR services and information, addressing gender equality, and preventing gender-based violence.

Major Responsibilities:

- Lead SRHR interventions, ensuring alignment with project goals.
- Provide technical support to healthcare workers and community-based distributors.
- Conduct gender-sensitive training and capacity-building activities.
- Monitor and report on SRHR project objectives and outcomes.
- Facilitate advocacy for SRHR and gender equality.

Knowledge, Skills, Qualifications, Abilities, and Competences:

- Bachelor's degree in Gender Studies, Nursing, Public Health, or related field.
- At least 3 years of experience in SRHR or gender-related projects.

- Expertise in gender equality, SRHR, and community engagement.
 - Strong experience in advocacy, capacity building, and stakeholder coordination.
-

5. JOB TITLE: Project Manager – Children in Street Situation Project

Duty Station: Dodoma

Reporting to: Head of Programs

Job Summary:

The Project Manager is responsible for leading and managing the planning, implementation, and evaluation of the “Children Living and Working on the Street” project activities.

Major Responsibilities:

- Lead project planning and implementation with local stakeholders.
- Ensure the participation of children and families in project design and activities.
- Oversee capacity-building initiatives for participating families and partners.
- Document best practices and share lessons learned.
- Ensure financial and administrative procedures are followed.

Knowledge, Skills, Qualifications, Abilities, and Competences:

- Master’s degree in Social Sciences, Development Studies, or a relevant field.
 - Minimum of 7 years of experience in social services or community development.
 - Strong project management, monitoring, and evaluation experience.
 - Leadership and team management skills.
-

6. JOB TITLE: Monitoring and Evaluation Officer (2 Posts)

Duty Stations: Mwanza and Dodoma

Reporting to: Program Manager

Job Summary:

The Monitoring and Evaluation Officer supports the implementation of SOS Children's Villages Tanzania's M&E strategy, providing technical support and contributing to program quality and innovation.

Major Responsibilities:

- Assist with data entry and review data quality.
- Conduct field visits to monitor program implementation.
- Document lessons learned and best practices.
- Support staff capacity-building in M&E.

Knowledge, Skills, Qualifications, Abilities, and Competences:

- Bachelor's degree in Project Management, Statistics, or related field.
 - At least 3 years of experience in M&E with an NGO.
 - Proficiency in MS Excel and statistical database software.
-

7. JOB TITLE: Alternative Care Coordinator

Duty Station: Zanzibar

Reporting to: Program Director

Job Summary:

The Alternative Care Coordinator leads the Alternative Care unit, overseeing the care of SOS children and youth, ensuring compliance with organizational policies and child protection standards.

Major Responsibilities:

- Implement the SOS CV program approach in accordance with organizational policies.
- Lead education activities for children and youth.
- Develop and oversee child admission committees.
- Manage budgeting and planning for the AC unit.

Knowledge, Skills, Qualifications, Abilities, and Competences:

- Degree in Social Work or Sociology.
 - At least 4-5 years of relevant professional experience.
 - Strong interpersonal and team management skills.
-

8. JOB TITLE: Office Assistant

Duty Station: Dodoma

Reporting to: Finance and Admin Officer

Job Summary:

The Office Assistant ensures the cleanliness and organization of the office, supporting office logistics and waste management, and assisting with administrative tasks.

Major Responsibilities:

- Oversee daily cleaning tasks and monitor supplies.
- Assist with office logistics for meetings and events.
- Support staff with administrative tasks like photocopying and filing.

Knowledge, Skills, Qualifications, Abilities, and Competences:

- Diploma in Office Administration or a related field.
- Minimum of 2 years of experience as an office assistant.

- Strong organizational and communication skills.
-

9. JOB TITLE: Driver (2 Posts)

Duty Station: National Office, Dar es Salaam

Reporting to: Procurement and Logistics Officer

Job Summary:

The Driver is responsible for transporting staff and ensuring vehicle maintenance, adherence to traffic regulations, and providing excellent customer service.

Major Responsibilities:

- Ensure the safe transportation of staff.
- Perform regular vehicle maintenance checks.
- Adhere to traffic regulations and report any accidents.
- Assist with the delivery and collection of official documents.

Knowledge, Skills, Qualifications, Abilities, and Competences:

- CSEE and a driving certificate from a recognized institution.
 - At least 2 years of driving experience, preferably with an NGO.
 - Knowledge of child rights and child protection.
-

HOW TO APPLY

Interested candidates for any of the above positions should submit an application letter via email along with a detailed and updated CV that includes telephone contacts, email address, and details of at least 3 referees. The candidate **MUST** clearly indicate the title of the position applied for. Only candidates contacted for the interview will be required to submit copies of academic and professional certificates. **The closing date is 21st January 2025.** To apply, please send your application to:

**The National Director, SOS Children's Villages.
Dar es Salaam, Tanzania**

Email: recruit.sostanzania@sos-tanzania.org

Please Note: SOS Children's Villages Tanzania is an equal opportunity employer and is committed to keeping children safe from abuse and harm, preventing all forms of exploitation, harassment, and abuse among staff, program participants, donors, and community members. Therefore, candidates applying for this post will be subject to child safeguarding recruitment procedures and checks.