



## Job description

**Job title:** Project Officer - Citizenship and Political Participation

**Job location:** Dar Es Salaam, Tanzania- with frequent travel to the provinces

**Reports to:** Programme Manager

**Responsible for:** N/A

**Department:** Operations, Planning and Finance

**End date:** 23/02/2025

## Job purpose

The Sightsavers' Citizenship and Political Participation (CPP) project in Tanzania's overarching objective is that people with disabilities, in particular women and youth with disabilities, are equitably and meaningfully participating in democratic processes as active citizens. The project will focus on disability inclusion in upcoming elections and will work to engage a range of community, civil society (in particular organisations of people with disabilities) and government stakeholders.

This position provides support and administration to the Sightsavers Social Inclusion Citizenship and Political Participation (CPP) project in coordinating and implementing activities and programmes that align with the strategy and goals of the organisation.

- The post-holder will have an opportunity to gain professional experience and develop skills within the development sector.
- They will provide technical support for the quality implementation of the programme working closely with partners.
- They will assist the Programme Manager in effective programme implementation.
- They will support in planning, delivery, and reporting of the project.
- Assist in a wide range of tasks that the team undertakes in the field.

## Principal Accountabilities:

### 1. Working with Partners: 30%

- Support the Programme Manager with all aspects of the CPP projects and activities
- Assist in planning, coordinating, and implementing programme activities
- Assist and maintain statistical data of CPP activities and programme reporting
- Disseminate information about Sightsavers and its work to partners
- Establish and maintain strong partnerships with external stakeholders where appropriate
- Promote shared learning and collaboration between partners by facilitating partner networks and meetings
- Support partners in the identification and documentation of their own capacity-building needs and help facilitate the provision of these needs

- Provide mix-method capacity building to partners as required, such as facilitating training, workshops, sharing learning, and coaching.
- Facilitate the establishment of partnership agreements with partners where appropriate

## **2. Financial & Resource Management: 10%**

- Assist project partners in the preparation of budgets
- Ensure that partners submit timely financial returns
- Ensure partners manage and utilize project assets as per Sightsavers' policy
- Monitor expenditure of project financial resources and liaise with the FSSM/Officer where necessary

## **3. Programme delivery: 50%**

- Support the programme team in the management of all aspects of the project cycle including planning, implementation, monitoring, evaluation, and learning.
- Work with the Programme Manager and Social Inclusion Global Technical Lead to identify needs for technical support.
- Support the Programme Manager to ensure that all project documentation and reports are made available in a timely and accessible way.
- Contribute to programme monitoring including data collection and reporting
- Support in the implementation of the Citizenship Political Participation and other social inclusion project activities
- Support in the collection of supporting documents
- Organise, report, and document key project meetings.
- Provide general administrative support including but not limited to trip planning, the development of learning materials, presentations, and activity reports.
- Support in workshops with both internal and external audiences and in other events management.
- Organise, collect, and document case studies
- Carry out any other duty assigned by the social inclusion programme manager.

## **4. Information & Communication Management: 10%**

- Be proactive in providing good quality information on case studies, interesting new stories, etc relating to the CPP project.
- Participate in all PR activities within the Country including the International Day of Persons with Disabilities.
- Attend to visitors to and from the projects and partners.

**Jobholder entry requirements - *the essential knowledge, skills, and behaviours required.***

**Knowledge (Education & Related Experience):**

- An advanced Diploma in the field of social sciences, political sciences, governance / democracy, sociology, gender, disability, social inclusion, or equivalent experience. A Degree or Master's Degree in one of these areas would be an advantage.
- Proven track record working on programme implementation within development organisations.
- Well versed in designing, managing, and supporting programmes to facilitate inclusion of marginalised groups in political processes and decision-making forums.
- Experience in participatory development, including participatory monitoring and evaluation
- Previous exposure to collaboration with ministries and agencies/institutions related to CPP and social inclusion such as the Prime Minister's Office – Labour, Youth, Employment and Persons with Disabilities (PMO-LYED), National Elections Commission, President's Office, & Regional Administration and Local Government (PO-RALG), National Disability Advisory Council, as well as their regional and local level networks.
- Experience working with people with disabilities, and communities, organisations of people with disabilities, and disability governance actors.
- Excellent communication skills both oral and written.
- Current knowledge of national and international disability rights policy frameworks and their implementation.
- Good technical knowledge related to the inclusion of people with disabilities, women, youth and/or other marginalised communities in electoral and political processes

**Skills (Special Training or Competence):**

- Project implementation skills
- Excellent communication skills (both oral and written)
- Fluent in written and spoken English and Swahili
- Strong IT skills
- Ability to understand and work with project budgets, forecasts and reports
- Strong relationship building skills for interaction with government stakeholders and organisations of people with disabilities.
- Good networking skills with like-minded institutions.
- Available to travel within Tanzania for 30-40% of role, for up to a week at a time.

**Core behaviours:**

- Networking and influencing both within and outside the organisation
- Change and improvement – consistently strives to achieve high standards of performance. Responds positively to change by adapting own behaviour/approach.

- Communicating and influencing – Understands how their role contributes to the organisation vision. Communicates confidently and effectively with colleagues and partners
- Decision making – Gathers relevant information and uses effective reasoning to make timely decisions.
- Planning and organisation – Prioritise activities and develops plans to achieve them, monitoring own progress. Analyses and organises routine data on a regular basis.
- Delivery and implementation – Gets things done, can be relied upon to do what they say they will and is committed to achieving good quality work to agreed standards and on time.
- Team working – Understands how their work impacts on others. Knows about other parts of the organisation and contributes positively to a global team.

### **Key relationships**

#### **Internal**

- Country Director / Senior programme Manager
- Programme Manager
- Other Programme/Project Officers
- All country staff
- Global Technical Lead- Social Inclusion
- Institutional Funding Manager, ECSA
- Various staff based in all departments at headquarters Haywards Heath, UK

#### **External**

- Partners
- Consultants
- Service Providers
- Civil Society Organisations
- Government agencies
- Community leaders

***Women as well as people with disabilities are encouraged to apply***

**APPLY HERE**