

Job Description and Person Specification

Job Title:	Project Coordinator – Bright Future Project		
Department:	Programs and Policy	Job Family:	Programs & Policy
Reports to:	Programs and Partnership Manager	Grade:	
Location:	ActionAid Tanzania Head Office in Dar es Salaam with travels to the field and internationally as required		
Direct Reports:	-		
Job Role			
Role Overview:	The Project Coordinator is responsible for ensuring the effective Management and Coordination of the Bright Future Project which is being implemented by Tanzania Albinism Society (TAS), working closely with key stakeholders, including communities living with albinism, government agencies, civil society organizations (CSOs), and other relevant actors.		
Accountabilities			

Key Accountabilities / Responsibilities:	Key Activities
Strategic engagements	<ul style="list-style-type: none"> • Support strengthening movement building and promoting solidarity in addressing issues of PWDs including children with albinism. • Coordinate the development and implementation of the project, including planning, budgeting and reporting. • Take active part in supporting TAS in developing its Country Strategy Paper • Support project monitoring, developing monitoring tools, evaluation and learning. • Financial management, including support in developing financial policies and procedures by working with finance team • Support resource mobilization, including supporting developing proposals, building networks and developing resource mobilization strategy. • Support in ensuring that gender considerations are integrated into the project
Program Development and Planning	<ul style="list-style-type: none"> • Develop annual plan and budget for the Bright Future Project and ensure its effective implementation. • Develop narrative and financial reports for the project for sharing with the Donor and other stakeholders • Support TAS and other relevant partners in planning, implementation, monitoring and evaluation of the Project. • Ensure the Project is inline HRBA at all levels and develop the capacity of partners towards this end • Facilitate policy analysis and advocacy at local and national to influence policies and policy practices with PWD especially albinism.

Job Description and Person Specification

	<ul style="list-style-type: none"> • Work closely with Program and Partnership Manager on program quality and joint advocacy initiatives. • Take active part in International and Regional Platforms on PWDs
Partnership Development	<ul style="list-style-type: none"> • Coordinate partner organizations, youth groups/social movement and relevant stakeholders towards effective implementation of the Project • Support and build the capacity of partners, young people, and social movement to advocate and campaign on issues around PWDs. • Facilitate mobilization of partners and build alliance and youth movements towards effective implementation of the Project
Review, Monitoring, Evaluation and Reporting and Documentation	<ul style="list-style-type: none"> • Undertake periodic monitoring and review of the project at national level and local level. • Prepare and organize quarterly and annual report of the project. • Take active part in peer reviews, external reviews and Participatory Review and Reflection Processes, ensure project learning is properly documented (script and video clips) and shared across.
Fundraising	<ul style="list-style-type: none"> ▪ Take active leadership in developing concept notes, proposals write up and build relation with potential donors to ensure resource sustainability for the project/program
Risk Management	<ul style="list-style-type: none"> ▪ Analyse and identify potential risks, design mitigation measures and update the risks regularly for programs under the position
Human Resources Management	<ul style="list-style-type: none"> ▪ Ensure own performance plans are developed at the beginning of the year ▪ Ensure own formal performance reviews/appraisals are done twice a year
Other tasks	<ul style="list-style-type: none"> ▪ Perform other tasks related to the organization's mission as may be assigned by the Line Manager

Typical People Management Responsibility	
<i>Approximate number of people managed in total</i>	No
<i>Matrix Manager – (projects/dotted line)</i>	
<i>Team Leader</i>	No
<i>Grandfather- manager of Team Leaders/Managers</i>	No
What is the global remit? Operates in:	
<i>Own country</i>	Yes
<i>Geographic Region</i>	No
<i>Multiple Geographic Regions</i>	No

Job Description and Person Specification

Remit covers all CP/AP locations (in-country)	Yes
Role Dimensions	
This role influences outcomes directly and clearly controls the Program and Policy-related activity for the country program. In turn, the result of the area/ function directly contributes to the functions / organisation's overall performance	
Financial (limits/mandates)	
Direct departmental budget:	
Organisation-wide expenditure	
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
Country program staff, Great lakes region AA Countries, GS	Partners, Media, Government
Person Specification	
Education & Certifications	<p>Graduates from university or advanced diploma from reputed institutions in Development studies, Social Science or Project Management.</p> <p>A master's degree in any Social Science will be an added advantage</p> <ul style="list-style-type: none"> • Training in; <ul style="list-style-type: none"> • Project planning and management • Human Rights Based Approach • Participatory approaches and methodologies • Monitoring and evaluation • Gender and programming
Essential Experience	<ul style="list-style-type: none"> • At least 3 years minimum working experience in the social development fields with NGO/INGO • In – depth experience of working with PWDs • In-depth understanding of how local and national government operates development programs with focus on Development programs, governance and accountability and PWDs
Essential Knowledge	<ul style="list-style-type: none"> • Strategic planning and management • Human Rights Based Approach to Development • Donor contract management • Communication and reporting • Monitoring, Evaluation and Learning
Essential Skills	<ul style="list-style-type: none"> • Monitoring and evaluation • Budgeting and Finance management skills • Program management skills • Analytical skills • Fundraising proposal development

Job Description and Person Specification

	<ul style="list-style-type: none"> • Good communication skills • Networking and stakeholder management skills • Public policy formulation, policy research, analysis and advocacy • Gender Analysis
Organisational Structure (to be inserted)	
Functional Competency Profile	
Competency	Definition
Program Development and Planning	Ability to initiate plan ideas and articulate it in terms of programs and budget and design mechanisms to facilitate its implementation
Partnership Development	Demonstrated experience and skill in partner selection, networking, social movement building, and alliance building
Working with People with Disability (PWDs)	Knowledge of working with PWDs
Youth Development	Knowledge on youth issues and ability to mobilize and organize youth as well as social movement building
Monitoring, Evaluation and Reporting	Ability to analyse achievements in light of objectives, monitoring skills and knowledge and ability to write quality report
Risk Management	Capacity to analyses potential risks and propose mitigation measures

This Job Description covers the main tasks and conveys the spirit of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to ActionAid Tanzania's mission and comply to ActionAid Tanzania's values, which are: Mutual respect, Equity and justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility

Internal & External Vacancy Advertisement

ActionAid Tanzania is an anti-poverty agency working to end poverty and injustice.

“Qualified young women and People living with Albinism are highly encouraged to apply for this position”

ActionAid Tanzania (AATZ) is an affiliate member of the ActionAid International Federation, a global force working with women, men, and children living in poverty and exclusion to find solutions to alleviate poverty and injustice. AATZ has been operating in Tanzania since 1998 as a cross-border initiative by ActionAid Kenya and later transformed into a full-fledged Country Program in 2000. Since then, AATZ has rolled out five Country Strategy Papers that have contributed to the overall development of the country. AATZ is registered in the Tanzania Mainland and complied with the Zanzibar Society Act no 6 of 1995 and is represented at the ActionAid International Assembly.

Currently, the organization is looking for a qualified, experienced, and self-motivated young person to fill in the following vacant position:

Job Title: Project Coordinator for the Bright Future Project

Workstation: Dar es Salaam

Reports to: Program and Partnership Manager.

Duration of placement: **24 months**

Job Role:

The Project Coordinator is responsible for ensuring the effective Management and Coordination of the Bright Future Project, working closely with key stakeholders, including communities living with albinism, government agencies, civil society organizations (CSOs), and other relevant actors.

Key Responsibilities

The Project Coordinator shall have the following responsibilities:

- Coordinate the development and implementation of the Project, including planning, budgeting and reporting
- Support generation of evidence for policy advocacy.
- Support project monitoring, developing monitoring tools, evaluation and learning.
- Project documentation and outcome harvest
- Financial management, including support in developing financial policies and procedures by working with finance team
- Support resource mobilization, including supporting developing proposals, building networks and developing resource mobilization strategy.
- Support strengthening movement building and promoting solidarity in addressing issues facing communities with albinism
- Take active part in developing strategies for the TAS
- Ensure the Project is inline HRBA at all levels and develop the capacity of partners/young people towards this end

Essential Experience and Skills:

- Project Management experience, at least 3 years minimum working experience in the social development fields with NGO/INGO
- Resources mobilization skills
- Communication and public relations
- Networking and stakeholder management skills
- Lobbying and advocacy skills and experience of working with CSOs
- Community mobilization & organization skills
- Human Rights Based Approach to development
- Monitoring, Evaluation and Learning

Education Requirements:

- Graduates from university or advanced diploma from reputed institutions in Development studies, Social Science or Project Management.
- A master's degree in any Social Science will be an added advantage.

ActionAid Tanzania is an equal opportunity employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. Women are highly encouraged to apply.

*Interested candidates may send their application letter, CV's and academic certificates through jobs.tanzania@actionaid.org Deadline for submission should be **5th April 2025** by 17.00 hours*

Opportunity