



## **1. JOB TITLE: Council Project Coordinator (3 Positions)**

Project Title: Building Rights for Improved Girl's Health in Tanzania (BRIGHT)

Location: TABORA (Igunga, Kaliua, Urambo)

Department: Programs

Reports To: Project Officer

Job Type: Contract

### **ABOUT TAWLA**

Tanzania Women Lawyers Association (TAWLA) is a Non-Governmental Organization established in 1989 and registered under the Societies Act of 1990. The organization is compliant with the NGOs Act of 2002 though obtained an NGOs status in 2019. The aims and objectives of the organization are to advocate for gender equality and to promote human dignity and gender justice through policy, community action, media engagement, and legal and institutional reforms.

TAWLA as a technical partner in the implementation of the project titled "Building Rights for Improved Girl's Health in Tanzania (BRIGHT)". The Project aims to integrate adolescent sexual and reproductive health (SHR), and nutrition care practices and interventions. It is designed to provide young and/or pregnant girls in the remote rural region of Tabora with an integrated package of SHR and nutrition services, including family planning/contraception; gender-based violence (SGBV) prevention and protective services; adolescent friendly antenatal, postnatal and post abortion care; nutrition support and counselling and the promotion of life skills.

## **JOB OVERVIEW**

The Council Project Coordinator will serve as the primary liaison between the project and the local government authorities within the Tabora region, specifically focusing on coordinating the implementation of the BRIGHT project at the council level. This role will involve facilitating collaboration, ensuring compliance with local regulations, and contributing to the overall success of the project in achieving its goals.

## **KEY RESPONSIBILITIES**

- 1: Serve as the primary point of contact between the project and relevant council departments, including health, education, and social welfare, regarding project activities.
- 2: Support the implementation of BRIGHT project activities within the council's jurisdiction, ensuring activities align with the project work plan and relevant policies.
- 3: Coordinate and facilitate meetings, workshops, and other events with council officials and stakeholders to ensure alignment and collaboration on project implementation.
- 4: Assist in mobilizing resources and obtaining necessary approvals from council authorities for project activities.
- 5: Work with the council's healthcare providers, community health workers, and other personnel to implement the integrated package of ASRH and nutrition services.
- 6: Advocate for the project's objectives and promote the importance of ASRH and nutrition services among council officials, community leaders, and other stakeholders.
- 7: Identify and engage key stakeholders within the council and community to build support for the project and ensure their active participation.
- 8: Ensure that all project activities comply with relevant council regulations, policies, and ethical guidelines.
- 9: Prepare Weekly, quarterly, annual and other program reports.
- 10: Maintain accurate records of all interactions with council officials and document all necessary approvals and permits.

11: Collaborate closely with the project team to ensure effective communication and coordination between the project and the council authorities.

12: Assist with developing and writing technical and/or research papers that document the achievements of the projects work.

13: Provide technical assistance during program implementation for improving ASRH and nutrition services uptake at facility and community levels as appropriate.

14: Assist with the annual work plan development.

15: Undertaking any other legal duties appropriate as may be assigned from time to time.

## **QUALIFICATION AND REQUIREMENTS**

1: Bachelor's degree from a recognized university in one or more of the following areas: medicine, nutrition, nursing, health sciences and public health. A master's degree will be an added advantage. A minimum of three (3+) years of work experience in providing technical assistance to public institutions/organizations, including clinical training, and mentoring health care providers at multiple levels of the health care system related to GBV, nutrition and Sexual Reproductive Rights.

2: A sound understanding of the government reporting system (DHIS2) and reporting tools/books (MTUHA).

3: At least 3 (3+) years of experience working with NGOs in planning, designing, budgeting, managing, supervising, evaluating and documenting integrated health programs is preferred.

4: Strong leadership skills with experience in team building and operations management.

5: Experience advocating to government on policy change and/or guideline development for nutrition or public health programs.

6: Demonstrated experience in the management and provision of ASRH and nutrition services at facility and community levels.

7: Proven ability to drive operational efficiency and quality improvement.

8: Excellent command in English (Both verbal and written communication).

9: Strong community mobilization, advocacy, negotiation, and representation skills.

## **MODE OF APPLICATION**

Qualified candidates are requested to submit:

- 1: A single PDF document containing a cover letter expressing your interest and a detailed CV.
- 2: Contact information for at least three professional references, including your latest employer.
- 3: Email your application to: [recruitment@tawla.or.tz](mailto:recruitment@tawla.or.tz) with a specific title: **APPLICATION FOR COUNCIL PROJECT COORDINATOR- BRIGHT PROJECT TABORA.**
- 4: Ensure your application is received no later than **11th April 2025 at 17:00 hours**. Note that only applications sent to the specified email address will be considered; applications sent to other email addresses will not be accepted.

## **NB**

- 1: TAWLA is an Equal Opportunity Employer.
- 2: Applicants must have never been convicted of Violation of Children's Rights.
- 3: Only Shortlisted Candidate Will Be Contacted Within 7 Days After Deadline.

## **2. JOB TITLE: Project Officer (1 Position)**

**Project Title: Building Rights for Improved Girl's Health in Tanzania (BRIGHT)**

**Location: TABORA**

**Department: Programs**

**Report To: Project Technical Director – Implementation**

**Job Type: Contract**

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### **JOB OVERVIEW**

The Project Officer is responsible for supporting the effective implementation, coordination, and monitoring of the BRIGHT project activities in Tabora. This role will involve close collaboration with project partners, local stakeholders, and community members to plan, implement, monitor and evaluate interventions to ensure the successful delivery of ASRH and nutrition services and achievement of project goals

### **KEY RESPONSIBILITIES**

- 1: Oversee and coordinate the day-to-day implementation of BRIGHT project activities in Tabora, ensuring activities align with the project work plan, budget, and timelines.
- 2: Manage project resources, including personnel, materials, and equipment, in an efficient and effective manner.
- 3: Plan, coordinate and provide support to Council Project coordinators under the project.
- 4: Provide expert technical assistance to integrate ASRH and nutrition into project intervention areas including community-based services.
- 5: Analyze and synthesize data to disseminate lessons learnt and best practices to stakeholders and invest in improving clinical services for ASRH and nutrition services.
- 6: Collaborate with partner organizations, government agencies, and local stakeholders to ensure smooth project operations and service delivery.

7: Train and sensitize the community leaders, law enforcers, local government leaders, religious leaders, community members, healthcare providers, community health workers, and other relevant personnel on human rights issues, ASRH, nutrition and GBV.

8: Collect, analyze, and report on project data, including service statistics, beneficiary feedback, and program outcomes.

9: Conduct regular field visits to monitor project activities, observe service delivery, and identify challenges.

10: Lead community mobilization activities to raise awareness of the project, promote utilization of services, and address any community concerns or barriers.

11: Assist with developing and writing technical and/or research papers that document the achievements of the projects work.

12: Prepare Weekly, quarterly, annual and other reports for the project.

13: Maintain accurate records of all project activities, and documentation.

14: Contribute to the annual work plan development.

## **QUALIFICATION AND REQUIREMENTS**

1: Bachelor's degree from a recognized university in one or more of the following areas: medicine, nutrition, nursing, health sciences and public health. A master's degree will be an added advantage

2: 5 years of experience working on projects related to GBV, nutrition and Sexual Reproductive Health.

3: Strong leadership skills with experience in team building and operations management.

4: Experience advocating to government on policy change and/or guideline development for nutrition or public health programs.

5: Experience working with R/CHMTs and health facilities to provide training, mentorship, technical assistance.

6: A sound understanding of the government reporting system (DHIS2) and reporting tools/books (MTUHA).

7: Proven ability to drive operational efficiency and quality improvement.

8: Excellent command in English (Both verbal and written communication).

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