



Employment Opportunities

Rafiki Social Development Organization is a development and advocacy Non-Governmental and nonprofit sharing Organization working with Children, Youth, Marginalized and Vulnerable groups, families and their communities to reach their full potential by advocating for their rights and tackling the causes of poverty and injustice. The Organization was established in January 2005 and registered under the NGO Act of 2002, issued with a registration number **No.00NGO/00006336** to operate in Tanzania Mainland.

Rafiki-SDO in partnership with WEI/Bantwana in Tanzania with funding from USAID in collaboration with PO-RALG, MOEST, and local government authorities (LGA) is implementing Waache Wasome project a five year project. The goal of Waache Wasome project is to improve the retention of adolescent girls in secondary school and influence negative perceptions about the value of educating girls. The project will be implemented in Mara region in Musoma Municipal Council. The project targets girls aged 13-19 in secondary school and girls who have dropped out of secondary school.

Waache Wasome's four objectives are as follows:

1. Build the agency, knowledge, and self-esteem of girls in secondary school
2. Increase family commitment and ability to invest in girls' education
3. Foster a girl-friendly and supportive school environment
4. Provide alternative education pathways for girls who have dropped out of secondary school due to pregnancy and/or marriage.

For efficient execution of its duties, Rafiki-SDO is looking for enthusiastic, creative, energetic individuals to fill below vacant positions:

1. Title: Project Manager (1 Post)
Reports to: Executive Director
Duration: One year / Renewable
Location: Mara (Musoma Municipal council)

OVERVIEW

The Project Manager will oversee the implementation of the project activities. In the implementation of Waache Wasome project Manager will provide oversight to all project intervention including livelihood, improvement for mothers caregivers of Adolescents (LIMCA), parenting and POY (Protect our youth) activities, and School Related Gender Based Violence (Lunch & Learn).

Key Duties and Responsibilities:

Project Implementation

- Work in close collaboration with Local Government Authorities (LGAs), Lower Level Government (LLG) and Community Volunteers (EEVs, Patrons/Matrons) to support adolescent girls, Young Women's and their families.
- Work with communities, WEO's, CDO's and village level leaders to mobilize Village Savings and Lending Associations (VSLAs).
- Work with communities and district council to identify adolescent girls and young mothers who have dropped out of secondary school for various reasons and provide them alternative education pathways.
- Work with public secondary school administration to establish and support Protect our Youth (POY) clubs to build the knowledge, agency and protective assets of adolescent girls.
- Work with public secondary school administration to strengthen Subject Clubs placing emphasis on Science and Mathematics to improve academic performance

- Work in close collaboration with LGAs staff and school administration to orient secondary school teachers in School-Related Gender-Based Violence (SRGBV) to be able to prevent and respond to SRGBV.
- Work in close collaboration with LGAs, Institute of Adult Education at district level and approved district/ward level vocational training centers (VTC) to provide alternative education pathways to adolescent girls and young women who have dropped out of secondary school for various reasons.
- Leverage and mobilize community resources to complement resources from Waache Wasome.
- Meet rigorous monitoring and evaluation requirements that support national data management systems.

Project and Financial Management

- Work closely with the Executive Director to lead and direct technical and administrative project team.
- Allocate appropriate resources to ensure projects are completed within given time and budget
- Execute and monitor project activities.
- Manage changes to scope, cost and schedule of project work.
- Coordinate priorities and resources of the projects activities
- Prepare and update project plans and status reports.
- Coordinate cross-functional meetings of personnel related to project.

- Facilitate sessions to effectively resolve issues if any

Monitoring and Evaluation

- Liase with M&E officer to ensure data quality assurance
- Report status, develop project-related documentation and implement lessons learned.
- Participate in project performance review meetings and discussions.
- Review compiled monthly and quarterly report from project staff and submit to Executive
- Performance other duties as assigned by supervisor
- Work with the M&E officer to review the progress of indicators and make appropriate decisions

Qualifications, Skills and Experience:

- The Project Manager should be at least a bachelor degree holder. She/he should hold a bachelor degree in Education, social sciences, community development, development studies or other related fields from reputable institutions.
- A minimum of 3 years' experience and sound knowledge of working with Adolescent girls and young women and project management.
- Experience of working with adolescents in primary and or secondary schools and out of school adolescent girls
- Experience in Gender-Based Violence (GBV) or school-related gender-based violence (SRGBV);
- Good team player with a capability to work with people in such a manner as to build high morale and group commitment to objectives.
- Ability to travel and work under pressure
- Excellent communication skills including ability to clearly document and present information through oral and written means.
- Experience in working with communities to mobilize Livelihood Improvement for Mothers Caregivers of Adolescents (LIMCA); and

- A good reputation with LGAs.
- High degree of flexibility and adaptability

Language Skills:

Strong language capability in both Kiswahili and English.

2. Title: M&E Officer (1POST)
Reporting to: Project Manager
Duration: One year / Renewable
Location: Mara (Musoma Municipal council)

OVERVIEW:

The primary function of this position is to plan and implement monitoring and evaluation of Waache Wasome project to be conducted in partnership with WEI/Bantwana. Tools will need to be developed in line with the agreed upon log frame. Data will need to be collected, processed and discussed in reports to give recommendations on ways forwards and the successes and challenges of the program.

Key Responsibilities:

- Ensure all data are routinely entered into the data base (Field Link) and updated
- Ensure RAFIKI-SDO field officers are oriented on how to use Waache Wasome M&E tools provided by WEI/Bantwana
- Ensure data quality through reviewing of all data collection forms and working with field officers to ensure that the errors are timely addressed.
- Monitor the sustainability of the project results/ impact/ outcome.
- Create a data management system to enhance quick reporting. Maintain data management system and collect reports from colleagues. Ensure safekeeping of data/ backup system.
- To collaborate with other team members and follow up on them, to prepare monthly, quarterly, semi-annual and annual reports on supported program areas
- Maintain proper documentation of the project including periodic progress reports
- Conduct data verification and periodic data audits to ensure data quality at all times
- Provide M&E inputs for proposal development, project management
- Perform any other duties as may be assigned by supervisor.

Qualifications, Skills and Experience:

- The M&E Officer must have at least a Degree in Statistics, Demography, Project Management or related field. Advanced skills in computer programming and analytical software is an added advantage
- Minimum of Three (3) years relevant experience in M&E
- Knowledge of USAID rules and regulations
- 2+ years relevant experience with MS Access application development and use, data analyses with standard software packages and implementing protocols for data quality assurance will be an advantage.
- Strong supervisory and management skills
- Ability to work independently
- Experience working with NGO's and/or donor-funded programs is an advantage
- Experience with Children programming is an advantage
- Knowledge of and experience in project monitoring and evaluation, including the use of logical framework, theory of change and other planning and monitoring tools.
- Willing to submit to a background check and no previous criminal record.
- Excellent writing and communication skills in English and Swahili

3. Title: Project Accountant (1 Post)

Reports to; Program Manager
Duration: One year / Renewable
Location: Mara (Musoma Municipal council)

OVERVIEW

The project accountant is responsible for providing financial, administration support to Rafiki-SDO office under Waache Wasome project to ensure the smooth running of the office in (region). This includes handling day to day financial operations of the (region) office, with particular emphasis on handling accounts payable and receivable, expense reports, cash handling, payments, asset and inventory management, and compliance to Rafiki-SDO and donor financial policies. Implements and maintains an on-site financial accounting and bookkeeping system required to assure the integrity and effective performance of Rafiki-SDO financial operations.

Key Duties and Responsibilities

- Assists in monitoring expenditure trends.
- Prepares payments in accordance with financial regulations and approved budget.
- Assists in maintaining non-current assets register.
- Assists in preparing periodic financial reports.
- Prepares payments vouchers in accordance with the laid down policies and procedures.
- Keeps accounting records related duties as may be assigned by the immediate supervisor
- Oversee the financial operation of the organization to ensure timely, accurate financial report and practices including cash management, payroll, financial disbursements and ledgers.
- Preparing staff contracts and maintain donor agreements
- Manage financial control, prepare and analyses budgets, develop financial reports and make recommendation to the organization and budget expenditure.
- Obtain approvals from the director and from the donors on all procurements and purchases for the projects and for the organization.
- Monitor the expenditure to ensure that program funds are utilized appropriately by the close of the fiscal year.
- Provide orientation and training to the organization staff on cost –effective management.
- Ensure that all financial reporting is completed on time and submitted to donors.
- Oversee the financial audits for a respective project of the organization.
- Ensure timely preparation of financial retirement with all necessary source of evidence to be shared with Account with focus on every incurred expense during project implementation

Qualifications, Skills and Experience:

- The project accountant must have at least a Degree in finance or a related field.
- Minimum of Three (3) year relevant experience in finance or accounting
- Knowledge of USAID rules and regulations
- Able to effectively communicate with senior management, third party vendors, technical staff, as well as non-finance staff

Language Skills:

- Must be fluent in both written and spoken Swahili and English Language.

How to Apply:

If you believe you are the ideal person we are looking for, please submit your application letter describing why you are the right candidate for this position, a curriculum vitae detailing your experience and three (3) professional referees from previous and current place of employment and copy of educational certificates. Please send the application to our office in Mara region or via Postal address. All Applications should be submitted through email at info@rafikisdo.ortz or by hand to Rafiki-SDO Musoma office (Nyasho ward, in the Anglican Church Premises Musoma Municipality)

Address your application to:
Executive Director,

Rafiki-SDO,
P.O.BOX 177,
MUSOMA.

Qualified women are more encouraged to apply

The closing date for the applications will be 10th October, 2019, 17:00PM (only shortlisted candidate will be contacted)

To learn more about Rafiki-SDO visit: www.rafikisdo.ortz