

FOUNDATION FOR CIVIL SOCIETY



JOB OPPORTUNITY

Foundation for Civil Society(FCS), with support from the Children's Investment Fund Foundation is supporting the implementation of an investment that will increase awareness on and support delivery of adolescent sexual and reproductive health education for three years (2018-2021). The main objective is to create an enabling environment for the effective delivery of adolescent sexual and reproductive health education. It includes evidence generation and trialing innovative adolescent sexual and reproductive health education delivery. This investment will be implemented in various regions by Dar es Salaam based organizations with an impact at national level to ensure that the health needs of adolescent girls are fulfilled to prevent adolescent pregnancy and STIs. Therefore we invite suitable candidates to apply for the following post:

Position: Project Officer

Start date: Immediately

Contract length: 36 months (3 years)

Location: The position is based in Dar es Salaam with regular travel to the field.

Overview:

Reporting to the project steering committee, the position supports FCS in implementing the project. This position is open to Tanzanian citizens only and the candidate is expected to have the following key competencies:

- High level of understanding of the National Adolescent Reproductive Health Strategy, 2011-2015 and of issues related to adolescent sexual and reproductive health.
- Demonstrate ability to work with Members of Parliament, Local Government Authorities, Community Leaders, Religious leaders, Teachers and Parents to advance adolescent health issues.
- Experience in managing grants and multi-stakeholder partner consortia and facilitating effective delivery of programmes through grantees.
- Demonstrate ability to analyze financial and budget information, including the review and assessment of narrative and financial information of grantees.
- Ability to write narrative and qualitative reports.
- High level of understanding of the project cycle and project management.
- Excellent communication skills with demonstrated ability to effectively communicate with multiple audiences through different platforms including social media.

Responsibilities:

- Coordinate the work of eight civil society organizations to effectively deliver annual project targets.
- Organize workshops, conferences and meetings with Government ministries, decision makers, civil society organizations, researchers, young people, parents, teachers and religious leaders.
- Provide technical assistance to individual organizations on the design and implementation of adolescent sexual and reproductive health education activities.
- Facilitate and maintain regular communications between grantees and the Children's Investment Fund Foundation to ensure effective performance management and grantee relations.
- Conduct monitoring visits to grantees and to regions in which the investment is being implemented.
- Identifying emerging opportunities and challenges in moving the adolescent health agenda forward, including through policy and media analysis.
- Manage all communications from grantees to Government and other stakeholders in line with a communications strategy (under development).
- Support grantees to secure required approvals, licenses and protocols to facilitate their work in various regions.
- Prepare and submit financial and narrative reports to the Children's Investment Fund Foundation.

Qualifications:

- Masters' degree in a public health or humanities field is preferred.
- Bachelors' degree in a public health or humanities field is a must.
- At least three years' work experience in adolescent health or youth development in Tanzania. Experience in youth advocacy or adolescent sexual and reproductive health education delivery will be an added advantage.
- Proficiency in English and Swahili.

Remuneration:

A competitive salary will be offered to the successful candidate based on qualifications and experience.

Mode of Application:

If you are qualified and want to be part of bringing positive changes, please apply in writing to the address below, and enclose the following documents:

- A typed application letter stating why you think you are the best candidate for the post.
- A fully typed/ word-processed curriculum vitae (CV).
- Copies of qualification certificates.
- Full contact details, including telephone numbers and e-mail address.
- The names and contact details of 2 professional references.

We are an equal opportunity employer.

Closing date for all applications is Wednesday, **7th November 2018**. Applications received after this date will not be considered. Only short-listed candidates will be contacted.

**The Executive Director
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