



## ABOUT THE ROLE

<b>Job title</b>	Youth Officer
<b>Location</b>	Dodoma
<b>Salary</b>	TSH 12,599,302 gross per annum
<b>Preferred start date</b>	1 <sup>st</sup> July 2019
<b>Length of contract</b>	Full time position, one year contract
<b>Reports to</b>	Assistant Project Coordinator
<b>Direct reports</b>	Youth Accountability Advocates
<b>Expected travel</b>	Frequent travel to placements and to Dar Es Salaam office

### KEY PRIORITIES

#### 1. MAIN RESPONSIBILITY

- Support the planning, implementation and review of the project in line with the project design
- Provide training and mentoring to the Youth Accountability Advocates and networks to create vibrant youth engagement at local level
- Ensuring monthly data collection and case study collection from Youth Accountability Advocates and youth networks
- Assist in Youth Accountability Advocates recruitment, selection, training, placement and in placement support in line with Restless Development's standards
- Liaise with local authorities, communities, and young people to ensure our project is embedded, visible, and positively supported
- Ensure Youth Accountability Advocates comply with code of conduct for delivery, activity implementation and budget management
- Provide welfare support to Youth Accountability Advocates in person and on the phone

#### 2. PROJECT IMPLEMENTATION & REPORTING (40%)

- Support in Youth Accountability Advocates recruitment, selection, training, placement, and in placement support with support from the project team and regions offices
- Support Youth Accountability Advocates to implement, monitor and review project activities across all locations on a monthly basis
- Ensure compilation of reports and case studies in line with organisational M&E system, and suitable for donor audiences
- Provide regular progress updates to your supervisor on the project and ensure risks and challenges are managed on time
- Provide regular guidance, mentoring, and welfare support to the Youth Accountability Advocates ensuring they are active and delivering their targets
- Liaise and ensure youth networks are engaged at all stages of the project

#### 3. YOUTH ACCOUNTABILITY ADVOCATES MANAGEMENT (25%)

- Conduct regular in person and phone meetings with Youth Accountability Advocates to ensure they are active, well supported, and meet their targets
- Identify and assessment skills needs of the Youth Accountability Advocates and ensure this is addressed in order to meet the projects targets
- Provide monthly Youth Accountability Advocates welfare reports to the Assistant Project Coordinator

#### 4. PROJECT BUDGETING AND FINANCIAL ACCOUNTABILITY (15%)

- Support your team to develop clear and cost effective activity budgets in line with Restless Development policies and donor compliance
- Prepare and submit timely narrative and financial reports on expenditure and activities you are conducting in line with Restless Development policies and donor compliance
- Report any concerns on financial management and compliance to the Finance Manager

For more information on Restless Development's mission, values and work, please visit:

[www.restlessdevelopment.org](http://www.restlessdevelopment.org).

- Ensure Restless Development resources (monetary or equipment) are protected and never mis-used by staff, Youth Accountability Advocates, or beneficiaries
- Ensure that all requisitions and retirements are appropriately authorized; and that all expenditure is backed up genuine receipts and documents
- Uphold all financial policies and procedures for Restless Development Tanzania, and proactively prevent risks within the project which could jeopardise our Values, Policies and Code of Conduct, and donor compliance

#### 5. PARTNERSHIPS, VISIBILITY AND GRANT MANAGEMNET (10%)

- Develop partnerships with local media for the project’s objectives and visibility of our work
- Proactively provide case studies, good new stories, and photos for social media, and sharing with external audiences such as donors
- Act as an ambassador for Restless Development at public and partner meetings and events demonstrating expertise, and youth passion

#### 6. Other (5%)

- You may occasionally / will regularly be required to work on weekends and/or public holidays, for which time off in lieu will be granted
- Other duties as required.

### ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with [our Values](#).

Values	Behaviours	What we expect of the Youth Officer
 <b>HEART</b> We are who we serve. We are brave.	Values-led	Upholds the Restless Values at all times, demonstrating professionalism in their day-to-day work.
	Innovation	Offers creative approaches to improving work. Is open to fresh ideas and adapts to change.
 <b>HEAD</b> We are 100% professional. We prove that young people can	Delivers Quality	Adopts an honest and efficient approach to work. Uses resources responsibly.
	Decision Making	Proposes solutions to challenges and seeks to understand the reasons behind decisions
 <b>VOICE</b> We generate leaders. We are proud to carry the banner for youth-led development.	Leadership	Actively seeks to develop their own leadership skills. Is seen as a leader to beneficiaries and other young people.
	People Development	Is open to feedback and ideas for personal development. Willingly provides constructive feedback to others.
 <b>HANDS</b>	Effective Communication	Actively listens and learns from those around them. Uses effective two-way communication to build rapport and relationships in the community

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We are in it together. We listen and learn.	Collaboration	Is an integral team member, contributing to team excellence.
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## SKILLS AND EXPERIENCE

<b>Essential</b>	<p><b>Qualification</b> Graduate level degree/diploma in relevant field, preferably related to political science, policies, advocacy and data (statistics).</p> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Technical expertise in community development approaches in civic engagement</li> <li>• Ability to gain respect from our volunteers and provide guidance</li> <li>• A clear understanding of contemporary development such as youth participation, decision-making, governance structures, political events and opportunities</li> <li>• Excellent interpersonal and communication skills suitable for both youth and local government audiences</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Fluent in English and Kiswahili</li> <li>• Good ICT skills including Word, Excel, email/internet, PowerPoint</li> <li>• A strong personal commitment to the values of Restless Development and the role of young people in development</li> <li>• Previous experience as a volunteer Desirable</li> <li>• Graduate degree in a field related to Policy, Community Development or youth work supplemented with the relevant work/volunteer experience in the similar field.</li> <li>• Ability to manage budgets and finances</li> <li>• Experience of working in a multi-cultural environment</li> </ul>

**Restless Development is an Equal Opportunities employer** and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender, sexual orientation, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

## WHAT WE DO FOR YOU

### Remuneration

We are proud to commit to a transparent global salary scale, ensuring a fair and comparable system of pay across all global locations.

### Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

### Work-life Balance

It goes without saying that we work hard, at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Birthday Leave
- Access to flexible working.
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances.

### Professional Development

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job.
- Regular performance management.

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- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
- Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.

### **Travel and Medical Insurance**

Specify where staff and their dependents are covered by national/private medical insurance schemes. When travelling abroad with work, all staff will be covered by Restless Development's travel insurance.

### **Relocation package**

For staff who relocate to work with Restless Development, we offer a competitive relocation package. This will be discussed with relevant candidates and could include:

- A lump-sum relocation allowance to support you in relocating to your new place of work.
- Out of country supplements for the duration of your time working in your new place of work.
- Medical insurance.

## **KEY DATES**

- Please send a completed application form to [jobstanzania@restlessdevelopment.org](mailto:jobstanzania@restlessdevelopment.org) by 28<sup>th</sup> May 2019. Please note that we do not accept CVs, resumes or covering letters.
- First round interviews are scheduled to take place on Tuesday 2<sup>nd</sup> June, 2019