



## ABOUT RESTLESS DEVELOPMENT

We know young people have the power to solve the challenges we face in our world, but they are being ignored and overlooked. We are the agency that works with young people so they can lead in solving those challenges. Whether that means supporting communities to end child marriage or prevent HIV, we work with young people to change their lives and the lives of people in their communities.

Our programmes are genuinely life-changing, but can't do any of this without talented, creative individuals at every level of our organisation.

## OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organisational imperative with primacy over the success of programmes or strategic objectives. We recognise that safeguarding is everyone's responsibility and we expect all of our staff, volunteers and partners to ensure we protect the communities in which we operate from harm and abide by our [Safeguarding Policy](#).

You will therefore serve as a role model at all times by personally embodying Restless Development's mission and values, whilst helping to ensure that Restless Development's code of conduct, policies and standards are understood by all and adhered to in practice. In doing so you will ensure our programme implementation does no harm to the environment and all stakeholders.

## ABOUT THE ROLE

Together with Ford Foundation, Restless Development aims to implement Youth-Led accountability Project on Sustainable Development Goal (SDG)16.7.2 in Tanzania over a 24-month period to empower youth Civil Society Organizations (CSOs) with tools and skills to advocate for and monitor implementation of inclusive and responsive decision making at different levels of governments. Influencing and advocacy will be done through formal channels at a national level, within regional institutions/platforms and global spaces. We will also work through a coalition of partners to maximize impact and learning. The investment's ultimate outcome will be Targeted stakeholders take action in response to young people's influence and engagement and provide feedback on progress made.

### Restless Development will:

- **Build:** Train and mentor youth CSOs to address common organizational capacity gaps and accountability monitoring skills.
- **Mobilize:** Connect youth CSOs to collaborate and self-organize to achieve collective impact and scale youth-led accountability monitoring to cope with shrinking civic space. Aiming for inclusion and diversity of young people.
- **Influence:** Conduct youth-led research to monitor accountability and advocate for commitments made by the government on SDG 16.

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

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

## ABOUT THE ROLE

<b>Job title</b>	Youth Accountability Advocates (YAAs) - 18 positions
<b>Location</b>	Kigamboni MC, Kibaha TC, Morogoro MC, Tanga MC, Arusha CC, Moshi MC, Babati TC, Dodoma MC, Shinyanga MC, Bariadi TC, Nyamagana MC, Muleba DC, Kigoma MC, Lindi MC, Mtwara MC, Mbeya CC, Songea MC & Iringa DC.
<b>Allowance</b>	Tsh. 250,000 per month
<b>Preferred start date</b>	1st September 2020
<b>Length of contract</b>	6 Month contract (possibility of extension)
<b>Benefits</b>	Professional and career development on capacity building, governance and accountability programs.
<b>Reports to</b>	Youth Officers
<b>Direct reports</b>	None
<b>Expected travel</b>	Regular travel in the council/district

### KEY PRIORITIES

#### 1. Main responsibilities

- Project planning, implementation and reporting
- Partnerships and Visibility
- Project budgeting and Financial Accountability

#### 2. Project Planning, implementation and reporting (60%)

- Support Youth Officer to implement, monitor and review project activities in a respective district/council on a monthly basis
- Ensure activities reports and case studies are submitted in line with organisational M&E system, and suitable for donor and other audiences
- Provide regular project progress updates to your supervisor and ensure risks and challenges are managed on time
- Support Youth officer in training selected CSO on project areas of focus (SDG 16.7.2).
- Liaise with and ensure youth CSOs are engaged at all stages of the project implementation.

#### 3. Partnerships and Visibility (25%)

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

#### 4. Project budgeting and financial reporting (10%)

- Support Youth officer 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
- Ensure Restless Development resources (monetary or equipment) are protected and never miss-used by beneficiaries/CSO.
- Ensure that all expenditure is backed up with genuine receipts and documents.
- Uphold all financial policies and procedures for Restless Development Tanzania, and proactively prevent risks within the project which could jeopardize our Values, Policies and Code of Conduct and donor compliance

#### 5. Other (5%)

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

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## 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 Accountability Advocate/volunteer
 <p><b>HEART</b></p> <p>We are who we serve. We are brave.</p>	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.
 <p><b>HEAD</b></p> <p>We are 100% professional. We prove that young people can</p>	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.
 <p><b>VOICE</b></p> <p>We generate leaders. We are proud to carry the banner for youth-led development.</p>	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.
 <p><b>HANDS</b></p> <p>We are in it together. We listen and learn.</p>	Effective Communication	Actively listens and learns from those around them. Uses effective two-ways communication to build rapport and relationships in the community.
	Collaboration	Is an integral team member, contributing to team excellence.

## SKILLS AND EXPERIENCE

<b>Essential</b>	<p><b>Qualification</b></p> <ul style="list-style-type: none"> <li>Degree/Diploma in a relevant field, preferably related to Political science, Policies, Advocacy Statistics Community Development or Youth work.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Technical expertise in community development approaches in civic engagement</li> <li>Minimum of 1 year in the implementation of accountability/governance projects in Tanzania.</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>
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<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 the development</li> <li>● Experience of working in a multicultural environment</li> </ul>
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**Restless Development is an Equal Opportunities employer** and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant 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

### Allowance

Restless Development will provide you with **Tanzania shilling 250,000** as a monthly allowance to support you for transport, meals and accommodation if any.

### Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, volunteers, 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 volunteers to maintain a positive work-life balance by offering:

- Birthday Leave
- Access to flexible working..

### Professional Development

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

- Empowering opportunities to work on significant projects which stretch and inspire volunteers – allowing them to develop on-the-job.
- Regular performance management.
- Training and development opportunities, including supporting our volunteers through mentorship and coaching sessions.

### Travel and Medical Insurance

Volunteers will be reimbursed their transport allowances when attending training in selected locations and volunteers will also be given Advanced Community Health insurance to cover their medical treatments while working with Restless Development.

## KEY DATES

- Please send a completed application form to [jobstanzania@restlessdevelopment.org](mailto:jobstanzania@restlessdevelopment.org) by **5th August 2020**. Please note that we do not accept CVs, resumes or covering letters.
- Interviews are scheduled to take place between **12th and 17th August 2020** .

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