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.

ABOUT THE ROLE

KIJANA IBUKA NA KILIMO -BIASHARA Project is funded by SIDA with the aim of improving the livelihoods by creating jobs and entrepreneurship opportunities of 800 economically disadvantaged young men and women (ages 15-24) in Iringa, Tanzania.

It will create youth owned and managed businesses as well as employment opportunities around existing agricultural value chains. KIJANA IBUKA contributes to overarching program goal is to improve the livelihoods of youth in Tanzania by increasing their income through youth employment and enterprise development. Providing youth with a direct pathway to sustainable livelihood is an integral part of the program strategy that will include Skills Development, Access to Finance and building and Enabling Environment.

For more information: www.restlessdevelopment.org/tanzania

ABOUT THE ROLE

<table>
<thead>
<tr>
<th>Job title</th>
<th>Assistant Program Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Iringa, Tanzania</td>
</tr>
<tr>
<td>Salary</td>
<td>TSh. 27,246,447 gross per annum</td>
</tr>
<tr>
<td>Preferred start date</td>
<td>1\textsuperscript{st} October 2020</td>
</tr>
</tbody>
</table>

For more information on Restless Development’s mission, values and work, please visit: www.restlessdevelopment.org.
<table>
<thead>
<tr>
<th><strong>Length of contract</strong></th>
<th>1 years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Visa requirements</strong></td>
<td>Must have the right to work in Tanzania</td>
</tr>
<tr>
<td><strong>Reports to</strong></td>
<td>Programme Manager – Livelihood and Economic Empowerment</td>
</tr>
<tr>
<td><strong>Direct reports</strong></td>
<td>6 Volunteers</td>
</tr>
<tr>
<td><strong>Expected travel</strong></td>
<td>Frequent travel in Iringa district and occasionally to other regions where Restless development works.</td>
</tr>
</tbody>
</table>

**KEY PRIORITIES**

1. **Programme Strategy Support**
   - Support the Program Manager to develop and formalize our youth entrepreneurship strategy with youth groups
   - Support the Livelihoods and Empowerment Manager to plan and develop long-term organizational capacity building strategy with the youth groups we are supporting
   - Work with the Program Manager to identify youth priorities and opportunities in the areas of agribusiness

2. **Programme Delivery, monitoring and evaluation**
   - Provide and coordinate entrepreneurship training and support to youth groups based on specific capacity building needs.
   - Support the Program Manager on coordinating with the local government, other stakeholders and Youth Groups on group training activities and document evidence of progress
   - Support the Program Manager to create linkages between the KIJANA IBUKA groups and financial institutions for them to access finance and other business development support services
   - Conduct periodic technical visits/follow ups with groups to mark progress, challenges and recommend actions
   - Work with the M&E team to ensure effective monitoring and evaluation, research and studies and submit timely monthly reports to your line manager in line with the M&E system in Restless Development Tanzania
   - Support delivery of annual planning and review meetings with key internal and external stakeholders to the program

3. **Partnership and Visibility of the Program**
   - Support the Program manager to cultivate partnerships and engage with local stakeholders that include the Local Government Authorities to collaborate for opportunities for young people in Iringa and Tanzania in particular
   - Identify and map private and public sector funding opportunities for youth groups to access and provide practical advice and support to do this
   - Coordinate the collection of case studies and best practices from your area of work to show case the impact of our work to the government, donors and other stakeholders.

4. **Finance Management**
   - Responsible for economical use and accounting for project funds and assets at a field level in line with Restless Development policies and procedures
   - Account accurately for all imprests in line with the Restless Development Tanzania financial procedures - ensuring expenditure is spent appropriately receipted, recorded and submitted in a timely manner
   - Work with Program Manager and Finance unit to ensure that all funds spent on activities in the field are spent as per policies and procedures

5. **HR and Performance Management and Values**
   - Produce monthly and quarterly programme updates for review by Program Manager
   - Participate in and support team meetings and organizational events
   - Line and performance manage all staff and volunteers under your supervision

6. **Other**
   - 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**

For more information on Restless Development’s mission, values and work, please visit: [www.restlessdevelopment.org](http://www.restlessdevelopment.org).
We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with our Values.

<table>
<thead>
<tr>
<th>Values</th>
<th>Behaviours</th>
<th>What we expect of the [insert job title]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HEART</strong> We are who we serve. We are brave.</td>
<td>Values-led</td>
<td>Inspires a Restless passion in those they work with, both internally and externally. Uses Values to guide decision making and group actions.</td>
</tr>
<tr>
<td>Innovation</td>
<td>Is driven to generate ideas which continually improve ways of working, involving others in the development of solutions to both causes and results of problems. Adapts style to cope with change.</td>
<td></td>
</tr>
<tr>
<td><strong>HEAD</strong> We are 100% professional. We prove that young people can</td>
<td>Delivers Quality</td>
<td>Strives for continual improvement against individual goals and creates opportunities to maximize their contribution to strategic priorities. Supports peers to deliver quality. Considers relevant information to propose more effective ways of working.</td>
</tr>
<tr>
<td>Decision Making</td>
<td>Confidently makes operational decisions considering underlying issues, organizational vision, Restless Values, and impact on other teams. Consults with others when making difficult decisions</td>
<td></td>
</tr>
<tr>
<td><strong>VOICE</strong> We generate leaders. We are proud to carry the banner for youth-led development.</td>
<td>Leadership</td>
<td>Is seen as a leader amongst their peers. Delegates where appropriate, creating opportunities for peers and junior team members to excel.</td>
</tr>
<tr>
<td>People Development</td>
<td>Regularly seeks feedback and evaluates own performance, identifying and creating opportunities for personal development. Develops others through proactive sharing of knowledge, skills and opportunities.</td>
<td></td>
</tr>
<tr>
<td><strong>HANDS</strong> We are in it together. We listen and learn.</td>
<td>Effective Communication</td>
<td>Confidently adapts their two-way communication style to suit their audience. Is able to influence others and build shared understanding.</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Supports their manager to develop a high performing team. Maintains strong relationships across the organization, working collaboratively to deliver quality against organizational priorities. Builds and grows external partnerships to maximize mutual benefits</td>
<td></td>
</tr>
</tbody>
</table>

**SKILLS AND EXPERIENCE**

**Essential**
- Holder of a University Degree in Agri-Business, Agricultural -Economics, Project Planning and Management, or related studies
- Technical training or expertise in Agri-business
- Experience in working with rural communities, groups formation and approaches
- A strong personal commitment to the aims, values and methods of Restless Development Tanzania
- A clear understanding of the contemporary issues facing young people in Tanzania, particular of livelihoods

**Desirable**
- Fluent in English and Kiswahili
- Flexibility with an ability to stay out of office, working in the field for prolonged periods
- Holding a valid driving licence
- Experience of managing and supporting volunteers or staff

For more information on Restless Development’s mission, values and work, please visit: [www.restlessdevelopment.org](http://www.restlessdevelopment.org).
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. In addition to salary, we offer pension contributions of 10%.

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.
- 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.or.tz by 24th September 2020. Please note that we do not accept CVs, resumes or covering letters.
- First round interviews are scheduled to take place on 1st October 2020.

For more information on Restless Development’s mission, values and work, please visit:
www.restlessdevelopment.org.