



## 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 organization.

## OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organizational imperative with primacy over the success of programmes or strategic objectives. We recognize 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 so doing you will ensure our programme implementation do no harm to the environment and all stakeholders.

## ABOUT THE ROLE

The employability skills development project aims at increasing the number of young people securing employment opportunities; formally employed or self-employed by facilitating capacity building of secondary school students aged 15 to 24 and university/college/vocational students aged 15 to 35 in Tabora, Singida, Dodoma, Ruvuma and Lindi regions by equipping/imparting them with the right knowledge, skills and attitude for making informed career choices and accessing existing and emerging employment opportunities in the labor market. The project will be implemented through a team of national peer educators, teachers and Restless Development alumni who have specific skills sets in life skills, entrepreneurship and ICT4D.

### Restless Development will:

- Deliver demand-driven soft skills and employability skills to students enrolled in secondary schools, vocational training, colleges and higher learning institutions education institutions in targeted regions
- Initiate and strengthen synergies between other labor market players and pupils/students in secondary schools, vocational training, colleges and higher learning institutions in targeted regions.
- Build the capacity of teachers to continue delivering the employability skills when the project comes to a close.

## ABOUT THE ROLE

<b>Job title</b>	National Peer Educator (20 posts)
<b>Location</b>	Dodoma , Singida, Tabora, Lindi and Ruvuma
<b>Salary</b>	300,000
<b>Preferred start date</b>	1 <sup>st</sup> December 2020
<b>Length of contract</b>	Full-time position with a one-year contract.
<b>Visa requirements</b>	Must have the right to work in Tanzania
<b>Reports to</b>	Youth Officer
<b>Direct reports</b>	None
<b>Expected travel</b>	Regular travel to field placements in the councils

## KEY PRIORITIES

### 1. Main responsibilities

- Project Planning, Implementation and Reporting
- People and performance management
- Budgeting and financial accountability
- Partnership, visibility and grant management

### 2. Project planning, implementation and reporting (40%)

- Support to find and form collaborations and create synergies with potential private sectors engaging in career fairs.
- Prepare monthly activity reports and case studies in line with organizational M&E system, and suitable for donor and other audiences.
- Participate in regular meetings on weekly and monthly basis with the youth officers to discuss the challenges, progress and solutions for ongoing interventions.
- Train students from secondary schools and vocational training institutions on career development skills via weekly sessions (at least 2 sessions a week).
- Act professional and ensure effective collaborations with teachers to meaningfully achieve the intended project outcomes.
- Take part in holding community events alongside local leaders, school heads and teachers and partners to find practical solutions which would increase the number of girls going to school and increase retention rates.
- Take part in providing mobile career information during holidays and at weekends to communicate enterprise opportunities and offering practical actions.
- Work with teachers to identify vulnerable groups who are likely to drop out of school and facilitate dialogue to enable them to continue with studies.

### 3. People and performance management (25%)

- Responsible in establishing new in-school youth-led clubs and manage its day to day operations.
- Support yearly competitions to celebrate best performing students to increase motivations among the students within the clubs.
- Assist in generating passionate young leaders via in-school clubs who will act as role models for their peers and sole contributors to the intended project outcomes.

### 4. Project budgeting and Financial Accountability (15%)

- 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.
- Responsible for protecting the organization's assets and ensure their safety at all times in day to day operations.

### 5. Partnership, Visibility and grant management (10%)





- Develop partnerships with local media to effectively narrate visibility of Restless Development.
- Join forces with secondary schools and vocational training institutions to form youth-led coalitions consisted of clubs to foster meaningful youth engagement.
- Act as an ambassador for Restless Development at public, partner meetings and events demonstrating expertise, and youth passion.
- Support formation of mutual partnerships with key stakeholders both public and private who will participate and effectively support career fairs across 5 regions of interests.

### 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 [insert job title]
 <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-way 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> Degree/Diploma in a relevant field, preferably related to entrepreneurship, development studies, community development, project planning management, social sciences and humanity.</p> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of one year in implementation of livelihood projects in Tanzania.</li> <li>• A clear understanding of contemporary development such as youth unemployment and skills development.</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>● Previous experience as a volunteer can be an added advantage</li> <li>● Experience of working in a multi-cultural 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 or staff member receives less favorable 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**

Restless Development will provide you with an approved modest stipend as a monthly allowance to support you for transport, meals and accommodations if any.

### **Values and Culture**

At Restless Development, we're proud that the strength and integrity of our Values has been recognized by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognizing 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 recognize 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 recognizes 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 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**

Transport costs by volunteers will be reimbursed when attending training sessions and events in selected regions and volunteers will also be covered by the **Advanced Community Health Insurance Schemes** 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 **Friday, 30<sup>th</sup> October 2020**. Please note that we do not accept CVs, resumes or cover letters.