

efficient implementation of the Reproductive health and right projects according to all specific targets and modalities set out in the project documentation.

You will be expected to travel in-country on a regular basis in order to provide management support and oversight, and to contribute to development of strategic partnerships at local government, regional and national (ministry/department/agency) level on behalf of Restless Development.

ABOUT THE ROLE

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| Job title | Programme Manager – Reproductive Health Rights |
| Location | Restless Development Tanzania based at Dodoma Office |
| Salary | TSh. 53,444,954 per annum |
| Preferred start date | 1 st December 2020 |
| Length of contract | 12 months - Renewable on successful completion of the first contract |
| Visa requirements | Must have the right to work in Tanzania |
| Reports to | Senior Programmes Manager |
| Direct reports | Project Coordinators – Reproductive Health and Right projects |
| Expected travel | You will be expected to travel in-country on a regular basis |

KEY PRIORITIES

1. Technical Programme (Reproductive Health Rights) Delivery (40% of your time)

- Provide technical inputs for the agency sexual and reproductive health right models and inclusive capacity building and support to staff and partners to ensuring quality implementation of project activities
- Provide expertise in promotion of youth friendly reproductive health services; to develop guidance and resource materials in support of project design and implementation
- Lead on evidence based programme design development and project inception. Monitor and strengthen the delivery of staff and volunteer training and professional development
- Establish and ensure efficient and effective use of the Reproductive health right database, undertaking monthly data analysis, and carry out regular data audits (with support from MEL team)
- Prepare an advocacy plan in consultation with the partners and other sexual and reproductive health right programmes implemented in Tanzania

2. Monitoring, Evaluation and Learning (MEL) (10% of time)

Working with MEL Manager and Senior programmes manager to:

- Ensure accurate, detailed progress reports are received from implementing staff and partners submitted to MEL unit in a timely manner
- Ensure the documentation of case studies, learning and best practice from the project and assist partners to put in place systems to verify project output
- Ensure that M&E data are used as the evidence base to feed into programme review and planning processes

3. Strategy and Direction (15% of time)

- Participate actively in the development and implementation of the organization's strategic plan as well as Restless Development's policies and values
- Participatory prepare and document a detailed and living Reproductive Health rights portfolio plan that is aligned to overall hub and agency strategy and business plan.
- Monitoring and tracking projects performance against the business plan for the overall country programme
- Review existing national strategies, policies and schemes for reproductive health rights of young people in the national context and to prepare policy briefs in support of project aims
- Participate in and keep Restless development abreast of developments in reproductive health rights, social protection and other relevant working groups in the national context.

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

www.restlessdevelopment.org.

4. Investment and Partnership (I&P) (20% of time)

- Support Senior Investment and Partnership Manager in donor relationship management by timely availing high quality evidence of performance commensurate to investments under reproductive health rights.
- Develop links and build relationships with key project stakeholders including training institutes, the government (district and national), employers, communities, NGOs, DPOs, INGOs and donors
- Liaise with policy makers and institutions engaged in advancing reproductive health rights
- Participate in bid meetings

5. Financial Management (10% of time)

Working closely with the project budget holders and Senior programmes manager to:




- Monitor project budgets and expenditure with support from the Senior Finance manager
- Ensure effective monitoring and timely reporting of programme expenditures in accordance with Restless Development’s finance policies and procedures and donor requirements.
- Ensure Restless Development values, finance policies and procedures are adhered to by all staff and volunteers Livelihood and Empowerment team
- Ensure value for money and transparency in all procurement, financial and programmatic decisions

6. Other Duties (5% of time)

- This role may require working on weekends, for which time off in lieu can be taken.
- This post will involve regular travel outside of Dar es Salaam and occasional international travel for conferences and events


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] |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  HEART We are who we serve. We are brave. | Values-led | Embeds a values-led culture within their team; both recognising and rewarding behaviour which upholds the Restless Values and professionally challenging behaviours which do not. |
| | Innovation | Fosters a climate of innovation and continual improvement across their team. Considers external best-practice when adapting plans; acting positively and quickly to assess and resolve issues. |
|  HEAD We are 100% professional. We prove that young people can | Delivers Quality | Takes full accountability for performance and value-for-money within their team. Ensures team capacity to deliver quality against strategic priorities, and guides their team to develop solutions for anticipated problems. |
| | Decision Making | Takes full accountability for managing a budget and/or programme and/or incidents. Considers the organisational vision, Restless Values, external influences, and long term impact when making decisions. Supports more junior staff with difficult decisions. |
|  VOICE We generate leaders. We are proud to carry the banner for youth-led development. | Leadership | Plays a key role in strategy development. May manage a small team, taking accountability for team performance and creating a compelling leadership vision for their team. Inspires and supports others to take on a leadership role. |
| | People Development | Drives their own personal development, committing to new challenges which build capacity for the organisation. Supports team members to fulfil their potential through effective performance management, mentoring and other opportunities for growth. |

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|  HANDS We are in it together. We listen and learn. | Effective Communication | Builds consensus and commitment amongst staff and national partners, using effective communication to navigate difficult topics. Coaches others to communicate effectively. |
| | Collaboration | Utilises their internal and external relationships to enable others to expand their network; creating opportunities for others to broaden their awareness of other parts of the organisation and/or current issues. Cultivates national partnerships. |

| SKILLS AND EXPERIENCE | |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Essential | <ul style="list-style-type: none"> • Degree level and above qualifications in related subject such as Public Health, Gender Community Development, Sociology, Project Management, etc. • Demonstrable experience in promotion of sexual/reproductive health, gender and human rights. • Experience in building and maintaining a productive team (staff and volunteers) and partnerships. • Experience of project planning and use of planning tools, monitoring and evaluation • Demonstrated experience in program design and writing winning proposals in the area of sexual and reproductive health rights. |
| Desirable | <ul style="list-style-type: none"> • Experience of identifying capacity building needs of communities and beneficiaries and development and delivery of capacity building plan. • Experience in programming with and for adolescents and young people • Intermediate to advanced application in Windows, MS Office • Languages – English – proficient oral and written • Languages – Swahili – preferable |

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 and housing allowance to the tune of 10% and 4% of your basic salary respectively

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 leaves, maternity, paternity or adoption leave, and other leave allowances.

Professional Development

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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 26th November 2020. Please note that we do not accept CVs, resumes or covering letters.