

Restless Development will:

- Support provision of peer education sessions on SRH, HIV, nutrition, GBV, MHH (using MOH PE manual)
- Facilitate and promote linkages to the health facilities for uptake of ASRH and nutrition services.
- Strengthen and support the capacity building of LGAs on community-based referral system on ASRH, HIV and nutrition by peer educators in collaboration with CHWs.
- Sensitization of communities, schools and caregivers to seek support.

ABOUT THE ROLE

Job title	Program Coordinator – Girls Reproductive Health, Rights and Empowerment Accelerated in Tanzania (GREAT)
Location	Mbeya Office, Tanzania.
Salary	TSh. 30,924,572 per annum
Preferred start date	January 2021
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	Program Manager – Reproductive health and rights
Direct reports	5-11 Youth officers
Expected travel	You will be expected to travel in-country on a regular basis

KEY PRIORITIES

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

- Provide technical inputs to the 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
- 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 programs implemented in Mbeya and Songwe

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

Working with MEL officers and Program managers 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 program's strategic plan as well as Restless Development's policies and values
- 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 program goals and objectives.
- Participate in and keep the program abreast of any developments in reproductive health rights, social protection and other relevant working groups in the national context.

4. Investment and Partnership (I&P) (10% of time)

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

www.restlessdevelopment.org.

- Support Senior Investment and Partnership Manager in donor relationship management by timely availing high quality evidence of performance commensurate to investments under the program.
- Develop links and build relationships with key project stakeholders including training institutes, the government (district, regional and national), communities, and donors

5. Financial Management (20% of time)

Working closely with a dedicated Finance officer and the program manager to:

- Monitor project budgets and expenditure with support from the Senior Finance Manager and Senior Programmes Manager
- Ensure effective monitoring and timely reporting of program expenditures in accordance with Restless Development’s finance policies and procedures and the donor requirements.
- Ensure Restless Development values, finance policies and procedures are adhered to by all staff and volunteers
- 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 Mbeya 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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www.restlessdevelopment.org.

<p>HANDS</p> <p>We are in it together. We listen and learn.</p>	<p>Collaboration</p>	<p>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.</p>
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SKILLS AND EXPERIENCE

<p>Essential</p>	<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, nutrition, 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.
<p>Desirable</p>	<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 hours.
- Generous study leaves, 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 for official duties, 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 by **18th January 2021**. Please note that we do not accept CVs, resumes or covering letters.
- First round interviews are scheduled to take place on **22th January 2021**.
- Second round interviews are scheduled to take place on **28th January 2021**.