



advocacy platforms while working closely with the Program Coordinator in Tanzania. This program is specifically to support youth engagement at the GEF and is a time-bound program with an estimated end date of September 31st, 2021.

The ideal candidate will have a strong interest in global feminist movements and human rights, with some understanding of human rights mechanisms and the UN. This is a unique opportunity to help shape a global curriculum on gender equality. Any specific experience (voluntary, professional or other) in gender or feminism such as reproductive justice and rights, gender-based violence, feminist movement building, feminist climate justice, gender and digital rights or others should be mentioned in the application. The Youth Program Officer will also be expected to support and maintain high quality relationships with advocacy experts, activists and stakeholders in the GEF community, under the guidance of the Program Coordinator.

A large portion of this program will be online and engaging a global online community. It is highly desirable for the candidate to have experience and skills in social media, digital campaigning and strategy, basic website or digital engagement strategies.

**Restless Development will:**

- Create an MOOC (Massive Open Online Course) which will be an intergenerational deep dive into Beijing+25 activism across generations, and a process to support youth-driven advocacy and engagement in the Generation Equality Forum (GEF).
- Build youth knowledge on the Beijing+25 activism and GEF processes and place them at the heart of making gender equality a reality. knowledge in week one, strategizing in week two, and action planning in week three.
- Convene a live-virtual action planning session to inform youth leadership and advocacy at the Generation Equality Forum

**ABOUT THE ROLE**

<b>Job title</b>	Youth Officer - Generation Equality Forum & Feminist E-course Program
<b>Location</b>	Iringa Office, Tanzania.
<b>Salary</b>	TSh. TSH 14,251,668 per annum
<b>Preferred start date</b>	1 <sup>st</sup> February 2021
<b>Length of contract</b>	9 months - renewable upon successful completion of the contract and availability of funds
<b>Visa requirements</b>	Must have the right to work in Tanzania
<b>Reports to</b>	Program Coordinator
<b>Expected travel</b>	You will be expected to travel in-country on a regular basis

**KEY PRIORITIES**

**1. Main responsibilities**

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

**2. Project planning, implementation and reporting (20%)**

- Ensure the project aligns to Restless Development's strategy for youth employability and employer skills matching.
- Support national peer educators to plan, deliver, monitor and review pre-professional skills development sessions in secondary schools, colleges and Institutes of Higher Learning.
- Support in developing formalized partnerships and agreements with key stakeholders including key institutes of higher learning, secondary schools, local governments and private sector companies in collaboration with Programme Coordinator.
- Ensure compilation of reports and case studies in line with organizational M&E system, and suitable for donor and other audiences.
- Provide regular project progress updates to programme coordinator and ensure risks and challenges are managed on time.

**3. Project budgeting and Financial Accountability (10%)**

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- Responsible for accounting and use of funds and assets at a field level in line with Restless Development policies and procedures
- Work with the Programme Coordinator to ensure that all funds spent on activities in the field are spent as per policies and procedures, as that assets are used and accounted for properly.
- Ensuring that fund reaches the field on time for all approved activities.
- Support programme coordinator in annual budgeting and quarterly budget re-forecasting.
- Ensure that all cash/payment requisitions and retirements are appropriately authorized; and 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

#### 4. Partnership, Visibility and grant management (65%)

- Maintain visibility of the project objectives and Restless Development.
- Designing of social media engagement content
- Creation of digital campaign strategy and running online campaign
- Develop partnerships with local media for the project’s objectives and visibility of Restless Development.
- Proactively provide case studies, change stories, and photos for social media, and sharing with internal and external audiences.
- Act as an ambassador for Restless Development at public, partner meetings and events demonstrating expertise, and youth passion.

#### 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]
 <b>HEART</b> 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.
 <b>HEAD</b> 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.
 <b>VOICE</b> We generate leaders. We are proud to carry	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

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the banner for youth-led development.		performance management, mentoring and other opportunities for growth.
 <b>HANDS</b> 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

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Degree level and above qualifications in related subject such as Mass Communication, Women and Gender Studies, Community Development, Sociology, Project Management, Public Health, etc.</li> <li>• A passion for meaningful youth led engagement and young feminist leadership.</li> <li>• Excellent coordination and people skills.</li> <li>• Experience working cross-culturally and providing remote support.</li> <li>• Strong communication skills and the ability to talk across a range of audiences.</li> <li>• Demonstrable experience in promotion of sexual/reproductive health, gender equality and human rights.</li> <li>• Experience of project planning and use of planning tools, monitoring and evaluation</li> <li>• Fluent in English and Swahili – both written and verbal.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Strong interest or knowledge of feminist debates, SRHR, GBV and other key themes</li> <li>• Advocacy and online campaigning experience</li> <li>• Tech savvy or experience with digital engagement strategies</li> <li>• Intermediate to advanced application in Windows, MS Office</li> </ul>

**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.

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### **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 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](mailto:jobstanzania@restlessdevelopment.org) by **20<sup>th</sup> January 2021**. Please note that we do not accept CVs, resumes or covering letters.
- First round interviews are scheduled to take place on **26<sup>th</sup> January 2021**.
- Second round interviews are scheduled to take place on **29<sup>th</sup> January 2021**.