



## ABOUT THE ROLE

<b>Job title</b>	Assistant Project Coordinator (intern)
<b>Location</b>	Iringa, Tanzania
<b>Salary</b>	TZS 35,805,693/= Gross Per Annum, plus significant allowance and benefits
<b>Preferred start date</b>	1st August 2024
<b>Length of contract</b>	4 months, with the possibility of extension
<b>Visa requirements</b>	Must have the right to work in Tanzania
<b>Reports to</b>	Programme Manager
<b>Direct reports</b>	Youth Officer (Intern)
<b>Expected travel</b>	Occasional travel to focus project areas

### Key responsibilities

- Provide and support to the programme team to execute entrepreneurship training and support to youth groups based on specific capacity building needs.
- Support the development of criteria for identification and support to new youth led enterprises.
- Support the Vijana Twaweza Project team to identify new youth led enterprises based on criteria developed by the programme
- Support training to youth organized groups under Vijana Twaweza Project in the area of Youth entrepreneurship.
- Share learning and good practice case studies from the national environment with the team and Programme team as a focal point for the team on livelihoods
- Assist in the provision of post-training support to participants, including follow-up visits and guidance on business development.
- Facilitate access to financial resources such as savings groups and microfinance for participants.
- Monitor the progress of participants' business ventures and provide feedback and support as needed.

### Program Quality, Accountability, and Reporting

- Collaborate with the MEL team to ensure effective Monitoring, Evaluation, and Learning (MEL) activities, overseeing systematic assessment and improvement processes throughout the project lifecycle.
- Identify and collaborate with partners who can provide technical support and services to youth-led enterprises.
- Consolidate evidence and strategically position evidence-based solutions for scaling through partnerships and broader systems.
- Prepare accurate and detailed progress reports, ensuring their timely submission to the MEL unit, the Program manager, and other relevant stakeholders.

### People & Performance

- Support the Programme team in Iringa MC and Ifakara TC to ensure the program goals and activities are clearly understood and followed by the team.
- Encourage staff to participate in professional development opportunities
- Establish a supportive work environment that promotes the well-being of the staff.
- Ensure that the necessary resources (materials, VSLA and training kits) are available and efficiently used for program activities.
- Identify and map private and public sector funding opportunities for youth groups. Provide practical advice and support to help these groups access these funds.
- Utilise social media platforms to increase the visibility of the program, working closely with the Communication team to achieve this.
- Coordinate the collection and submission of case studies for profiling on the Restless Development website and other social media platforms.

### Program Financial Management

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

[www.restlessdevelopment.org](http://www.restlessdevelopment.org).

- Ensure compliance with financial policies and procedures, including preparing and comprehending monthly budgets and requisitions aligned with approved positions.
- Contribute to detailed monthly/quarterly variance analyses of budgets and manage budgets , ensuring financial oversight.
- Ensure proper requisitions and retirements with necessary supporting documentation.
- Ensure compliance in funds, verifying that financial transactions align with Restless Development's policies and procedures.
- Monitor and assess the utilisation of funds by ensuring alignment with approved budgets and financial guidelines.
- Track and keep records of expenditures related to the project budget.

**Representation and Collaboration:**




- Cultivate strategic partnerships and collaborations with key stakeholders involved in the SET project, emphasising cross-sectoral engagement.
- Represent Restless Development in interactions with SET partners, fostering strong relationships and enhancing collaboration and coordination.
- Play a key role in enhancing project visibility by engaging with SET partners and stakeholders, contributing to effective representation and communication within the project network.
- Ensure that project visibility and communication activities align with the goals and objectives of the project and meet the expectations of various project partners.
- Support delivery of annual planning and review meetings with key internal and external stakeholders to the programme

**Other:**

- Undertake other duties as required to support the overall success of the project.


**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	Supports a values-led culture within their team by holding junior team members to account for values-led behaviour. Uses values to guide decision making and group actions.
	Innovation	Involves others in the development of solutions to both the causes and results of problems. Promote change to others.
 <b>HEAD</b> We are 100% professional. We prove that young people can	Delivers Quality	Frequently creates opportunities to maximise their contribution to team priorities. Supports others to deliver quality and continually improve their work. Considers relevant information to propose more effective and cost-efficient ways of working.
	Decision Making	Takes ownership for managing elements of a budget and/or programme and/or incidents with little guidance from others. Considers underlying issues and Restless Values when making operational decisions. Consults with others when facing difficult decisions.
 <b>VOICE</b>	Leadership	Communicates a compelling vision for the areas which they take partial ownership for; providing strong leadership to others.

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We generate leaders. We are proud to carry the banner for youth-led development.	People Development	Takes responsibility for personal development, committing to take on new challenges which build team capacity. Develops others through proactive sharing of knowledge, skills and opportunities
 <b>HANDS</b> We are in it together. We listen and learn.	Effective Communication	Confidently adapts their communication style to suit their audience, and coaches' others to do so. Is able to influence others to build shared understanding.
	Collaboration	Seeks opportunities to collaboratively deliver quality against team goals by building strong internal and external relationships. Facilitates introductions amongst staff and stakeholders to help others to grow their relationships. Cultivates partnerships at a national level.

## SKILLS AND EXPERIENCE

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Minimum (2) years of technical and practical knowledge and experience on Agribusiness , VSLA, group enterprises ,and experience in poultry and horticulture farming will be an added advantage</li> <li>• Experience working with young people in Tanzania.</li> <li>• Demonstrated leadership skills, with strong coordination and networking skills.</li> <li>• Culturally aware and respectful - curious and sensitive about the cultures in which we operate</li> <li>• Knowledge, skills and experience in participatory methods, community development and partnership</li> <li>• Commitment to Restless development mission and values</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Graduate level degree in Agribusiness , horticulture and poultry farming or relevant field of study, or equivalent work experience</li> <li>• Fluent written and spoken English and Kiswahili</li> <li>• A strong personal commitment to the values of Restless Development and the role of young people in the development</li> <li>• Self-motivated, honest, highly responsible, and punctual individual</li> <li>• A strong network of connections within Tanzania and specifically in Iringa MC and Ifakara TC</li> <li>• Ability to work effectively in multicultural teams with varying expertise, skills and backgrounds</li> <li>• Collaborative team player</li> <li>• Adaptable - able to work in complex, unfamiliar and changing environments</li> <li>• Excellent critical analysis and thinking skills, solution focused</li> <li>• Positive, energetic, can-do attitude</li> <li>• Experience in working with or managing field based staff remotely</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, 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 single transparent global salary scale that is published on our website and ensures a fair and comparable system of pay across all global locations, taking into account statutory benefits. In Tanzania, in addition to salary, we offer housing allowance, End of Service Benefit, payments towards medical costs, and WCF contribution, as well as an out of country supplement and relocation allowance for international staff relocating to Tanzania.

### Values and Culture

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

[www.restlessdevelopment.org](http://www.restlessdevelopment.org).

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 submit your application by filling out the [ONLINE APPLICATION FORM](#) by 15th July 2024, 23:59.
- Please note that we do not accept CVs, resumes, or cover letters.
- Female candidates are strongly advised to apply.