

engagement in the upcoming general elections, with a particular emphasis on supporting young women to actively participate in the electoral process.

The Assistant Program Coordinator will oversee the implementation of the Vijana Tunaweza program, focusing on out-of-school adolescent girls, youth, and first-time young mothers in Dodoma, Songwe, and Dar es Salaam regions. This role includes coordinating program activities to ensure alignment with objectives and fostering sustainable empowerment through economic opportunities, social development, and leadership building. Additionally, the role will involve partial support in coordinating activities among consortium partners to ensure cohesive and effective program delivery.

ABOUT THE ROLE

Job title	Assistant Project Coordinator
Location	Iringa, Tanzania
Salary	TSh TSh36,521,888 Basic Annual Salary (Subject to Statutory Deductions) plus significant allowance and benefits
Preferred start date	As soon as possible
Length of contract	1 Year, with the possibility of extension
Visa requirements	Must have the right to work in Tanzania
Reports to	Programme Coordinator
Direct reports	Youth Officers and interns
Expected travel	Occasional travel to focus project areas

KEY PRIORITIES

1. Project Planning, implementation and reporting (60%)

- Coordinate the implementation, monitoring, and review of project activities on a monthly basis to ensure smooth execution and timely completion.
- Coordinate the preparation and submission of monthly reports and case studies, ensuring they align with the organizational M&E system and meet donor reporting requirements.
- Coordinate the planning, scheduling, and oversight of training sessions on entrepreneurship, Sexual and Reproductive Health and Rights (SRHR), gender equality, life skills, and leadership for first-time young mothers.
- Facilitate the coordination of skills development initiatives, ensuring that first-time young mothers are equipped with the necessary tools and knowledge to establish businesses or seek self-employment.
- Coordinate the design and delivery of accessible and welcoming workshops for young mothers, in-and-out-of-school youth, youth affected by HIV, and those living with disabilities.
- Oversee the coordination of efforts to facilitate access to finance for first-time young mothers who are entrepreneurs, ensuring they can start or expand their businesses.
- Coordinate the engagement of parents, local government authorities, and community leaders at all stages of project implementation to ensure active involvement and support.
- Oversee the coordination of group formation and registration processes to ensure formalization, enabling easy coordination and access to economic opportunities from different stakeholders.
- Coordinate the collaboration and engagement of other partners involved in the project, ensuring alignment with project objectives and seamless partnership for shared success.

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

www.restlessdevelopment.org.

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

- Work with MEL officers and Program managers to ensure accurate, detailed progress reports are received from implementing staff and partners and submitted to the MEL unit in a timely manner.
- Collaborate with partners to ensure the documentation of case studies, learning, and best practices from the project, and assist them in putting systems in place to verify project outputs.
- Ensure that M&E data is used as the evidence base to feed into program review and planning processes.
- Support the MEL team in conducting research and evaluations of the project to assess effectiveness and guide improvements.

3. Partnerships and Visibility (25%)

- Proactively oversee the collection of case studies, change stories, and photos for social media, and sharing with internal &/external audiences
- Represent Restless Development at public, partner meetings and events demonstrating expertise, and youth passion
- Support the Investment and Partnership Unit in donor relationship management by timely availing high quality evidence of performance commensurate to investments under the program.
- Contribute to the development of funding proposals and concept notes as needed.
- Work closely with the Communication and Visibility lead to prepare impact stories.

4. Project budgeting and financial reporting (10%)

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


- Monitor project budgets and expenditure with support from the Senior Finance Coordinator and the Programmes Coordinator.
- 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

2. Other (5%)




- You may occasionally 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]
 HEART	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.

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We are who we serve. We are brave.	Innovation	Involves others in the development of solutions to both the causes and results of problems. Promote change to others.
 HEAD 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.
 VOICE We generate leaders. We are proud to carry the banner for youth-led development.	Leadership	Communicates a compelling vision for the areas which they take partial ownership for; providing strong leadership to others.
	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
 HANDS 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

Essential	<ul style="list-style-type: none"> • A degree in a relevant field, such as education, public health, social sciences, or gender studies, with expertise in areas like community development, project management, adolescent health, or gender equality. • Proven experience in managing livelihood-focused projects, particularly in project coordination and implementation. • Extensive experience working with young people in Tanzania, with a deep understanding of their needs and challenges. • Demonstrated leadership skills, with the ability to effectively coordinate and network with multiple stakeholders, including local authorities and community leaders. • Strong cultural awareness and respect, with sensitivity to diverse cultural contexts and practices. • Solid knowledge and expertise in participatory methods, community development approaches, and fostering partnerships. • A committed belief in Restless Development's mission and values, promoting youth empowerment and sustainable development.
Desirable	<ul style="list-style-type: none"> • Fluent in both English and Kiswahili.

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| | <ul style="list-style-type: none"> ● Strong ICT skills, including proficiency in Word, Excel, email/internet, and PowerPoint. ● A strong personal commitment to the values of Restless Development and the empowerment of young people in development. ● Proven experience in leading project teams and demonstrating a passion for community engagement and development. |
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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 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

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

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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 11th January 2025, 23:59.Hours
- Please note that we do not accept CVs, resumes, or cover letters.