



## ABOUT RESTLESS DEVELOPMENT

Restless Development is a global non profit agency. We support the collective power of young leaders to create a better world. We are independently registered and governed in nine countries (India, Nepal, Sierra Leone, Tanzania, Uganda, UK, USA, Zambia and Zimbabwe) bound together by our vision for youth power.

We run youth-led programmes to tackle the issues that young people care about the most. We also run the [Youth Collective](#) – a growing network of over 5,000 local youth-led organisations in 185 countries. We are committed to creating an agency that walks the talk on power shifting, using the power shifting checklist, both internally and externally.

More information about Restless Development:

- [Restless Development Strategy](#)
- [Youth Collective](#)
- [Power Shifting Checklist](#)
- [We Are Restless Blog](#)

## OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organisational imperative with primacy over the success of programmes or strategic objectives. We recognise that safeguarding is everyone's responsibility and we expect all of our staff, volunteers and partners to ensure we protect the communities in which we operate from harm and abide by our [Safeguarding Policy](#).

## ABOUT THE ROLE

Restless Development is the leading youth-led development agency. We have been working in Tanzania since 1993 and have established an impressive track record in delivering grassroots impact through youth led development programmes aligned to the Government of Tanzania's Consecutive National Development Plans.

In collaboration with UNICEF, we will be implementing a project aimed at bridging the educational gaps and improving outcomes for vulnerable adolescents in the Kigoma, Songwe and Tabora Regions from January 2025 to March 2026. This project will address key barriers such as financial constraints, gender inequality, and inadequate access to essential learning materials, with a particular focus on girls' retention and empowerment.

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

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

The Project Coordinator will oversee the implementation of project activities, supervise the project team, facilitate stakeholder engagement, and ensure alignment with project goals. They will manage capacity-building workshops, training material development, data collection, and reporting, while monitoring budgets and ensuring financial compliance. Additionally, the Coordinator will drive partnerships, enhance program visibility, and support monitoring, evaluation, and learning to ensure overall project effectiveness.

Job title	Program Coordinator
Location	Dodoma
Salary	<b>TSh45,342,083</b> Annually (Subject to Statutory Deductions) plus significant allowance and benefits
Preferred start date	As soon as possible
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	SRHR Program Manager
Direct reports	Youth officers
Expected travel	You will be expected to travel in-country on a regular basis

## KEY PRIORITIES

### 1. Technical Programme Delivery (40% of your time)

- Supervise and support interns, providing ongoing guidance, feedback, and oversight to ensure the successful implementation of project activities.
- Support the project manager to ensure alignment with project goals, timelines, and quality standards.
- Monitor the progress of the project, including the performance of interns, address challenges, and provide capacity-building opportunities to enhance their skills and effectiveness in achieving project outcomes.
- Liaise with project partners and stakeholders to ensure active engagement at all stages of the project implementation, with support from the Project Manager.
- Coordinate the delivery of menstrual health training and provide ongoing support for girls in schools, ensuring alignment with project goals and quality standards.
- Work closely with project interns to plan and implement community educational workshops and awareness campaigns that promote the importance of education and gender equity, providing guidance and support to ensure successful implementation.
- Lead and coordinate the planning and facilitation of inclusive, capacity-building workshops for multiple stakeholders, fostering collaboration and creating synergy among actors involved in promoting education in the regions.
- Lead capacity-building initiatives for interns, peer educators, and teachers, providing them with tools and skills to effectively implement the project, improve teaching practices, and support overall program goals.
- Oversee the development of age-appropriate and culturally relevant training materials tailored to meet the diverse needs of students in Tabora, Kigoma, and Songwe regions.
- Ensure project materials are effectively utilized by project staff, peer educators, and partners to guarantee the high-quality implementation of project activities.
- Oversee the data collection, analysis, and reporting through the digital platform (KOBOLCollect) for peer educators, in collaboration with the Monitoring, Evaluation, and Learning (MEL) lead.
- Ensure accurate and timely reporting of project data, monitoring the progress of project activities and ensuring high standards of data integrity.

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- Plan and oversee the delivery of tailored training workshops for teachers on best practices in curriculum development, teaching methodologies, and monitoring and evaluation (M&E) techniques.
- Coordinate and oversee workshops on tracking expenditures related to financial support mechanisms for vulnerable students in project schools.

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

- Work with MEL officers and Program Managers to ensure accurate and detailed progress reports are received from implementing staff and partners and submitted to the MEL unit in a timely manner.
- Ensure the documentation of case studies, learnings, and best practices from the project, and assist partners in establishing systems to verify project outputs.
- Ensure that M&E data is used as the evidence base to inform program review and planning processes.
- Support the MEL team in conducting research and evaluations of the project.

## **3. Strategy and Direction (15% of time)**

- Contribute to the development and implementation of the educational program's strategic plan, ensuring effective program design, planning, and review.
- Stay updated on educational policies and national working groups to align the program with national priorities.
- Support the planning, implementation, and review of the project cycle, ensuring operational standards and best practices.
- Manage project staff and volunteers, ensuring consistent implementation of educational materials and support across all regions.
- Assist the Program Manager in submitting timely, quality reports to donors on educational outcomes and progress

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

- Support the Investment and Partnership Unit by providing timely, high-quality evidence of program performance to strengthen donor relationships.
- Contribute to the development of funding proposals and concept notes as required.
- Collaborate with the Communication and Visibility lead to organize social media campaigns that engage the community in discussions about education and gender equity.

## **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 Coordinator and the 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 local travel and occasional international travel for conferences and events

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## 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 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.
 <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

Essential	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Proven experience in managing education, adolescent health, or gender equity projects, particularly in addressing challenges related to school retention, gender disparity, or menstrual health management.</li> </ul>
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	<ul style="list-style-type: none"> <li>● Experience leading and coordinating education or health projects in Tanzania, with a strong focus on improving educational outcomes, promoting gender equality, and addressing barriers to adolescent development.</li> <li>● A deep understanding of the issues facing adolescents, including access to education, reproductive health services, and skills development, and a track record of implementing strategies to overcome these challenges.</li> <li>● Experience of project planning and use of planning tools, monitoring and evaluation</li> <li>● Demonstrated experience in program design and writing winning proposals in the area of sexual and reproductive health rights.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>● Fluent in both English and Kiswahili.</li> <li>● Strong ICT skills, including proficiency in Word, Excel, email/internet, and PowerPoint.</li> <li>● A strong personal commitment to the values of Restless Development and the empowerment of young people in development.</li> <li>● Proven experience in leading project teams and demonstrating a passion for community engagement and development.</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.

### 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 complete [ONLINE APPLICATION FORM](#) by 11<sup>th</sup> January 2025 11:59pm., Please note that we do not accept CVs, resumes or covering letters.