



## 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 implement a project to bridge educational gaps and improve outcomes for vulnerable adolescents in Kigoma, Songwe, and Tabora from February 2025 to April 2026. The project will address barriers such as financial constraints, gender inequality, and inadequate learning materials, focusing on girls' retention, empowerment, and leadership development.

The intern will lead the identification of targeted adolescents and their needs in schools and communities, ensuring resources are allocated effectively and equitably. Additionally, the intern will oversee the implementation of mentorship and empowerment programs at the regional level. They will coordinate the provision of financial support, mentorship, mindset transformation workshops, and community campaigns, while actively contributing to building girls' leadership capacity and assisting in the training of teachers in inclusive education strategies.

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

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

## ABOUT THE ROLE

<b>Job title</b>	Project Intern (3 positions)
<b>Location</b>	Songwe, Kigoma and Tabora Region
<b>Salary</b>	TZS 550,000 monthly allowance ( <i>subject to statutory deductions</i> )
<b>Preferred start date</b>	As soon as possible
<b>Length of contract</b>	6 months (with possibility of extension up to a maximum of 12 months)
<b>Visa requirements</b>	Must have the right to work in Tanzania
<b>Reports to</b>	Project Coordinator
<b>Direct reports</b>	National Peer Educators
<b>Expected travel</b>	Occasional travel to our regional offices in Tanzania. Time off lieu will be given for any travel required over weekends.

### KEY PRIORITIES

#### 1. Main responsibilities

- Project Planning and Implementation.
- People and performance management.
- Budgeting and financial accountability.
- Partnership, visibility and grant management.

#### 2. Project planning and implementation

- Support and coordinate the implementation of the project activities at the field level.
- Support the Project Coordinator in tracking the progress of project activities using the Digital Platform (KOBOLCollect).
- Collaborate closely with local partners to supervise the implementation of customized training workshops for teachers, focusing on best practices in curriculum development, teaching methodologies, and monitoring and evaluation (M&E) techniques.
- Working closely with Peer Educators to deliver workshops on tracking expenditures related to financial support mechanisms for vulnerable students in the project Schools
- Coordinates consultations with identified/potential partners, peer educators, change makers and other Stakeholders during the implementation stage.
- Conduct regular technical support visits/follow-ups with peer educators to mark progress, and challenges and recommend actions.
- Support community peer educators in mentorship, coaching and documenting evidence of progress.

#### 3. People and performance management

- Carry out regular performance and welfare support for peer educators in line with Restless Development's volunteer policy.
- Ensure that peer educators meet their targets and support them if they are not doing so.
- Making regular field visits to each placement, analysing their work and providing constructive feedback, coaching and support
- Provide adequate and appropriate welfare support (medical and psychological) to peer educators and be available to support as and when needed.
- Ensure peer educators' discipline cases follow procedure and are communicated to your line manager and/or referred up as appropriate.

#### 4. Project budgeting and Financial Accountability

- 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.
- Support programme coordinator in annual budgeting and quarterly budget re-forecasting.
- Work with the Programme Coordinator to ensure that all field expenditures are activity-based and properly accounted for, as per Restless Development policies and procedures.

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- Ensure that all cash/payment requisitions and retirements are appropriately authorized; and that all expenditure is backed up with genuine receipts and documents.

### 5. Partnership, Visibility and grant management





- Support Programme Coordinator in enhancing Restless Development and the project's profile and visibility, with a particular focus on local stakeholders, including local government authorities.
- Share project data with the Communication and Visibility lead to assist in organizing content for social media campaigns and publishing project impact stories.
- Lead on the communication of best practices, programmatic updates, learning and engagement of stakeholders in our work at the district and community level.
- Proactively identify and support the development of local partnerships with complementary civil society, public sector, and private sector bodies in the region.
- Ensure effective sensitisation and relationship management with community stakeholders in the programme area.
- Ensure systematic sharing of programmes information and results with partners and stakeholders in the region.
- Support in cultivating local partnerships to strengthen linkages and for future program development.

### 6. Other

- 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 Intern
 <b>HEART</b> We are who we serve. We are brave.	Values-led	Upholds the Restless Values at all times, demonstrating professionalism in their day-to-day work.
	Innovation	Offers creative approaches to improving work. Is open to fresh ideas and adapts to change.
 <b>HEAD</b> We are 100% professional. We prove that young people can	Delivers Quality	Adopts an honest and efficient approach to work. Uses resources responsibly.
	Decision Making	Proposes solutions to challenges and seeks to understand the reasons behind decisions.
 <b>VOICE</b> We generate leaders. We are proud to carry the banner for youth-led development.	Leadership	Actively seeks to develop their own leadership skills. Is seen as a leader to beneficiaries and other young people.
	People Development	Is open to feedback and ideas for personal development. Willingly provides constructive feedback to others.
 <b>HANDS</b> We are in it together. We listen and learn.	Effective Communication	Actively listens and learns from those around them. Uses effective two-way communication to build rapport and relationships in the community.

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	Collaboration	Is an integral team member, contributing to team excellence.
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SKILLS AND EXPERIENCE	
<b>Essential</b>	<p><b>Qualification</b></p> <ul style="list-style-type: none"> <li>• A degree or diploma in a relevant discipline, such as public health, social sciences, or humanities, with a focus on fields like community development, social work, project management, education, adolescent health, or gender studies</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Proficiency in addressing adolescent education, school retention, and sexual and reproductive health challenges.</li> <li>• Experience implementing education or adolescent health projects in Tanzania, focusing on issues such as school dropouts, gender equity, or menstrual health management.</li> <li>• A solid understanding of contemporary challenges related to adolescents, such as limited access to education, reproductive health services, and skills development.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Fluent in English and Kiswahili</li> <li>• Good ICT skills including Word, Excel, email/internet, PowerPoint</li> <li>• A strong personal commitment to the values of Restless Development and the role of young people in development</li> <li>• Previous experience as a volunteer</li> <li>• Experience of working in a multicultural environment</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 monthly allowances, we offer **NSSF contribution** and **out of pocket reimbursable**.

### 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 (for those with a 12 month contract).

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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.

## KEY DATES

- Please complete this [application form](#) by **11th January 2025** ,11:59pm .