



EMPLOYMENT OPPORTUNITIES

INTRODUCTION

FCS is an independent Tanzanian Not-For-Profit development organization that is anchored in Tanzanian civil society serving as a catalytic support mechanism for the Civil Society sector in Tanzania.

FCS is hiring qualified and competent professionals to the positions of: Chief of Party; Deputy Chief of Party - Programs; Deputy Chief of Party - Operations; and Monitoring and Evaluation Director for an anticipated 4-year USAID project that seeks to increase the empowerment, productivity, and community engagement of youth, and in particular for out-of-school youth aged 15-25. The project will enable youth to access resources and opportunities for basic educational, life, and entrepreneurial skills; and participate in activities that foster their physical and mental well-being. It will also build or strengthen existing networks that support youth development and community engagement. The expected results of the project is that youth will be more productive, engaged, and active members in their communities. These positions are contingent to successful bidding and securing of resource from USAID.

Details of the four positions are provided below:

1. Chief of Party

Position Summary:

The COP will be responsible for leading all technical, financial and administrative aspects of the program. The COP will oversee the strategic and technical direction of the project and serve as a link between USAID, FCS and all partners implementing the project. S/he will foster and maintain effective relationships and coordination with civil society organizations, government, academia, private sector, and other donors and ensure compliance with the contract including timely, high-quality results. This is a full-time position and is contingent upon contract award to FCS.

Specific/ Essential Responsibilities

- Provide overall technical leadership to achieve project results;
- Provide supervision, support, and direction to the project's technical and administrative staff, sub-contractors, and short-term consultants to ensure effective project implementation across deliverables;
- Provide high-level oversight for project administrative functions including financial management, human resources and procurement to ensure compliance with FCS policies and principles and USAID's rules and regulations;

- Oversee budget implementation and financial management, working closely with the Deputy Chief of Party - Operations; ensure the Project's preparedness for USAID audit.
- Directly supervise the position of Deputy Chief of Party/Finance and Operations
- Identify and mitigate project risk;
- Analyse project's impact and challenges to adaptively manage the project to meet or exceed results;
- Manage relationships with complementary donor projects;
- Represent FCS at external meetings and events as required
- Serve as the primary point of contact with USAID regarding day-to-day activity implementation/ and management matters related to the contract.

Required Experience and Skills:

- A minimum of a Master's degree in social sciences, international development, law, political science or similar areas. A PhD will be an added advantage
- Minimum 12 years of experience managing complex donor-funded international development projects at senior level
- Experience leading USG contracts in positions such as Chief of Party, Deputy Chief of Party or Director.
- Proven experience of working with civil society organizations, youth organizations, government ministries and ability to foster and maintain good working relationships with officials at national and local levels.
- Experience working in Tanzania with a strong knowledge of the cultural and power dynamics in the country is strongly preferred,
- Strong leadership, communication, and interpersonal skills, including proven ability to develop and communicate a common vision among diverse partners and lead a multi-disciplinary and multi-cultural team.
- Ability to build coalitions and networks that can provide synergies and sustainable solutions for the project.
- Strong interpersonal, writing, and oral presentation skills in English.
- Ability to work independently and manage a high-volume workflow.

Job Location: Dar es salaam, Tanzania

2. Deputy Chief of Party - Programs

Position Summary:

The DCOP will be responsible for supporting the Chief of Party (COP) with technical leadership of the project. The DCOP will report directly to the COP and will take a leadership role in ensuring quality technical implementation and that the activity meets stated goals and reporting requirements. S/he will support the COP in coordination among USAID, FCS and key stakeholders to ensure high quality results are produced. This is a full-time position and is contingent upon contract award to FCS.

Specific/ Essential Responsibilities

- Work closely with the Chief of Party (COP) to provide overall technical leadership on the project.

- Responsible for technical oversight of key project components and ensuring smooth design, coordination, and implementation of interventions
- Assist the COP in developing annual work plans, budgets, and performance reports.
- Supervise technical staff implementing the project
- Function as primary technical liaison for subcontractors and consultants.
- Establish and maintain close working relations with relevant partners including the government, civil society organizations, youth organizations and others
- Work with the M&E Director to capture and communicate program results, as well as ensure high-quality, timely, valid, and verifiable data collection, reporting, analysis and learning
- Attend coordination meetings as appropriate. Ensure that activities are coordinated with relevant stakeholders, including communities.
- Take on other duties as may be assigned by the Chief of Party.

Required Experience and skills

- Master's degree in social sciences, international development, law, political science or similar subjects.
- A minimum of ten years of senior-level experience implementing large scale and complex development programs, with most of the years spent in youth programs.
- Demonstrated understanding of USAID's multi-sectoral and relevant systems-strengthening approaches.
- Strong knowledge of, and commitment to social equity and inclusion issues in youth projects/ programs.
- Demonstrated experience in gender and/or integrating and mainstreaming gender issues into youth development programs/ projects interventions.
- Demonstrated ability to work effectively with government representatives, local community organizations, donors and other stakeholders, particularly at the sub-national level.
- Ability to represent the project in international and domestic forums, including the ability to communicate project results.
- Professional level of oral and written fluency in English language.

Job Location: Dar es salaam, Tanzania

3. Deputy Chief of Party - Operations

Position Summary:

The Deputy Chief of Party – Operations will be responsible for overseeing operational management and administration of the project. S/he will manage financial, administrative and human resources systems for the project. S/he will also manage a team providing support to the project's technical objectives. This is a full-time position and is contingent upon contract award to FCS.

Specific/ Essential Responsibilities

- Manage the accounting, finance and administrative components of the project
- Ensure consistency with FCS standard operating procedures, policies, and accounting principles;
- Develop procedures for monitoring, managing and analysing project budgets, which allow for accurate projection of expenditures and comparisons of actual and budgeted spending;

- Coordinate monthly requests for funds, based on budget and cash flow projections, to ensure the project has all necessary funds for operations;
- Coordinate and oversee tendering and procurement activities of the project;
- Ensure financial reporting is in accordance with the donor's contractual requirements;
- Ensure project finances and operations adhere to relevant laws, including oversight and filing of necessary taxes;
- Advise project staff on the financial health of the project through the provision of regular and timely financial expenditure reports;
- Oversee payroll procedures for staff; administer the payroll, and monitor employee timekeeping;
- Develop and implement office administrative and personnel systems;
- Maintain financial controls and procedures for the management of funds and sub-awards/contracts;
- Supervise project staff and consultants working on finance and administration for the project;
- Maintain financial files and support audits as needed;
- Perform other duties as assigned by the Chief of Party.

Required Experience and skills

- Master's degree in Business Administration, Certified Public Account certificate or equivalent. Supplemental training in grants management or demonstrated experience will be an added advantage.
- A Minimum of 10 years' experience in financial management and grants management experience in international development projects;
- Minimum of 5 years' experience in similar roles for USAID-funded programs;
- Demonstrated working knowledge of USG rules and regulations, particularly the code of federal regulations 2 CFR 200 and 2 CFR 700.
- Strong analytical and computer skills, especially with accounting software, spreadsheets, and financial analysis;
- Fluency in written and spoken English is required.

Job Location: Dar es salaam, Tanzania

4. Monitoring and Evaluation Director, Youth Empowerment Skill

Position Summary :

The Monitoring and Evaluation Director will provide technical leadership, oversight and strategic direction for monitoring and evaluation (M&E) activities for the project. The job holder will provide technical leadership in the development of the project framework, monitoring plans and indicators to capture the project's results.

Specific/ Essential Responsibilities

- Provide leadership and direction on M&E to ensure the project achieves its goals and corresponding objectives and targets
- Oversee the development and implementation of the Performance Monitoring Plan (PMP) to capture project performance and results, including routine data reporting,

baseline and end line assessments, and all monitoring for process and outcome evaluations

- Develop and oversee data flow patterns for the project, to ensure timely data collection and reporting
- Lead results reporting to USAID by providing written documentation of activities in line with the project's progress indicators
- Lead strategic learning activities with key stakeholders to learn from project data and adapt interventions as appropriate
- Use data to contribute towards strategic decision-making and project planning with the project's leadership
- Ensure quality of data through data verification procedures including routine data quality audits and that these are routinely carried out during the project lifecycle
- Cultivate strategic M&E relationships and alliances with other USAID-funded projects and present the project's M&E activities in public and professional circles through meetings, conferences, and presentations
- Supervise a team of M&E professionals;
- Coordinate all M&E capacity-building activities with project staff, implementing partners and other stakeholders as deemed necessary;
- Perform other duties as assigned by the Chief of Party.

Experience and skills:

- Master's degree or higher in Monitoring and Evaluation, Economics, Statistics, Social Sciences or other related fields;
- A minimum of ten (10) years of experience in monitoring and evaluating of large, multi-year development projects;
- Proven expertise in quantitative and qualitative methodologies, reporting, data quality assessments, data analysis and presentation
- Experience in and understanding of the USAID monitoring frameworks and reporting systems;
- Strong technical skills, including ability to process and analyse data using one or more statistical software packages, including at least one of the following: SPSS, Stata, MS Excel and Access;
- Expertise in research to practice—identifying and adapting best practices to specific project contexts
- Excellent verbal, written, interpersonal and presentation skills in English

Remuneration

FCS offers an attractive salary commensurate with qualifications and experience, career development opportunities and excellent working conditions.

Mode Of Application

If you feel you meet the criteria outlined above, please apply in writing to the address below, and enclose the following documents:

- A fully typed curriculum vitae (CV) with the following:
 - o Full contact details, including telephone numbers and e-mail address
 - o The names and contact details of three (3) professional references.

Closing date for all applications will be **16thMarch 2022 at 12.00am**. Applications received after this date will not be considered. Only short-listed candidates will be contacted.

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FCS has zero tolerance to bribery and corruption. We are committed to Gender Equality and Diversity.

FCS is also an equal opportunity employer and therefore all applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, genetics, disability and age.