



Job Description

Job Title:	Project Driver
Job Location:	Singida, Tanzania
Reports to:	Programme Officer
Responsible for:	N/A
Job Holder:	Vacant
Department:	Sightsavers Eye Health

Job Purpose (the overall purpose and function of the job):

To provide secure and timely driving services to transport staff and other project partners/goods as deemed necessary, ensuring timely support for the implementation of the Boresha Macho project plans. The individual will also provide timely communication with both staff and respective partners to ensure quality project delivery.

Functions and duties:

1. Transport of persons, goods and / or documents (Function type: Logistic Support) -
 - ✦ Provide transportation for project staff and related partners during the entire period of the Boresha Macho project life.
 - ✦ Follow up the driver planning, and scheduling using project Calendar and register transportation requests
 - ✦ Deliver/distribute project goods to the respective districts
 - ✦ Deliver correspondence to project partners as may be required
 - ✦ Facilitate pick-ups for project visitors and transportation during official visits
 2. Service vehicle maintenance management
 - ✦ Schedule periodical vehicle examination for service
 - ✦ Apply for the renewal for the vehicle license
 - ✦ Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition
 - ✦ Ensure sound running of the vehicles assigned and arrange minor repairs where necessary - Check oil and tyres properly and keep the service vehicles in clean condition, both inside and outside
 - ✦ Keep track of timely car insurance renewals
 - ✦ Update monthly mileage records - Maintain logbook of each service vehicle on daily basis
 3. Act as back up for the Receptionist and as a messenger
 - ✦ Act as a back-up while you are at the centre of the satellite office and taking care of visitor registration, incl. maintaining a register of incoming visitors
 - ✦ Support Administration Section as a messenger by assisting with the mail deliveries, both incoming and outgoing
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4. Other tasks - Assist with office and meeting room re-arrangement for various meetings/events and occasional minor repair jobs in the Office, such as hanging pictures and small office repairs

Information & Communication Management:

- Be proactive in providing the Programme Officer at site with timely communications and updates upon reaching/ departing your respective destinations during the official travels throughout the project life.
- Support project partners with information that ensures smooth project uptakes.
- Support project visibility.
- Attend to visitors to and from the projects and partners.

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience):

- Secondary school certificate with driving school training or equivalent; relevant experience or knowledge and skills equivalent to 2 years of VETA VIP driving
- Valid driver's license and clean driving record
- Must be able to pass criminal background check
- Physically able to reach, stretch, bend, and sit for long periods of time during daily routine
- Previous professional experience driving preferred; training may be provided
- Able to work night, weekends, and holidays as needed
- Demonstrable working experience, ideally gained in an NGO environment
- Experience and understanding of government partners through the local governments

Skills (Training or Competence):

- Strong interpersonal and communication skills
- Able to work well alone
- Reliable and punctual with dedicated professionalism to job and duties
- Able to adapt to changing schedules or routines, Organized and able to follow a schedule
- Excellent time management skills
- Able to assist staff/passengers when needed
- Focused on customer service • Demonstrate safe driving practices

Collaboration:

- Builds and maintains effective relationships with colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity and Integrity:

- Develops and encourages new and innovative solutions
- Honest, encourages openness and transparency

Key Relationships (Internal)

Sightsavers staff as led by the Country Director

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Key Relationships (External)

Partners (Regional and District based authorities)

Project Partners

Service Providers

Community leaders

Other Comments: Local terms and conditions will apply.

APPLICATION INSTRUCTIONS: [**CLICK HERE TO APPLY**](#)



Job Description

Job title: Programme Manager
Job location: Tanzania
Reports to: Country Director
Responsible for: Programme Officers and Coordinators
Department: ECSA Region

Job purpose

- To oversee the development, implementation, co-ordination, and management of Sightsavers programmes in the Country, in line with Sightsavers policies and expected delivery standards.
- Work in collaboration with relevant departments in the organisation to ensure that individual projects and programmes in the country programme are being delivered up to the agreed organisational quality standards.
- To provide effective leadership for the programme team and partners.

Principal accountabilities:

Programme Development and Management (40%):

- Support in the development of the Tanzania country strategic plan and programme portfolio alignment.
- Support in the identification of new and strategic programmes and assist in the development of programs through proposal writing.
- Supervise the project/programme officers ensuring that they manage their individual project portfolio within the Programme Implementation Manual (PIM) and Quality Standards Manual.
- Take lead in Eye Health, Education and Social Inclusion programming and spearhead strategic partnership engagements and participation.
- Supervise program staff in improving programme quality, strategic alignment, learning, reporting and documentation.
- Lead the programme team to compile and submit all required periodic reports in required quality and timely manner.
- Ensure that all aspects of the programme are effectively monitored and evaluated, and that learning is systematically used to continuously improve all projects and programmes.

Project Management (10%):

- Supporting partners and Project/Program officers to manage all aspects of the project cycle including planning, implementation, monitoring & evaluation
- Providing technical advice to partners on the core areas of Sightsavers work including key policies and procedures.
- Working with Project/Programme Officers to ensure project documentation meets the required quality and expectations.
- Ensuring regular review and learning on programmes to enhance improvements in their implementation

Financial & Resource Management (10%):

- Assist in preparing financial forecasts for projects and monitor expenditure against these and advising the Country Director on financial trends. • Work with the Finance and Support Services Manager (FSSM) and Project/programme officers to ensure proper partner accountability for Sightsavers funds
- Work with team to ensure an assessment of financial capacity of partners as well as strengthening their capacity where needed.
- Branch out into fundraising opportunities for the Country Office programmes.

Partnership development and management (10%):

- Network widely with government and NGOs partners as involved in Eye Health, Education and Social Inclusion, and NTD programs and advise on networks that Sightsavers can lead/link up as part of its strategy.
- Identify and advise Country Director on new strategic partnerships within the country to help develop Sightsavers programme.
- Represent Sightsavers at conferences and workshops and other external forums.
- Develop a coherent plan of partner capacity building together with Project/Programme Officers/Finance Manager and support implementation of the plan.

Advocacy and Networking (15%):

- Take lead to development and implementation of Country Advocacy strategy.
- Support the development and implementation of advocacy plans/efforts for the Tanzania country program
- Develop and maintain good relationship with local media and other identifiable strategic organizations and networks.
- Participate in relevant advocacy events and represent Sightsavers at different forums in collaboration with the Country Director

People Management (15%):

- Supervise the project/programme officers and ensure that they manage their individual project portfolio to the standards expected
- Provide effective line management support to the PCs/POs, including performance management and learning and development.
- Enhance competency-based performance through supervision and support both programme and partner staff.

This role requires regular travel to visit the partners around Tanzania and to make occasional visits to other countries in the region

The principal accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Jobholder entry requirements - *the essential knowledge, skills and behaviours required*

Knowledge (education and related experience):

- Relevant working experience, or a Degree (Masters preferred) in Relevant Field (Social Sciences, Development Studies, Public Health, Education)
- Extensive working experience, ideally in an NGO environment
- Experience of all aspects of programme and project management (especially in health, education and advocacy)

Skills (special training or competence):

- □ Program development and design (especially health, education and social inclusion)
- Project Cycle Management (PCM)
- Understanding of Eye health, Education, Social Inclusion and NTD programming
- Monitoring and implementation of quality standards
- Building and developing partnerships and networks
- Effective leadership and influencing
- Excellent communication skills (both oral and written)
- Ability to understand and work with project budgets, forecasts, and reports.
- Fundraising skills (donor engagement, concept development and proposal writing)
- Managing donor relations and grants management
- Analytical skills (particular policy analysis, development of some research tools, surveys and reporting)
- Policy analysis, Advocacy and Networking skills
- Organization assessment and development
- Facilitation skills and adult learning
- Change management

Core behaviours:

- interpersonal and intercultural sensitivity
- Flexible and Team Working
- Planning and organising
- High degree of integrity
- Social and receptive
- Good Stress management approach
- Active and good listener

Key relationships**Internal**

- Country Director
- FSSM and Administration Officer
- Program Officers
- Regional Director
- Various staff based in all departments at Haywards Heath, UK

External

- Partners (Government and NGOs)
- Consultants
- Service Providers
- Government agencies
- Community leaders

Date as of: 03/03/3033

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