

Job title	Project Intern
Location	3 posts in three regions (1 to be placed in Dar es salaam region, 1 in Lindi region and 1 in Mtwara region).
Stipends	TSH 550,000 per month which is subject to tax deduction.
Interview	The interview will be held between 3rd and 5th May 2022
Preferred start date	9th May 2022
Length of contract	Full-time position with 6 months renewable contract.
Visa requirements	Must have the right to work in Tanzania
Reports to	Youth Officer
Direct reports	National Peer Educators (NPEs)
Expected travel	Frequent travel to field placements across districts in his/her placement region

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

- Supports and coordinates the implementation of the Youth Employability Skills (YES) project.
- Coordinates consultations with identified/potential partners, national peer educators, change-makers and other Stakeholders during the implementation stage.
- Manage national peer educators to deliver quality work on time.
- Supports national peer educators and youth entrepreneurship groups based on specific capacity building needs.
- Conduct regular technical support visits/follow-ups with national peer educators to mark progress, and challenges and recommend actions.
- Facilitate linkage of youth entrepreneurship groups with financial services (government and private sector)
- Facilitate linkage of individual youth with potential partners for internship/workspace learning opportunities
- Support national peer educators in mentorship, coaching and documenting evidence of progress.

3. People and performance management

- Carry out regular performance and welfare support for national peer educators in line with Restless Development's volunteer policy.
- Ensure that national peer educators meet their targets and provide them support if they are not doing so.
- Making regular field visits to each placement analyses their work and provide constructive feedback, coaching and support
- Provide adequate and appropriate welfare support (medical and psychological) to national peer educators and be available to support as and when needed.
- Ensure national peer educators discipline cases following 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 youth officer and programme coordinator in quarterly budgeting and budget re-forecasting.
- Work with the youth officer and Programme Coordinator to ensure that all field expenditures are activity-based and are properly accounted for as per Restless Development policies and procedures.
- 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

- Supporting the youth officer and programme coordinator in strengthening our profile and visibility with local stakeholders is in particular local government at Village, Ward and District levels.





- 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.
- Support the youth officer and Programme Coordinator in the mapping of resources with partners within the region to strengthen our programme and interventions
- Ensure effective sensitization and relationship management with regional, district and community stakeholders in the programmes 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.

Other

- You may occasionally / will regularly 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]
 <p>HEART We are who we serve. We are brave.</p>	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.
 <p>HEAD We are 100% professional. We prove that young people can</p>	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
 <p>VOICE We generate leaders. We are proud to carry the banner for youth-led development.</p>	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.
 <p>HANDS We are in it together. We listen and learn.</p>	Effective Communication	Actively listens and learns from those around them. Uses effective two- way communication to build rapport and relationships in the community
	Collaboration	Is an integral team member, contributing to team excellence.

SKILLS AND EXPERIENCE

Essential	<p>Qualification Degree in a relevant field, preferably related to social sciences - Community development, Psychology, Social work, project management, gender, entrepreneurship, development studies, community development, project planning management, social sciences etc.</p> <p>Experience</p> <ul style="list-style-type: none"> ● Technical expertise in youth livelihood and employment ● Minimum of one year in implementation of livelihood/employability related projects in Tanzania. ● A clear understanding of contemporary development such as youth unemployment and skills development.
Desirable	<ul style="list-style-type: none"> ● fluent in English and Kiswahili ● Good ICT skills including Word, Excel, email/internet, PowerPoint ● A strong personal commitment to the values of Restless Development and the role of young people in the development ● Previous experience as a volunteer ● Experience of working in a multicultural environment

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

A Project Intern will be supported with a monthly allowance to cover personal expenses while in the replacement as indicated in this advert above.

Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values have been recognized by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognizing 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 recognize the importance of helping staff to maintain a positive work-life balance by offering:

- Birthday Leave
- Access to flexible working.

Professional Development

Restless Development is proud to be an employer that recognizes 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 and interns to give and receive agency updates, receive training, and socialize.

Medical Insurance

- An intern will be provided with medical insurance.

KEY DATES

- Please complete the [APPLICATION FORM ONLINE](#) by 27th April 2022 at 17:00 hours. Please note that we do not accept CVs, resumes or cover letters.