



Job Title: Project Officer, Economic Empowerment Project
Job Location: Dar-es-salaam, Tanzania.
Reports to: Country Director
Responsible for: Coordination of the Economic Empowerment Project
Job holder: Vacant
Department: Operations, Finance and Performance

About Sightsavers

Sightsavers is an international development organization working across more than 35 countries to prevent avoidable blindness, treat neglected tropical diseases and promote disability rights. As part of our social inclusion portfolio, we design and implement different interventions to proffer solution that enable accessibility and meaningful participation of persons with disability in education, health, and labour market system

About the role:

Sightsavers is growing its new programmatic area in economic empowerment which supports businesses to become successful employers of people with disabilities, and supports people with disabilities to develop skills, confidence and experience to successfully gain work. The programme portfolio is growing at a rapid pace with projects being designed and implemented in numerous countries across Africa and parts of Asia.

The Project Officer will support the Economic Empowerment project to manage activities and relationships with key stakeholders. The post holder will ensure that the project is planned, implemented, coordinated, monitored, evaluated, and adapted to the highest possible quality standards.

The Project Officer will be key in the (Tanzania) country office responsible for delivering this innovative project as well as part of a global team, contributing to growth and expansion of the portfolio.

Key accountabilities:

Principal Accountabilities (specific activities and end results):

1. Project Delivery (40% of time)

- Work with the country project management team and other funding / resources partner to coordinate implementation of activities and sharing of lessons learned.
- Manage all aspects of the project cycle with the partners including effective planning, start-up, implementation, monitoring and evaluation, financial and asset management, reporting, documentation and closeout.

- Liaise and work with the Global Technical Leads (Disability Inclusive Economic Empowerment) and other internal expertise as required.

2. Monitoring Evaluation and Learning (25% of time)

Ensure high quality and ethical MEL approaches are embedded in all interventions in the context of a project that is fast paced and innovative with continuous cycles of monitoring, evaluating and adaptation.

- Support tool development/adaption e.g., participant database, tracking entrepreneurs, ILO tool, Three Circles Tool, informed consent forms, surveys, feedback forms, participant registration forms
- Support learning and adaptation through developing and implementing tools, events and processes e.g., learning logs, action learning groups, qualitative and quantitative data collection tools, analysis and dissemination of performance data
- Document learning and adaptation to feedback into project design, implementation, evaluation and ToC reviews; and to project team, global teams including MEL team and GTLs and to external stakeholders such as partners and participants
- Support Ethics and data protection through protocol development for approval by appropriate approval boards as required.
- Provide support with development and execution of baselines and endlines: collection and analysis of data ensuring compliance with ethical practice
- Set up and manage the Participant database to provide quality assurance, compliance with data protection regulations
- Gather periodic feedback from participants on employment status
- Work with partners as requested, to build confidence, systems and processes to provide high quality data, analysis and learning

3. Working with Partners (20% of time)

- Identify partner organizations with whom Sightsavers can work to achieve the project and organization's strategic objective of ensuring that people with disabilities have equal rights and opportunities through both service delivery and advocacy
- Build effective partner relationships and support longer-term relationships that go beyond the duration of the project by disseminating information and advocating for the project's goals.
- Support partners to identify their own technical and organizational capacity building needs and facilitate access to technical assistance resources and opportunities to support them through the project cycle.
- Establish partnership with partners where appropriate
- Promote shared learning and collaboration between partners by facilitating partner networks and meetings.

4. Financial & Resource Management (5% of time)

- Support project partners in the preparation of budgets and forecasts.
- Monitor expenditure of project financial resources in liaison with the Finance Support Services Officer and the Country Director.
- Ensure that partners submit timely and accurate financial returns.
- Ensure that partners manage and utilize project assets as per Sightsavers' and/or donor policy.

- Follow up with partners on actions arising from audits carried out by the finance team or external auditors.

5. Information & Communication Management (10% of time)

- Be proactive in providing good quality information on case studies and interesting news stories relating to the project to support preparation of fundraising materials and advocacy materials
- Ensure that the country project management team, fund-raising, and communication department in HH receive appropriate materials and information as required to support donor reporting requirements
- Participate in all PR activities related to disability inclusive employment and employment in general, education and social inclusion e.g. Labour Day, Person with Disabilities Day, etc.
- Represent Sightsavers in project and disability-related meetings, and advocate for Sightsavers' philosophy and policies.
- Disseminate information about the work of Sightsavers and to other development partners
- Attend to visitors to and from the project and partners.

The principal accountabilities are not meant to be an *exhaustive list of tasks*. The need for flexibility is required and the post 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

Core Behaviors:

- Coordination, networking and influencing both within and outside the organization
- Change and improvement – consistently strives to achieve high standards of performance. Responds positively to change by adapting own behavior / approach.
- Communicating – Understands how their role contributes to the organization vision. Communicates confidently and effectively with colleagues and partners
- Decision-making – Gathers relevant information and uses effective reasoning to make timely decisions.
- Planning and organization – Prioritises activities and develops plans to achieve them, monitoring own progress. Analyses and organizes routine data on a regular basis.
- Delivery and implementation – Gets things done, can be relied upon to do what they say they will and is committed to achieving good quality work to agreed standards.
- Team working – Understands how their work affects others. Knows about other parts of the organization and contributes positively to a global team.

Qualifications and experience:

- Demonstrable experience with labour market issues including labour market assessments, skills training/development, internships, employer engagement, disability inclusion, job placements and job fairs.
- A tertiary qualification (Bachelors or above) in social sciences, education, development studies or public health or equivalent, relevant and transferable experience
- Familiarity with national legislation and policies in the field of disability, human rights and employment.
- Significant experience implementing projects, including experience of the disability sector and gender mainstreaming.
- Experience in project monitoring, evaluation and learning
- Experience of designing, managing and carrying out advocacy work for social inclusion/disability projects.
- Experience providing technical assistance to other organizations.
- Knowledge of current issues and best practices in disability, UNCRPD, the Sustainable Development Goals (SDGs) and employment is desirable.

Key relationships

Internal

- Country Director
- Global economic empowerment team
- MEL team
- Global technical lead on education and social inclusion, Finance and grant team, logistic and support service team

External

- Organized private sector,
- Organization of Persons with Disabilities
- Relevant Government agencies
- Other Development Partners
- Consultants

As an equal opportunity employer, we actively encourage applications from all sections of the community. Sightsavers is a Disability Confident Leader and qualified people with a disability are particularly encouraged to apply

Closing Date: 21 August, 2022

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