



1. JOB TITLE: Driver

Tanga, Tanzania, United Republic Of

Key Responsibilities:

MAJOR RESPONSIBILITIES

To drive assigned WVT vehicle as planned: 40%

End Results

- The safe arrival of passengers and goods
- Timely arrival to the destination

To ensure that the general state of the vehicle has been checked before and after use: 5%

End Results

- Well maintained vehicle
- Well cleaned vehicle
- To ensure the vehicle is always in good usable condition. The vehicle will be in roadworthy condition

Clerical services provision: 5%

End Results

- Support smooth and quick dispatch and delivery of documents between WVT and other stakeholders.
- Timely delivery of payloads

To Maintain Log Books: 5%

End Results

- There will be a proper recording of mileage covered against fuel consumed
- There will be a proper recording of mileage for normal service

To Ensure all required documents to the vehicle are valid and safely kept, Insurance, road safety stickers, availability of tool kit, fire extinguisher & first Aid Kit.: 5%

End Results

- There will be proper adherence to road traffic rules

Ensure all visitors sign the child protection forms as soon as they are picked up: 5%

End Results

- The timely signing of child protection forms for visitors on arrival

To ensure that the vehicle is not overloaded either by people or luggage: 5%

End Results

- To increase the life span of the tires
- Adherence to the traffic rules and regulations

Report any adverse observation of a vehicle to Senior Transport Officer: 5%

End Results

- The vehicle will be in roadworthy condition
- To reduce the risk of accidents

Remind/advise Senior Transport Officer to matters pertaining to services and repairs of vehicles: 5%

End Results

- Adherence to the Planned Preventive Maintenance
- The vehicles will be in roadworthy condition

Other duties as assigned by the employer: 10%

End Results

- There will be smooth support on any other activities assigned to drivers

Ensure that the vehicles are serviced as per the Planned Preventive Maintenance: 5%

End Results

- There will be safe arrival of both passengers and goods
- The vehicle will be in roadworthy condition always
- The lifespan of the vehicle will be increased

Adhere to WVT's Vehicle Policy all the time:5%

End Results

- There will be timely parking of the WVT Vehicles
- There will be no over speeding and therefore reduction of accidents

100%

TOTAL

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience

Achieving quality results and service Practicing accountability and integrity Communicating information effectively Thinking clearly, deeply, and broadly Understanding the Humanitarian industry Understanding WV's mission & operations Practicing innovation & change Demonstrating Christ-centered life and work Learning for growth and development Maintaining work/life balance Building collaborative relationships Practicing gender & cultural diversity Influencing individuals & groups Understanding World Vision's mission & operations

Other Competence /Attributes:

Must be a committed Christian, able to stand above denominational diversities. Perform other duties as required.

Required Education, training, license, registration, and certification

“O” level (Form Four) Valid class C (C1, C2, C3) driving license

Preferred Knowledge and Qualifications

Form Four with NIT Advanced Driving Certificate or VETA Advanced Driving Certificate Certificate in logistics, administration/procurement are the added advantages Experience working in NGOs will be added advantages

Travel and/or Work Environment Requirement

Work environment: Office-based with regular travel to the field Travel: 85% Domestic travel is required.

Physical Requirements

- 3 years in driving

Language Requirements

Ability to communicate in English and good command of Kiswahili A good relationship with other staff

KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)

Administration staff

Reason for contact

Working relationship

level High /always

Frequency of contact

Functional networks and External stakeholders

CORE COMPETENCIES

☒ Deliver Results

☒ Build Relationships

☒ Be Accountable

☒ Learn and Develop

☒ Partner and Collaborate

Applicant Types Accepted:

Local Applicants Only

[APPLY HERE](#)

2. JOB TITLE: Driver

Nyasa, Tanzania, United Republic Of

Key Responsibilities:

MAJOR RESPONSIBILITIES

To drive all WVT vehicles as planned: 10%

- The safe arrival of passengers and goods
- Timely arrival to the destination

To ensure that the general state of the vehicle has been checked before and after use: 10%

- Well-maintained vehicle
- Well cleaned vehicle
- To ensure the vehicle is always in good usable condition. The vehicle will be in roadworthy condition

Clerical services provision: 5%

- Support smooth and quick dispatch and delivery of documents between WVT and other stakeholders.
- Timely delivery of payloads

To Maintain Log Books: 10%

- There will be a proper recording of mileage covered against fuel consumed
- There will be a proper recording of mileage for normal service

To Ensure all required documents to the vehicle are valid and safely kept, Insurance, road safety stickers, availability of tool kit, fire extinguisher & first Aid Kit: 5%

- There will be proper adherence to road traffic rules

Ensure all visitors sign the child protection forms as soon as they are picked up: 5%

- The timely signing of child protection forms for visitors on arrival

To ensure that the vehicle is not overloaded either by people or luggage: 10%

- To increase the life span of the tires
- Adherence to the traffic rules and regulations

Report any adverse observation of a vehicle to Manager: 10%

- The vehicle will be in roadworthy condition
- To reduce the risk of accidents

Remind/advise Senior Transport Officer to matters pertaining to services and repairs of vehicles: 5%

- Adherence to the Planned Preventive Maintenance
- The vehicles will be in roadworthy condition

Other duties as assigned by the employer: 5%

- There will be smooth support on any other activities assigned to drivers

Ensure that the vehicles are serviced as per the Planned Preventive Maintenance: 10%

- There will be safe arrival of both passengers and goods
- The vehicle will be in roadworthy condition always
- The lifespan of the vehicle will be increased

Adhere to WVT's Vehicle Policy all the time: 10%

- There will be timely parking of the WVT Vehicles
- There will be no over speeding and therefore reduction of accidents

100%

TOTAL

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience

Achieving quality results and service Practicing accountability and integrity Communicating information effectively Thinking clearly, deeply, and broadly Understanding the Humanitarian industry Understanding WV's mission & operations Practicing innovation & change Demonstrating Christ-centred life and work Learning for growth and development Maintaining work/life balance Building collaborative relationships Practicing gender & cultural diversity Influencing individuals & groups Understanding World Vision's mission & operations

Other Competence /Attributes:

Must be a committed Christian, able to stand above denominational diversities. Perform other duties as required.

Required Education, training, license, registration, and certification

3 passes in “O” level (Form Four) including English Language & Mathematics remove this Valid class C (C1, C2, C3) driving license

Preferred Knowledge and Qualifications

Form Four with NIT Advanced Driving Certificate or VETA Advanced Driving Certificate Certificate in logistics, administration/procurement are the added advantages also Experience working in NGOs will be added advantages Travel and/or

Work Environment Requirement

Office-based with regular travel to the field Travel: 15% Domestic travel is required.

Physical Requirements

- 3 years in driving

Language Requirements

Ability to communicate in English and good command of Kiswahili A good relationship with other staff

KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)

Area Program Ministry Facilitator

Reason for contact

Working relationship

Frequency of contact

level High /always

Contact (within WV or outside WV)

Functional networks and External stakeholders

Working relationship

Frequency of contact

level Low/ occasionally

CORE COMPETENCIES

☒ Deliver Results

☒ Build Relationships

☒ Be Accountable

☒ Learn and Develop

☒ Partner and Collaborate

Applicant Types Accepted:

Local Applicants Only

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3. JOB TITLE: Sponsorship & Program Facilitator(Social Work/Community Development)

Kigoma, Tanzania, United Republic Of

Key Responsibilities:

MAJOR RESPONSIBILITIES

Planning, Implementation and reporting of planned activities: 40

- Participate in planning and budgeting, preparation of work plans, implementation of planned activities and monitoring/ reporting of progress.
- Implement the Technical Program activities to ensure all project activities and budget are spent according to plan, budget, timeframe and quality

- Facilitate and monitor the implementation of planned activities and community level engagements.
- Mobilize and facilitate the engagements of stakeholders during planning and development meetings, workshops and Seminars.
- Identify local level partners, support and facilitate the partnership in the implementation of planned activities.
- Facilitate stakeholders and partners in supervision and monitoring of programmatic activities.
- Support the collection and documentation of impact and success stories on monthly, quarterly, semi-annual and annually.
- Participate in development and implementation of Project Non Sponsorship activities (PNS).

End Results

Projects are planned, implemented as per standards, and reported.

Monitoring, Evaluation and Reporting: 20

- Ensure periodic output data are collected and systematically filed every month and as per programming demand.
- Work together with regional/district coordinator in gathering, reporting and analyzing performance data for impact and sustainability of project implementation in a programme area.
- Support all monitoring, evaluation and research tasks and deliverables for the project and ensure that all required reports and documentation are submitted timely
- Ensure timely preparation and submission of monthly, quarterly, semi-annual and annual progress reports on the status of project implementation.
- Ensure timely communication with the supervisor and other relevant partners to the project thereby maintaining strong relationships at the district.
- To fill data into World Vision System templates on a monthly basis and as the indicator may require.
- Ensure monitoring and implementation of Citizen Voice and Action-action plans

End Results

Actively participating in program monitoring, evaluation and reporting (presence of reports) and ensure the Area Program team are well informed on achievements of project goals, outcomes and outputs as per set indicators.

Child Protection and Wellbeing/Monitoring of Registered Children: 20

- Support development of integrated monitoring plan in assigned area with ADP stakeholder
- Analyze STEP management report and follow up critical RCs findings by using case management tool
- Analyze Child wellbeing (CWB) RC visits and Service Operation Indicator (SOI) reports from STEP and share them with ADP stakeholders
- Compile monitoring reports for management action.
- Hold monthly / quarterly meetings with Child Monitors and guardians/parents and child protection committees to address findings from monitoring.

- Identify, train volunteers/monitor, partners and train on sponsorship philosophy and partnership standard.
- Provide quality and accurate information on presence, support and benefit to enable entry in STEP database.
- Monitor the wellbeing and child abuse cases and report any accordance in line with child protection policy and guidelines.
- Work with local leaders to protection children from child violations and abuses on child protection.
- Sensitization of children including all RC on child protection.
- Sensitize children, guardians/parents and other stakeholders about children's rights and responsibilities with a view to identify child violations.
- Facilitate spiritual nurture of children.

End Results

Foster partnership with local institution in RC monitoring.

All sponsorship standards are well maintained

Financial and non-financial resource management: 10

- Ensure program assets, materials and financial resources are well managed to ensure Stewardship and accountability.

End Results

Stewardship be practiced by a candidate

Core values: 10

- Live the Core Values to ensure WV image and culture is well presented in the communities.
- Demonstrate intentional commitment in planning and implementation of to the most vulnerable (especially children, and people with disabilities).

End Results

World vision core values be lived and maintained

KNOWLEDGE/ QUALIFICATIONS FOR THE ROLE

Required Professional Experience

- Degree in Rural Development, Community Development, Social Work, or any relevant field.
- Experience: A minimum of 3 years working experience in community development projects at community level.

Required Education, training, license, registration, and certification

- Basic understanding of advocacy approaches and advocacy issues at local and national level.
- Significant experience of working with government officials, community groups and communities
- Proven experience in facilitating effective project documentation and dissemination of results to a wide range of audiences. Attend and participate in the leadership of daily devotions.
- Ability to take initiative, team player who is able to work with minimum supervision
- Familiar with current advocacy issues especially on Citizen Voice and Action

Preferred Knowledge and Qualifications

- Good computer skills in MS office (Excel, word, PowerPoint etc)
- Good interpersonal skills

Travel and/or Work Environment Requirement

- *Work environment:* Willing to work and travel in rural areas and be based at Nyakitonto AP – Kasulu DC with frequent visit to the field.
- Must be a committed Christian, able to stand above denominational diversities.
- Perform other duties as required.

Physical Requirements

- Should have certificates of his or her professionalism and experience.
- Should be of good health that can enable him/her to execute project activities
- Ladies are highly encouraged to apply

Language Requirements

Excellent communication and presentation skills in English and Swahili

KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)

APMF

Reason for contact

For any needed information regarding the candidate

Frequency of contact

Any time

Contact (within WV or outside WV)

Cluster Manager

Reason for contact

For any needed information regarding the candidate

Frequency of contact

Any time

DECISION MAKING

In the consultation of a supervisor can make decision especially related to technical project and project models which he/she assigned to implement.

CORE COMPETENCIES

☒ Deliver Results

☒ Build Relationships

☒ Improve and Innovate

☒ Embrace Change

Applicant Types Accepted:

- Local Applicants Only

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4. JOB TITLE: Sponsorship & Program Facilitator

Nyasa, Tanzania, United Republic Of

Key Responsibilities:

MAJOR RESPONSIBILITIES

Planning, Implementation and reporting of planned activities: 40

- Participate in planning and budgeting, preparation of work plans, implementation of planned activities and monitoring/ reporting of progress.

- Implement the Technical Program activities for Education, Resilience and Livelihood, Wash, H&N projects to ensure all project activities and budget are spent according to plan, budget, timeframe and quality
- Facilitate and monitor the implementation of planned activities and community level engagements.
- Mobilize and facilitate the engagements of stakeholders during planning and development meetings, workshops and Seminars.
- Identify local level partners, support and facilitate the partnership in the implementation of planned activities.
- Facilitate stakeholders and partners in supervision and monitoring of programmatic activities.
- Support the collection and documentation of impact and success stories on monthly, quarterly, semi-annual and annually.
- Participate in development and implementation of Project None Sponsorship activities (PNS).

End Results

Projects are planned, implemented as per standards, and reported.

Monitoring, Evaluation and Reporting: 20

- Ensure periodic output data are collected and systematically filed every month and as per programming demand.
- Work together with regional/district coordinator in gathering, reporting and analysing performance data for impact and sustainability of project implementation in a programme area.
- Support all monitoring, evaluation and research tasks and deliverables for the project and ensure that all required reports and documentation are submitted timely
- Ensure timely preparation and submission of monthly, quarterly, semi-annual and annual progress reports on the status of project implementation.
- Ensure timely communication with the supervisor and other relevant partners to the project thereby maintaining strong relationships at the district.
- To fill data into World Vision System templates on a monthly basis and as the indicator may require.
- Ensure monitoring and implementation of Citizen Voice and Action-action plans

End Results

Actively participating in program monitoring, evaluation and reporting (presence of reports) and ensure the Area Program team are well informed on achievements of project goals, outcomes and outputs as per set indicators.

Child Protection and Wellbeing/Monitoring of Registered Children: 20

- Support development of integrated monitoring plan in assigned area with ADP stakeholder
- Analyze STEP management report and follow up critical RCs findings by using case management tool
- Analyze Child wellbeing (CWB) RC visits and Service Operation Indicator (SOI) reports from STEP and share them with ADP stakeholders

- Compile monitoring reports for management action.
- Hold monthly / quarterly meetings with Child Monitors and guardians/parents and child protection committees to address findings from monitoring.
- Identify, train volunteers/monitor, partners and train on sponsorship philosophy and partnership standard.
- Provide quality and accurate information on presence, support and benefit to enable entry in STEP database.
- Monitor the wellbeing and child abuse cases and report any accordance in line with child protection policy and guidelines.
- Work with local leaders to protection children from child violations and abuses on child protection.
- Sensitization of children including all RC on child protection.
- Sensitize children, guardians/parents and other stakeholders about children's rights and responsibilities with a view to identify child violations.
- Facilitate spiritual nurture of children.

End Results

Foster partnership with local institution in RC monitoring.

All sponsorship standards are well maintained

Financial and non-financial resource management: 10

- Ensure program assets, materials and financial resources are well managed to ensure Stewardship and accountability.

End Results

Stewardship be practiced by a candidate

Core values: 10

- Live the Core Values to ensure WV image and culture is well presented in the communities.
- Demonstrate intentional commitment in planning and implementation of to the most vulnerable (especially children, and people with disabilities).

End Results

World vision core values be lived and maintained

KNOWLEDGE/QUALIFICATION FOR THE ROLE

Required Professional Experience

- Degree in Agriculture Sciences, Animal Science, Economic Development, Nutrition, Health, WASH, Education, or any relevant field.

- Experience: A minimum of 3 years working experience in Health, and/or Nutrition projects at community level.

Required Education, training, license, registration, and certification

- Basic understanding of advocacy approaches and advocacy issues at local and national level.
- Significant experience of working with government officials, community groups and communities
- Proven experience in facilitating effective project documentation and dissemination of results to a wide range of audiences. Attend and participate in the leadership of daily devotions.
- Ability to take initiatives, team player who is able to work with minimum supervision
- Familiar with current Advocacy issues especially on Citizen Voice and Action

Preferred Knowledge and Qualifications

- Good computer skills in MS office (Excel, word, PowerPoint etc)
- He should have good interpersonal skills

Travel and/or Work Environment Requirement

- *Work environment:* Willing to work and travel in rural areas and be based at Luguru AP – Itilima DC with frequent visits to the field.
- Must be a committed Christian, able to stand above denominational diversities.
- Perform other duties as required.

Physical Requirements

- Should have certificates of his or her professionalism and experience.
- Should be of good health that can enable him/her execute project activities
- Ladies are highly encouraged to apply

Language Requirements

Excellent communication and presentation skills in English and Swahili

KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)

Reason for contact

Frequency of contact

World Vision Luguru AP

P.O.Box 614,

Nzega.

For any needed information regarding the candidate

Any time

World Vision Luguru AP

P.o.Box 614,

Nzega.

For any needed information regarding the candidate

Any time

World Vision Tanzania,

P. O, Box 6070, Arusha.

For any needed information regarding the candidate

Any time

DECISION MAKING

In the consultation of a supervisor can make decision especially related to technical project and project models, which he/she assigned to implement.

CORE COMPETENCIES –

☒ Deliver Results

☒ Build Relationships

☒ Improve and Innovate

☒ Embrace Change

Applicant Types Accepted:

Local Applicants Only

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5. JOB TITLE: Area Program Ministry Facilitator

Dodoma, Tanzania, United Republic Of

Key Responsibilities:

MAJOR RESPONSIBILITIES

ACCOUNTABILITY & RESULT: 15%

- Ensure that communities and staff are facilitated to plan, implement, monitor and evaluate the program activities for quality and sustainable development.
- Monitor performance of the Area Program (AP) in relation to changes, innovations or new model that is introduced.
- In coordination with P&C business partner and cluster manager provide support to the AP staff and communities to ensure effective training and exposure visit on empowerment approach is conducted.
- Coordinate the proper implementation of development and grants programs/projects in the AP level as stipulated in annual operation plans and other planning documents.
- To facilitate AP staffs to integrate change management in the program implementation processes.

End Results

- Availability of Quality Program & Project Plans Document and Quality Program Reports
- Maintain Good Performance at Area Program(AP) ,Ensure Effective Implementation of WVT approved Model
- Ensure all required staff & community training and Exposure Visit on Empowerment approach are done effectively
- Availability of Quality Reports that shows progress/ Impact/ result of implemented activities

FINANCIAL ACCOUNTABILITY:20%

- Enforce stewardship and accountability by ensuring that resources are efficiently and effectively utilized within the program/project for the intended purpose
- Ensure proper utilization of program funds as per Area Plans (AP)
- Closely monitor the AP's budget as per agreed Area Plans
- Ensure that there is value for money for every activity done

End Results

- Ensure wise stewardship and accountability is demonstrated at all levels within the Area Program(AP)
- Availability of Quality Program/ Project Financial Reports with well narrated variances where applicable of which will enable increase unit and trust performance.
- Reduced incidence of fraud

FACILITATE EMPOWERED WORLD VIEW AND TRANSLATE IT INTO COMMUNITY MIND SET POSITIVE CHANGE. 10%

Facilitate AP staffs at the AP level:

- Empower community to change the mindset towards development
- Facilitate the community to own their developments without depending on donor support or hand outs
- Build confidence among the community to realize available resources that can be used to change their lives
- Facilitate community to connect their thinking with the holistic development
- Build confidence among communities that they are potential and they have the capacity and ability to change their lives
- Empower the community to see the bigger picture of their lives

End Results

- Availability of Impact and Change Stories from Community who are transformed a Result of Empowered World View Training.
- Implement the Empowered World View approach in the community for sustainability

FACILITATE INNOVATION AND CREATIVE MIND IN INITIATING PROJECTS AT HOUSEHOLD LEVEL TO IMPROVE CWBO: 5%

- Work with AP staffs and community to identify economic potentials available within the community and how to utilize them
- Creatively prepare Grant and PNS proposals that relate to rural livelihood aiming at achieving CWBO.
- Translate the available economic potentials to improve household income within the cluster.
- Work with the community to address the challenges which can turn into great opportunities
- Promote and come up with new innovation and simple technologies that will address some of the challenges
- Connecting value chain producer groups with markets within the cluster

Ensure integration and implementation of transition plans, disaster preparedness plans and development of local institutions (CPGs, CBO, SGs/VICOBA, CCC, FBOs, etc) for **sustainable development.**

End Results

- Presence of Grants and PNS Proposals aiming at achieving CWBO
- Presence of New Innovations and Simple technologies that will address the community challenges which can turn into great opportunities.
- Presence of Quality transition Plan reports, Disaster Preparedness plans and Development of Local Institutions for Sustainable development.

SPONSORSHIP MANAGEMENT.15%

- Ensure that sponsorship and child protection standards are adhered to and they are adequately integrated into programming for community transformation in Area Program (AP)
- Maintain Sponsorship Performance KPI at Green Rating
- Ensure RC and MVC integration in WVT programming
- Ensure AP programing focus on RC well-being with limited RC deaths
- Participate in negotiation on RC growth and increasing sponsorship budget with SO
- Build capacity of community, frontline staff and sponsorship staff on child protection

Empower all the frontline staff to integrate child protection in their project implementation

End Results

- Good Sponsorships Performance KPI (Green rating)
- Presence of Quality reports that shows the impact of integration of RC and MVC in Program activities.
- Evident reduction in registered child deaths (RCD).
- Adult and Child Safeguarding policy is implemented in WVT program areas

Increased knowledge to frontline staffs on integration of child protection in their project implementation

NETWORKING:15%

- Facilitate networking relationships and participation with wide stakeholders such as government, church, faith based organization leaders and other key partners at local and international level
- Prepare and submit Quarterly report to key stakeholders including District and regional Government Authority
- Represent WV in Ward Development Committee meetings
- Ensure WVT visibility at Wards, Division level events happening within the Area Program (AP)
- Enhancing WVT and VFT integration for profitable agriculture, livestock production and enterprise development (high value agriculture crops and livestock breeds).

End Results

- Increase External Engagement by enhancing good relationship with different stakeholders, partners including the Government authorities

- Presence of Quality reports submitted to Key Stakeholders, District, Regional Government authorities.
- Presence of a meeting tracker with as Brief feedback report of point taken during different meetings with Stakeholders, other NGOs and Government authorities.
- Increase WV Visibility at Regional, District and National Level
- Increased alignment with Vision Fund Tanzania by increasing the number of VFY clients in WVT intervention areas.

TEAM PERFORMANCE: 5%

- Facilitate team building motivate and maintain strong relationships, be passionate for the poor, making an impact, and bear witness to Gods Kingdom within the Area Program(AP).
- Provide spiritual support to staff at the AP level and reinforce the Core Values to enable understanding of WV operations and culture
- Coordinate and facilitate performance management and ensure there is performance culture among the Area Program(AP) staff
- Implement *Our Promise* strategy to align all staff to WV Vision, Mission and Core values.
- Provide technical support in capacity building of frontline staff in development of key programming areas specifically in new WV **Initiatives**

End Results

- Presence of good working relationship by working as a Team that will increase the passion for staffs to serve the poor, making an impact and bear witness to God Kingdom within the cluster.
- Increased spiritual nurture for staffs
- Regular feedback provided to direct reports to enhance their performance & their individual development
- Presence of APMF Succession Plan

Ensure staffs are aligned with Our Promise Strategy,

- WV Vision, Mission and Core values
- The team supported in their growth and personal development
- Culture of open communication, reflection and learning is evident at all levels

PROGRAMMING STANDARDS:10%

- Facilitate assessments, design/ redesign of Technical Program (TP) measurements, and evaluation exercises for quality assurance.
- Facilitate Technical program on basis of the technical approaches for implementation within the cluster
- Facilitate review, assessment and evaluation of Team Program at Area Program(AP) level and provide effective feedback to NO regards to the implementation of the recommendations from the studies.

- Ensure quality and timely monthly, quarterly, bi –annual and annual projects/programs narrative together with annual budget, Area Plans and facilitate program/project monthly funding and review financial reports.
- Ensure that both Evaluation and Audit (Finance and Operations) recommendations are timely responded to, fully implemented and progress is reported quarterly

End Results

- Presence of Quality assessment report, TP evaluation report, Evaluation report, TP baseline Reports and the reports are used to assess the impact of project models and as a basis for improving WV interventions
- Timely Implementation of programs as per AP work plans
- 100% Timely Submission of Quality Monthly Management Report , Quarterly Outcome Monitoring report, AMIC Report, Semi-annual and Annual Reports for all APs within the cluster
- Timely implementation of Audit (bot financial & Operational),Financial& operation review recommendation
- Acceptable Audit risk rating for most recent finance audits (Internal and GC and External audits)

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience

- **Experience:** At least 3 years in program/project implementation
- **Preferred:** Experience in WV programming in one or all the Technical Programs

Required Education, training, license, registration, and certification

- Bachelor Degree in Economics, Agriculture, Health & Nutrition, Education or other related Social Science field

Preferred Knowledge and Qualifications

- Computer skills.
- Demonstrated ability in supervision
- Able to contextualize development models in an innovative way
- Have a ‘can do’ mindset and ability to work with a team to figure out the ‘how’
- Be empowerment focused as opposed to service delivery.
- Able to engage religious leaders of all faiths by mobilizing them to promote holistic development.
- Management information system skills
- Program/project management skills
- Skills in report writing and project designs Basic knowledge on human resources management

- Ability to manage crisis and work related disturbances
- Having People Management Skills
- Master Degree in Economics, Agriculture, Health & Nutrition, Education or other related Social Science field will be an added advantage.

Travel and/or Work Environment Requirement

Complete Travel and/or Work Environment statements if applicable.

- The position requires ability and willingness to travel domestically and internationally up to 10% of the time.

Physical Requirements

Language Requirements

English and Swahili

KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)

Cluster Manager

Advise management on various operation activities.

Frequency of contact

Monthly

Contact (within WV or outside WV)

P & C

Reason for contact

Coordinate with P&C on staff-related benefits and staff issues

Frequency of contact

Daily

Contact (within WV or outside WV)

WVT Partners(Government, Community, other NGO's

Reason for contact

Planning and implementation

Frequency of contact

Monthly

Contact (within WV or outside WV)

NO Departmental/Unit Managers

Reason for contact

Execute WVT strategy

Daily

Contact (within WV or outside WV)

WV Support Office

Reason for contact

Program Implementation

Daily

DECISION MAKING

Responsible in implementing WVT strategy at Area Program(AP) level Link Cluster Management with Area Program(AP) staff In charge of all Area Program(AP) activities Asset Management Networking(Link WVT with partners at the Area Program(AP) level)

CORE COMPETENCIES –

☐ Be Safe and Resilient

☒ Deliver Results

☒ Be Accountable

☒ Partner and Collaborate

Applicant Types Accepted:

Local Applicants Only

APPLY HERE

6. JOB TITLE: Sponsorship & Program Facilitator (CESP)

Kagera, Tanzania, United Republic Of

Key Responsibilities:

MAJOR RESPONSIBILITIES

Planning, Implementation and reporting of planned activities: 40%

- Participate in planning and budgeting, preparation of work plans, implementation of planned activities and monitoring/ reporting of progress.
- Implement the Technical Program activities for Education, Resilience and Livelihood, Wash, H&N projects to ensure all project activities and budget are spent according to plan, budget, timeframe and quality
- Facilitate and monitor the implementation of planned activities and community level engagements.
- Mobilize and facilitate the engagements of stakeholders during planning and development meetings, workshops and Seminars.
- Identify local level partners, support and facilitate the partnership in the implementation of planned activities.
- Facilitate stakeholders and partners in supervision and monitoring of programmatic activities.
- Support the collection and documentation of impact and success stories on monthly, quarterly, semi-annual and annually.
- Participate in development and implementation of Project None Sponsorship activities (PNS).

End Results

Projects are planned, implemented as per standards, and reported.

Monitoring, Evaluation and Reporting: 20%

- Ensure periodic output data are collected and systematically filed every month and as per programming demand.
- Work together with regional/district coordinator in gathering, reporting and analysing performance data for impact and sustainability of project implementation in a programme area.

- Support all monitoring, evaluation and research tasks and deliverables for the project and ensure that all required reports and documentation are submitted timely
- Ensure timely preparation and submission of monthly, quarterly, semi-annual and annual progress reports on the status of project implementation.
- Ensure timely communication with the supervisor and other relevant partners to the project thereby maintaining strong relationships at the district.
- To fill data into World Vision System templates on a monthly basis and as the indicator may require.
- Ensure monitoring and implementation of Citizen Voice and Action-action plans

End Results

Actively participating in program monitoring, evaluation and reporting (presence of reports) and ensure the Area Program team are well informed on achievements of project goals, outcomes and outputs as per set indicators.

Child Protection and Wellbeing/Monitoring of Registered Children: 20%

- Support development of integrated monitoring plan in assigned area with AP stakeholder
- Analyze Horizon management report and follow up critical RCs findings by using case management tool
- Analyze Child wellbeing (CWB) RC visits and Service Operation Indicator (SOI) reports from Horizon and share them with AP stakeholders
- Compile monitoring reports for management action.
- Hold monthly / quarterly meetings with Child Monitors and guardians/parents and child protection committees to address findings from monitoring.
- Identify, train volunteers/monitor, partners and train on sponsorship philosophy and partnership standard.
- Provide quality and accurate information on presence, support and benefit to enable entry in STEP database.
- Monitor the wellbeing and child abuse cases and report any accordance in line with child protection policy and guidelines.
- Work with local leaders to protection children from child violations and abuses on child protection.
- Sensitization of children including all RC on child protection.
- Sensitize children, guardians/parents and other stakeholders about children's rights and responsibilities with a view to identify child violations.
- Facilitate spiritual nurture of children.

End Results

Foster partnership with local institution in RC monitoring.

All sponsorship standards are well maintained

Financial and non-financial resource management: 10%

- Ensure program assets, materials and financial resources are well managed to ensure Stewardship and accountability.

End Results

Stewardship be practiced by a candidate

Core values: 10%

- Live the Core Values to ensure WV image and culture is well presented in the communities.
- Demonstrate intentional commitment in planning and implementation of to the most vulnerable (especially children, and people with disabilities).

End Results

World vision core values be lived and maintained

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience

- A degree in Sociology, Community Development, or any Social Science.
- Experience: A minimum of years 2 years in community facilitation, group formation and working local partners

Required Education, training, license, registration, and certification

- Basic understanding of advocacy approaches and advocacy issues at local and national level.
- Significant experience of working with government officials, community groups and communities
- Proven experience in facilitating effective project documentation and dissemination of results to a wide range of audiences. Attend and participate in the leadership of daily devotions.
- Ability to take initiatives, team player who is able to work with minimum supervision
- Familiar with current Advocacy issues especially on Citizen Voice and Action

Preferred Knowledge and Qualifications

- Good computer skills in MS office (Excel, word, PowerPoint etc)
- He should have good interpersonal skills

Travel and/or Work Environment Requirement

- *Work environment:* Willing to work and travel in rural areas and be based at Rukoma AP – Bukoba DC with frequent visits to the field.
- Must be a committed Christian, able to stand above denominational diversities.
- Perform other duties as required.

Physical Requirements

- Should have certificates of his or her professionalism and experience.
- Should be of good health that can enable him/her execute project activities

Language Requirements

Excellent communication and presentation skills in English and Swahili

KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)

APMF

Reason for contact

For any needed information regarding the candidate

Frequency of contact

Any time

Contact (within WV or outside WV)

WVT Specialists (Health & Nutrition Officer, Sponsorship Officer, Wash Officer,

Reason for contact

For any needed information regarding the candidate

Frequency of contact

Any time

Contact (within WV or outside WV)

Community, government and faith leaders

Local Institution

Reason for contact

For any needed information regarding the candidate

Frequency of contact

Any time

DECISION MAKING

In the consultation of a supervisor can make decision especially related to technical project and project models which he/she assigned to implement.

CORE COMPETENCIES

☒ Deliver Results

☒ Build Relationships

☒ Improve and Innovate

☒ Embrace Change

Applicant Types Accepted:

Local Applicants Only

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7. JOB TITLE: Sponsorship & Program Facilitator(Resilience & Livelihood)

Kigoma, Tanzania, United Republic Of

Key Responsibilities:

MAJOR RESPONSIBILITIES

Implementation and reporting of planned activities: 20

- Participate in planning and budgeting, preparation of work plans, implementation of planned activities and monitoring/ reporting of progress.
- Facilitate and monitor the implementation of planned activities and community level engagements.
- Mobilize and facilitate the engagements of stakeholders during planning and development meetings, workshops and Seminars.

- Identify local level partners, support and facilitate the partnership in the implementation of planned activities.
- Facilitate stakeholders and partners in supervision and monitoring of programmatic activities.

End Results

Support the collection and documentation of impact and success stories on monthly, quarterly, semi-annual and annually.

- All Planned activities executed within the Financial year, as per the budget and output realized
- Implementations monitored and data in place for report compilation, monthly, quarterly, and annually

Community engagement and advocacy: 25

- In collaboration with the respective district council and community leaders, provide technical oversight on irrigation infrastructures in Muhe AP and other neighboring APs to ensure maximum benefits to beneficiary communities
- Sensitize community empowerment through TEAM approach by organizing commercial producer groups (CPG) and formation of commercial villages.
- Mobilize and facilitate the integration of Vision Fund Tanzania(VFT) and Resilience Project Models such as Market Led Agriculture, Local Value Chain Development (LVCD), Standardized Saving Groups (eg Village loan saving Association (VSLA) and other Economic development initiatives
- Innovatively support communities including RC households to participate and benefit from the programme development and make intentional inclusion of RC families in CPG, VSLA, Village Community Bank (VICOBA) and other program economic activities
- Sensitize community on sponsorship (RC parents/ guardians, community leaders and other community members) and facilitate participation in the sponsorship management project activities
- Mobilize and facilitate active participation of children and their communities to participate in planning, monitoring and implementation and evaluation of community development initiatives.
- Build the capacity of children, families and community to collectively engage local leaders on identified issues.
- Follow-up on commitments by leaders on improvement of the wellbeing of children.
- Mobilize communities to participate in annual children care and protection days – such as the Day of African child.

End Results

- The presence of mobilized groups on S4t and CPGs in operation sustainably
- More RC parents being member of the above groups which symbolizes RC families participation.

Management of sponsorship performance: 25

- Monitoring of registered Children (RC) in line with partnership standards.
- RC records and files well managed and stored securely.
- Support RCs to correspond with sponsors in a timely manner.
- Facilitate processing of all special mails; Christmas cards, Spontaneous letters, APR, introductory letters within partnership standard.
- Support children to respond to sponsor correspondences- Sponsor letters and introductory letters.
- Support management of Support Office Queries, Gift Notifications, mails, and file copies of correspondences in children's files.
- Conduct and produce quality periodic mailings Annual Progress Report – (APR) and Christmas Cards.
- Take quality pictures according to the required standards.
- Mobilize and support RC families to adequately prepare for and manage sponsor visits.

End Results

- AP green SOI report, which symbolizes meeting standards in sponsorship businesses
- Correspondences done in professional way meeting sponsors expectations.

Monitoring of Registered Children: 10

- Support development of integrated monitoring plan in assigned area with ADP stakeholder
- *Analyze STEP management report and follow up critical RCs findings by using case management tool*
- *Analyze Child well-being (CWB) RC visits and Service Operation Indicator (SOI) reports from STEP and share them with ADP stakeholders*
- *Compile monitoring reports for management action.*
- Hold monthly / quarterly meetings with Child Monitors and guardians/parents and child protection committees to address findings from monitoring.
- Identify, train volunteers/monitor, partners and train on sponsorship philosophy and partnership standard.
- Provide quality and accurate information on presence, support and benefit to enable entry in STEP database.

End Results

- AP green SOI report, which symbolizes meeting standards in sponsorship businesses
- Correspondences done in professional way meeting sponsors expectations.

Child Protection and Wellbeing: 10

- Monitor the wellbeing and child abuse cases and report any accordance in line with child protection policy and guidelines.

- Work with local leaders to protection children from child violations and abuses on child protection.
- Sensitization of children including all RC on child protection.
- Sensitize children, guardians/parents and other stakeholders about children's rights and responsibilities with a view to identify child violations.
- Facilitate spiritual nurture of children.

End Results

- Community where the AP operates with knowledge of child protection, and giving testimony of reduced child abuse.
- Community and local leaders supportive in fighting child abuse.

Networking:10

·Facilitate networking relationships and participation with wide stakeholders such as government, church, faith based organization leaders and other key partners at local level such as NGOs, Community Based Organizations (CBOs), Income Generating Activities(IGA) groups

End Results

- Facilitate WVT/VFT integration for profitable agriculture, livestock production and enterprise development (high value agriculture crops and livestock breeds).
- Foster partnership with local institution in RC monitoring

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience

- **Minimum Qualification required:** Degree in Agriculture Engineering, Agriculture & related field.
- **Experience:** 1 - 2 years in programming

Required Education, training, license, registration, and certification

- **Preferred:** Degree /Advanced Diploma in Agriculture Engineering; Agriculture and other related fields.

Preferred Knowledge and Qualifications

- High integrity.
- Partnering and engaging with stakeholders
- Ability to work with minimal supervision.
- Report writing skills
- Networking and influencing skills.
- Highly reliable and dependable.

- Passion for children.
- Skills in Programming.
- Ability to maintain effective working relationships with all levels of staff and donors
- Computer skills
- Community Facilitation skills
- Ability to drive Motorcycle for long hours and in possession of Motorcycle driving licence

Travel and/or Work Environment Requirement

- Work environment: Few office work with frequent visits to the field
- Travel: 02% Domestic travel is required and On call: 05%

Physical Requirements

Able to work under pressure, sitting over a long time in the office.

Language Requirements

English and swahili

KEY WORKING RELATIONSHIP

Contact (within WV or outside WV)

Area Programme ministry Facilitator

Reason for contact

Immediate supervisor

Frequency of contact

Daily

Contact (within WV or outside WV)

Cluster sponsorship Officer

Reason for contact

Report and seek support on Sponsorship businesses

Frequency of contact

Weekly

Contact (within WV or outside WV)

Cluster Health and Nutrition specialist

Reason for contact

Technical support on matters of Health and nutrition

Frequency of contact

Frequently

Contact (within WV or outside WV)

Livelihood specialist

Reason for contact

Technical support on matters of Resilience and Livelihood

Frequency of contact

Frequently

DECISION MAKING

In his capacity, he/she can decide on the implementation of activities based on value for money, also in an efficient and effective manner .

CORE COMPETENCIES

☒ Be Safe and Resilient

☒ Deliver Results

☒ Be Accountable

Applicant Types Accepted:

Local Applicants Only

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8. JOB TITLE: Sponsorship & Program Facilitator(Nutrition)

Kigoma, Tanzania, United Republic Of

Key Responsibilities:

MAJOR RESPONSIBILITIES

Planning, Implementation, and reporting of planned activities: 30%

- Participate in planning and budgeting, preparation of work plans, implementation of planned activities and monitoring/ reporting of progress.
- Facilitate and monitor the implementation of planned activities and community-level engagements.
- Mobilize and facilitate the engagements of stakeholders during planning and development meetings, workshops and Seminars.
- Identify local level partners, support and facilitate the partnership in the implementation of planned activities.
- Facilitate stakeholders and partners in supervision and monitoring of programmatic activities.
- Support the collection and documentation of impact and success stories on monthly, quarterly, semi-annual and annually.
- Provide technical support to the frontline health and nutrition staff including community health workers (CHWs), health facility staff and volunteers to increase their knowledge and skills on Maternal, Newborn, Child Health and Nutrition(MNCHN).
- Ensure social behaviour change communication strategies and interventions are developed and implemented to address barriers to the adoption of improved nutrition practices among parents, caregivers and lactating women.
- Collaborate with regional and district health teams to ensure Healthcare workers are trained on context-appropriate basic nutrition and nutrition-sensitive services including referral and counter-referral and conduct outreach services
- Work with the regional/district coordinator and the project manager to plan and coordinate interventions to strengthen Health systems in the district including supply chain management, Health Management Information System (HMIS) planning and budgeting etc.
- In collaboration with Council Health Management Teams(CHMTs) and health facility staff, provide coaching and mentorship to community health workers, volunteers and nutrition support groups on MNCH and nutrition.
- Regularly work with CHMTs during supportive supervision to provide coaching and mentorship to health facility staff on MNCH and nutrition.
- Works with other project implementing partners to ensure locally appropriate bio-fortified crops are identified and production scaled up in the area programme.

End Results

The issues related to mothers health and child malnutrition are well addressed.

Monitoring, Evaluation and Reporting: 10%

- Work together with District coordinator in gathering, reporting and analyzing performance data for impact and sustainability of project implementation in a programme area.
- Support all monitoring, evaluation and research tasks and deliverables for the project and ensure that all required reports and documentation are submitted timely
- Ensure timely preparation and submission of monthly, quarterly, semi-annual and annual progress reports on the status of project implementation.
- Ensure timely communication with the supervisor and other relevant partners to the project thereby maintaining strong relationships at the district.

End Results

Actively participating in program monitoring, evaluation and reporting (presence of reports)

Management of sponsorship performance : 15%

- Monitoring of Registered Children(RC) in line with partnership standards.
- Ensure RC records and files well managed and stored securely.
- Support RCs to correspond with sponsors in a timely manner.
- Facilitate processing of all special mails; Christmas cards, Spontaneous letters, APR, and introductory letters within partnership standard.
- Support children to respond to sponsor correspondences- Sponsor letters and introductory letters.
- Support management of Support Office Queries, Gift Notifications, mails, and file copies of correspondences in children's files.
- Conduct and produce quality periodic mailings Annual Progress Report – (APR) and Christmas Cards.
- Take quality pictures according to the required standards.
- Mobilize and support RC families to adequately prepare for and manage sponsor visits.

End Results

All sponsorship standards are well maintained

Monitoring of Registered Children: 15%

- Support development of integrated monitoring plan in assigned area with ADP stakeholders
- Analyze HOPE Horizon management report and follow up critical RCs findings by using case management tool
- Analyze Child well-being (CWB) RC visits and Service Operation Indicator (SOI) reports from HOPE Horizon and share them with AP stakeholders
- Compile monitoring reports for management action.
- Hold monthly/quarterly meetings with Child Monitors and guardians/parents and child protection committees to address findings from monitoring.
- Identify, train volunteers/monitor, partners and train on sponsorship philosophy and partnership standards.
- Provide quality and accurate information on presence, support and benefit to enable entry in STEP database.

End Results

All sponsorship standards are well maintained

Child Protection and Wellbeing: 15%

- Monitor the well-being and child abuse cases and report any accordance in line with child protection policy and guidelines.
- Work with local leaders to protect children from child violations and abuses of child protection.
- Sensitization of children including all RC on child protection.
- Sensitize children, guardians/parents and other stakeholders about children's rights and responsibilities with a view to identifying child violations.
- Facilitate spiritual nurture of children.

End Results

All sponsorship standards are well maintained

Financial and non-financial resource management: 10%

- Ensure program assets, materials and financial resources are well managed to ensure Stewardship and accountability.

End Results

Stewardship be practiced by a candidate

Core values: 5 %

- Live the Core Values to ensure WV image and culture is well presented in the communities.

World vision core values be lived and maintained

KNOWLEDGE /QUALIFICATIONS FOR THE ROLE

Required Professional Experience

- Bachelor of Science in Home economics and human nutrition, Bachelor degree in public health, Community development or any other related field.
- Experience: A minimum of 2 years working experience in Health, and/or Nutrition projects at community level.

Required Education, training, license, registration, and certification

- Basic understanding of advocacy approaches and advocacy issues at local and national level.
- Significant experience of working with government officials, community groups and communities

- Proven experience in facilitating effective project documentation and dissemination of results to a wide range of audiences. Attend and participate in the leadership of daily devotions.
- Ability to take initiatives, team player who is able to work with minimum supervision
- Familiar with current advocacy issues around MNCHN.

Preferred Knowledge and Qualifications

- Good computer skills in MS office (Excel, word, PowerPoint etc)

Travel and/or Work Environment Requirement

- *Work environment:* Willing to work and travel in rural areas and be based at Buhoma AP – Kasulu DC with frequent visits to the field.
- Must be a committed Christian, able to stand above denominational diversities.
- Perform other duties as required.

Physical Requirements

- Should have certificates of his or her professionalism and experience.
- Ladies are highly encouraged to apply

Language Requirements

Excellent communication and presentation skills in English and Swahili

KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)

Area Program Ministry Facilitator

Reason for contact

For any needed information regarding the candidate

Frequency of contact

Any time

Contact (within WV or outside WV)

Cluster Manager

Reason for contact

For any needed information regarding the candidate

Frequency of contact

Any time

DECISION MAKING

In the consultation of a supervisor can make decision especially related to IWASHHN TP

CORE COMPETENCIES

☒ Deliver Results

☒ Be Accountable

☒ Embrace Change

Applicant Types Accepted:

Local Applicants Only

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