



JOB VACANCIES

Chama cha Uzazi na Malezi Bora Tanzania (UMATI) established in 1959, is an autonomous voluntary National NGO originally incorporated under CAP 337 in 1973, established under the non-governmental organization act No 24 of 2002 in 2019 with registration number 00NGO/R2/000231. It is a full Member Association (MA) of the International Planned Parenthood Federation (IPPF) since 1973.

UMATI works in partnership with the Ministry of Health, Community Development, Gender, Women and Special Groups, and Regional Administration and Local Government (PORALG) with the goal of providing Sexual and Reproductive Health (SRH) education, information, and services in Tanzania. The Association has a long leadership history in SRH Programmes in Tanzania including pioneering in Family Planning (FP) services, SRHR Programmes for young people, integrated Clinics and Community based service delivery approaches.

UMATI with support from Plan International will be implementing a 6 years project namely VUMA Project "Adolescent Girls' Health & Rights" to empower AGYW aged 10-24 in the Katavi Region to fulfil their sexual, reproductive, economic, and protection rights by addressing the root causes of gender inequality and supporting a more resilient health system and maintain SRH and other health services. The project will apply a comprehensive feminist approach to ensure that health systems are resilient and accountable, tackling the multi-sectoral drivers of poor adolescent SRHR. It will also promote the collective and individual agency to make choices and the power to act upon those choices by supporting stakeholders, particularly women's rights organizations (WROs) and youth-led organizations (YLOs) in the newly-formed and underserved Katavi region.

UMATI wishes to recruit qualified and experienced candidates to fill in the following vacant position.

Job Title: **Project Coordinator**

Division: **Program**

Location: **Katavi**

Reports to: **Program Manager**

Subordinates: **Project Officers and Driver**

1. Job Purpose

The project Coordinator is responsible for the successful implementation of the VUMA project in Katavi region and is accountable for the achievement of project activities at the field level. She/he will ensure that the project achieves the expected results and is implemented in compliance with the donor agreement and Government standards. She/he is responsible for ensuring the planned activities are implemented as planned and maintaining the program calendar. Consistent activities

budget monitoring, timely working, and submission of quality reports to the Program Manager and Management of project field staff. She/he will work very closely with the Ministry of Health, President's Office Regional Administration, and Local Government including Regional and District authorities during the execution of the project. She/he is the primary representative of the project at the regional and district levels and will supervise and support project staff by ensuring they are responsible to implement project activities as planned and at a high standard. He/she will promote teamwork, trust, mutual respect, and empowers staff to take responsibility.

Project Planning, Implementation, and Management

- Ensure planning, development, implementation, and administration of the project with accountability for the overall delivery of results;
- Provides project support throughout all stages of the VUMA project process and ensures integration, coherence, and harmonization of all components in the project design to achieve the expected results.
- Continually ensures alignment of the VUMA project with both international and national gender equality and sexual reproductive health (SRH) priorities, plans, and competencies.
- Identifies and builds strategic networks with other actors to support the region in the implementation and monitoring of gender-responsive and adolescent-friendly sexual reproductive health quality improvement initiatives in line with the national government policy.
- Provision of SRH technical and programmatic guidance on the implementation of SRH project activities as per the national SRH guidelines and strategies.
- Actively monitors the project implementation through field visits, coordinating monthly project meetings, to jointly assess project progress, identify bottlenecks and potential risks and work for timely decisions with the Project Manager to resolve issues;
- Working to build the capacity of the Local Government Authorities staff on effective supportive supervision including identifying effective approaches and techniques for scaling up project best practices for sustainability after project closure.
- Ensure an effective monitoring system is in place for achieving prior agreed targets in relation to the project activities and financial expenditures.
- Support UMATI management to Identify and effectively manage all key field-related risks during the project implementation.
- Ensure the effective and efficient utilization of project resources to demonstrate value for money.

Relationships Building and Networking

- Maintain positive relationships and share relevant information with all stakeholders; partners, donors, government, and local partners.
- Presents project achievements on behalf of UMATI at professional networking events and meetings, conferences, and other public forums, when necessary, as may be assigned by the supervisor;
- Tracks aspects of project performance; oversees project implementation of approved activities, monitoring of timelines, and tracking budgets.

- Closely work with other partners to collect and document best practices, lesson learning for better achievement.
- Performs other project-related duties as assigned by the supervisor.

Team Performance Management.

- Monitor the performance of the team in relation to the execution of the project activities and target achievements;
- Ensure that the project team is sufficiently trained or effectively exposed to project models, approaches, and strategies to enhance their achievements and realization of desired changes.
- Enhance staff capacity and skills in performance management to ensure smooth staff relations and accountability.
- Build staff capacity to live out UMATI's values, vision, and mission in the communities we serve.
- Coordinate Human Resources related issues and functions;

Project Compliance and risk management

- Ensures that UMATI's and IPPF policies for Safeguarding children and vulnerable adults are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility.
- Identify and proactively address all challenges and potential implementation issues that hinder project performance.
- Monitor and supervise the project officers to achieve their mandated targets in accordance to project plans.
- Keep the Project Manager abreast of significant threats, implementation deficiencies, and opportunities.
- Effectively coordinate, implement, monitor, and report the results of the VUMA project as prioritized in the project document.
- Ensure the Integration of sustainable approaches, gender-responsive, and inclusion into all project activities as appropriate.
- Work with the Project Manager and Finance manager on project financial analysis, review, and oversight of project budgets and financial reporting.
- Manage and monitor the project team to apply results-based monitoring and lessons learned to refine activities and implementation.

Strengthen Advocacy efforts and Partnership

- Manage effective partnerships with the government's relevant regional and district representative and strategic networking are established and maintained at the regional level to ensure project sustainability.
- Represent VUMA Project in various forums, relevant platforms, and technical regional meetings;
- Work closely with the Influencing, Communications, and Advocacy team in the development of evidence-based advocacy and influence interventions.

Knowledge Management

- Work closely with M&E and project staff to translate project learning and results into accessible technical products for global and country stakeholders.
- Coordinate and facilitate the documentation of best practices and lessons learned in VUMA project, to influence policy formation, deepen capacity, and foster partnerships;
- Work with the project team to develop summative reporting documents for the project for advocacy and promotion of Girls' rights for SRH;
- Prepare and submit quality monthly and quarterly project reports (both financial and narrative) according to UMATI and the donor requirements;
- Build and maintain relationships with partners in the region to enhance their support in the project.

Security and safety management

- Ensure compliance with security procedures and policies as determined by country leadership.
- Proactively ensure that team members operate in a secure environment and are aware of Safeguarding policies.
- Create and sustain a work environment of mutual respect where team members strive to achieve excellence.
- Ensure compliance with COVID-19 and other outbreaks safety measures.

Required experience and Qualifications

- Bachelor's degree in Public Health, Sociology, Advocacy/Law, Project Management, Community Development/Social Work, or Clinical Medicine.
- Master's degree or equivalent in public health, social science, international development, gender, or a related area is an added advantage.
- Minimum 5 years in leading SRHR large donor-funded programs (funded by GAC will be an added advantage) and have a managerial experience in the program, financial, and human resources management, networking, knowledge management, and advocacy of large international development projects.
- Experience and ability to provide leadership and direction to the multi-disciplinary staff and implementing partners;
- Familiarity with challenges facing girls accessing gender-responsive SRH and emerging priorities;
- Considerable knowledge of SRHR/ Maternal health and Gender and Inclusion agenda.
- Demonstrated experience with the preparation of technical reports, budgets, plans of action, and management of staff.
- Experience working with adolescents and an ability to apply safeguarding, ethics, and 'do no harm' principles.
- Proven capacity to work effectively with community-based organizations, government officials at district, regional and national levels, and with Government donor agencies.
- Demonstrable experience in advocacy, especially around gender equality and adolescent girls' rights-related issues.

- A thorough understanding of the Convention of the Rights of the Child, Convention for the Elimination of all forms of Discrimination Against Women (CEDAW), and other human rights instruments.
- A thorough understanding of the various tools and techniques for gender transformative approaches in a project cycle including gender analysis (Marker), budgeting, monitoring, and evaluation.
- Experience with adaptive management and effective feedback loops to ensure the use of data in strategic and programmatic decision-making;
- Experience in the implementation of adolescent Sexual Reproductive health Project in Tanzania
- Ability to make sound work judgments under difficult conditions, and to become technically effective with a minimal level of attention from supervisors.

Knowledge / Skills and Abilities

- Proven project management and report writing skills;
- Ability to manage and work in a team;
- Ability to work under minimal supervision;
- Knowledge of Non-Governmental Organization (NGO) business development process activities in alignment with government priorities;
- Analytical, strong decision-making skills, sound judgment, and problem-solving abilities;
- Working with Volunteers (Peer Educators & Community Health Workers) and skills in advocacy work.
- Scientific writing skills as s/he will be required to conduct operational research and write abstracts for publications;
- Excellent time management skills, ability to prioritize tasks, and result-oriented approach;
- Possession of cultural awareness and sensitivity including gender;
- Capacity to work under, pressure, manage stress, and adapt to rapidly evolving situations;
- Proficient in computer packages such as Word, Excel, PowerPoint, and Internet browsers;
- Knowledge in managing Donor funded projects;
- Outstanding analytical and writing skills, with demonstrated ability to write quality technical reports.
- Proficient computer skills and use of relevant Microsoft software; MS Word, Excel, PowerPoint.
- Strong interpersonal skills with substantial experience in managing a multidisciplinary and multicultural team.
- Fluent in spoken and written English and Kiswahili.
- Reasonable skills in navigating complex donor requirements and ensuring compliance and understanding of value-for-money programming.
- Dynamic, organizational, innovative, and creative skills.
- Strong partners' management and budget monitoring skills,
- Exceptional skills in team-building and collaboration as well as experience in coaching or mentoring others in project implementation.
- Excellent report writing, analytical, and communication skills, including presentation skills.

Attitudes and Behaviors

- Hardworking with the capacity to work independently with minimum supervision
- Demonstrates honesty, integrity, as well as openness, and a transparent personality.
- Working towards achieving a team goal.
- Demonstrates respect for all groups of people in the community and is culturally sensitive.
- Persuasive and able to work in different cultural settings.
- Motivated, energetic, and strives to develop and support others.
- Result oriented, flexible, and a team player.
- Working for the best interest of the organization Adolescents and children.
- Appreciate child rights and gender equality.
- Demonstrated leadership, versatility, and integrity.
- Decisive evidence-based decision-making skills;

Job Title: **Project Officer 3 (Mpanda DC, Tanganyika DC and Mlele DC)**

Division: **Program**

Location: **Respective District**

Reports to: **Project Coordinator**

Subordinates: **N/A**

1. Job Purpose

This position will support the efficient delivery of the objectives of the VUMA Project “Adolescent Girls’ Health & Rights” to increase young people’s ability to collectively advocate for the fulfillment of their SRHR and to live free from discrimination and violence. S/he will be responsible for leading the implementation of the project activities as well as providing guidance to the community volunteers for the mobilization of youth to access SRH/Gender Based rights information and services.

2. Key Tasks

a. Project Planning, implementation, and Management

- Facilitate the timely implementation of project activities including advocacy-related activities and linking youth access to comprehensive sexual education and friendly services.
- Work with DRCHCOs and DMOs to facilitate training to, service providers, peer educators, and CHWs for the effective implementation of the project activities.
- Work in collaboration with LGAs in the implementation of the project activities
- Guide peer educators and CHWs in proper planning and implementation of youth engagement-related activities like demand creation, group, and individual education sessions.

- Supporting Peers (educators, mobilizers) to effectively conduct community mobilization including demand creation through community dialogues, peer education sessions, and provision of referral services to health facilities.
- Conduct mobile outreaches in hard-to-reach communities to serve young people with SRH services.
- Conduct weekend clinics to create a youth-friendly atmosphere for young people to freely access SRH information and services.
- Ensuring the integrity of financial and administrative operations in the project area by the oversight of financial and budgetary aspects of the project;
- Schedule meetings, including site selection, travel arrangements, preparing meeting materials, presentation developing agendas, preparing minutes in support of assigned projects, distributing meeting materials, and tracking meeting attendance;
- Develop and maintain excellent relationships with colleagues, implementing partners, government officials at Regional and District levels, communities, and donors; and
- Ensure expendables, commodities, and equipment are available for the outreach work in support of RHMT and CHMTs.

b. Networking

- Establish effective work relationships with other stakeholders and CHMT partners on project activities
- Work with Peers (educators, mobilizers) and service providers to identify and link youth clients to health facilities for access to SRH information and contraception services.
- Work collaboratively with the VUMA team and other project team members to ensure necessary project planning, development, and management activities function smoothly and efficiently, and in an integrated manner.

c. Project Monitoring, Evaluation, Learning, and Reporting

- Participate in designing & developing, monitoring, coordinating, and reporting tools for implementation in tracking the progress of the project activities;
- Ensuring timely implementation and reporting according to the work plan;
- Ensure project performance analysis is done against targets, outputs, and outcomes contained in the project logical model;
- Prepare and submit quality monthly and quarterly project reports (both financial and narrative) according to UMATI and the donor requirements;
- Demonstrate the project performance trends to the project team;
- Oversee the work of Community-based volunteers (CHWs & PEs) to ensure the community mobilizations are effectively done for smooth implementation of community outreaches and youth weekend clinics;

- Strengthen linkages between Community-based volunteers and health facilities in the project catchment areas for referral services; and
- Ensuring the quality of care through appropriate guidelines and protocols.
- Consistently monitor and report performance issues to the Program Manager;
- Respond to information requests from the Supervisor and Donor concerning the project.
- Prepare monthly and weekly route plans for the project to reach the targeted population.
- Prepare project updates experiences (learning and challenges), briefs, and success stories.
- Monitor community mobilizers and Providers to implement plans and provide progress of project target achievement against planned project milestones.
- Provide weekly updates and monthly reports to the Project Manager.
- Conducting weekly performances for Peers (educators, mobilizers (CHWs) to assess performance and share areas of improvement
- Conduct data quality assurance at the service delivery points to monitor its accuracy.
- Conduct quarterly meetings with Providers, and Peers (educators, mobilizers) to share the progress of the project and plan for the next period.

3. Qualification and Experience Requirements

- Bachelor's degree in Public Health, Clinical Medicine, Nursing, Sociology, Gender/Advocacy/Law, Project Management, Community Development/Social Work, or
- Master's degree is added advantage.
- At least three (3) years of working experience in Youth SRH program management with a history of SRHR advocacy work.
- Working in remote areas is a plus

4. Knowledge / Skills and Abilities

- Proven project management and report writing skills;
- Ability to manage and work in a team;
- Ability to work under minimal supervision;
- Knowledge of Non-Governmental Organization (NGO) business development process activities in alignment with government priorities;
- Analytical, strong decision-making skills, sound judgment, and problem-solving abilities;
- Working with Volunteers (Peer Educators & Community Health Workers);
- Scientific writing skills as s/he will be required to conduct operational research and write abstracts for publications;

- Excellent time management skills, ability to prioritize tasks, and result-oriented approach;
- Possession of cultural awareness and sensitivity including gender;
- Capacity to work under, pressure, manage stress, and adapt to rapidly evolving situations;
- Proficient in computer packages such as Word, Excel, PowerPoint, and Internet browsers; and
- Knowledge in managing Donor funded projects;

5. Attitudes and Behaviours

- Hardworking with the capacity to work independently with minimum supervision
- Demonstrates honesty, integrity, as well as openness, and a transparent personality.
- Demonstrates respect for all groups of people in the community and is culturally sensitive.
- Persuasive and able to work in different cultural settings.
- Motivated, energetic, and strives to develop and support others.
- Result oriented, flexible, and a team player.
- Working for the best interest of the organization Adolescents and children.
- Appreciate child rights and gender equality.
- Decisive evidence-based decision-making skills;

Job Title: **Monitoring and Evaluation (M&E) Officer**

Division: **Program**

Location: **Katavi Region**

Reports to: **M&E Manager**

Subordinates: **N/A**

1. Job Purpose

The Monitoring and Evaluation (M&E) Officer will be responsible for the design, implementation, coordination, and implementation of the M&E, and learning needs of the Project and will come up with findings based on real data to show the performance of the project. He/she will oversee the monitoring, evaluation, analytics, and reporting of performance and results, providing regular project reports to UMATI. He/she will play role in promoting key learning and accountability for the improvement of the project and for the wider learning of the organization. He/she will conduct regular project data analysis and identify methods to use results for program improvement. S/he will lead activity efforts to strengthen monitoring and evaluation and performance reporting within the geographic area of the project.

Key Responsibilities:

- To conduct regular data collection and ensure the quality of the data by random verifications and validations

- To record, manage and preserve monitoring and evaluation data in a safe and accessible environment
- To analyze and discuss findings based on regular monitoring data
- Provide technical support on M&E and evidence-based recommendations to the relevant Project Manager and Partners.
- Ensure that the implementation of field activities adheres to UMAT's monitoring and evaluation system
- Provide inputs, information, and statistics for quarterly, biannual, annual, and other reports to Project Management Team and UMATI
- Participate in annual project reviews and planning workshops and assist the Project Management in preparing relevant reports;
- Support monitoring and evaluation of the effects and impact of the project;
- Assist in coordinating across the available components of the Project to ensure effective implementation of M&E;
- Assist the project personnel with M&E tools and in supporting them in their use;
- Performing quality checks on data, including data cleaning and verification of data;
- Support UMATI management to Identify and effectively manage all key field-related risks during the project implementation;
- Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings;
- Support M&E team in dealing with any other tasks as may be required;

Required experience and Qualifications

- Bachelor's degree in statistics, Demography, public policy, international development, economics, or a related field.
- A Master's degree in M&E, statistics, Demography, or economics, or a related area is an added advantage.
- At least 4 years of experience in the design and implementation of M&E activities on health, gender, or international development projects.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/or performance monitoring plans.
- Experience in designing tools and strategies for data collection, analysis, and production of reports;
- Experience managing M&E activities in donor-funded programs is an added advantage
- Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies.
- Experience and skills in using quantitative and qualitative data analysis tools (statistical package) (e.g., SPSS, STATA, NVIVO, etc.) is an asset;
- Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Expertise in analyzing data using statistical software;
- Strong training & facilitation skills

Knowledge / Skills and Abilities

- Good knowledge of program implementation, monitoring, and evaluation techniques and practices.
- Sound knowledge of research and evaluation principles and methods
- Good analysis and evaluation skills
- Well-developed presentation and writing skills
- Good planning and organizing skills
- Good command over report writing in English
- Excellent computer knowledge with command of MS Excel among other packages of MS Office
- Familiarity with impact assessment an advantage
- Excellent time management skills, ability to prioritize tasks, and result-oriented approach;
- Possession of cultural awareness and sensitivity including gender;
- Capacity to work under, pressure, manage stress, and adapt to rapidly evolving situations;
- Outstanding analytical and writing skills, with demonstrated ability to write quality technical reports.
- Ability to work independently with a minimum of supervision
- Fluent in spoken and written English and Kiswahili.
- Exceptional skills in team-building and collaboration as well as experience in coaching or mentoring others in project implementation.
- Excellent report writing, analytical, and communication skills, including presentation skills.

Attitudes and Behaviours

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- Working for the best interest of the organization Adolescents and children.
- Appreciate child rights and gender equality.
- Demonstrated leadership, versatility, and integrity.
- Decisive evidence-based decision-making skills;

How To Apply

Interested candidates should submit an application letter indicating the position applied for, a detailed copy of their CV, and the names and contact information (email addresses and telephone numbers) of the three work-related referees.

Applications should be submitted by 31st December 2022 to the Executive Director through email applications@umati.or.tz The position should be the subject of the email application. Kindly note that only shortlisted applicants will be contacted.

UMATI is an equal opportunity employer. Women and people with disability are highly encouraged to apply.