



1. JOB TITLE: Jifunze Uelewe - Project Manager

Operations · Dar es Salaam, Dar es Salaam

Department **Operations**

Employment Type **Contractor**

Minimum Experience **Experienced**

UBONGO is Africa's leading producer of kids' edutainment. As a non-profit social enterprise, we create fun, localized, and multi-platform educational content that helps kids learn, and leverage their learning to change their lives. Ubongo reaches over 27 million kids across Africa through accessible technologies like TV, radio, and mobile phones. Our show's [Ubongo Kids](#) and [Akili and Me](#) currently air in 23 countries across Africa in 9 languages and counting.

We are looking for a project manager for full multi-year USAID sub-contract Jifunze Uelewe

Responsibilities:

External:

- Leading project and budget management, work-plan, reporting and compliance for a full multi-year USAID sub-contract
- Managing Ubongo's relationship and coordination with consortium partners for initiative delivery, and acting as the key point of contact for all Jifunze Uelewe related issues.
- Representing Ubongo in all partnership meetings under the JU consortium

Internal: Overseeing and coordinating all aspects of Ubongo's participation in the Jifunze Uelewe initiative. Such as:

- Managing the budget
- Managing internal coordination and check in meetings
- Keeping track and making all aware of timelines and deadlines
- Helping to mitigate any delays/obstacles that arise

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- Coordinating across the full Ubongo team to deliver on the commitments for the sub-contract

Administrative and Compliance *in line with USAID and grant specific requirements:*

- Ensuring all timesheets are submitted on time and continuous auditing of the time tracking
- Managing all procurement budgeted in the project

- Work closely with our Grants Manager on compliance, budget management, reporting and administration.
- Ensuring that all Ubongoers are kept up to date on initiative status, and contributing throughout!

Experience:

- Already managed a former long term USAID funded project or contract
- Have experience working in consortium for development projects
- Ready and able to take on all the challenges listed above (and many more, down the line) as we scale!
- This probably means you'll have a Bachelor's or Master's Degree and at least 6 years experience in NGO project management. But we're more interested in your ability to get the job done than your qualifications.
- Extremely organized and process oriented.
- Excellent analytical and numerical skills, and including budget management and excel skills
- Able to GET THINGS DONE. You will be a team of one reporting to the head of department, often problem solving for issues we've never faced before, and coordinating large groups of disparate teams and partners to get things done!
- A strong written and verbal communicator.
- A self-motivated and independent worker who can work remotely and also coordinate between remote teams in disparate places.
- Comfortable using and managing technology and cloud based software to coordinate between remote teams.
- A super troubleshooter!
- Good at dealing with ambiguity and able to figure things out for yourself.
- Willing to speak up for what's right, when you see wrong, or when you think there might be a better way.
- Someone who loves kids. They're why we do what we do. They're running around our office all the time. Our kids' music and videos will become part of your life (and constantly stuck in your head).

APPLY HERE

2.JOB TITLE: ICT and Systems Management Consultant

Operations · Dar es Salaam, Dar es Salaam

Department **Operations**

Employment Type **Full-Time Consultant**

Minimum Experience **Manager/Supervisor**

ROLE DESCRIPTION

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LOCATION: Dar es Salaam, Tanzania

This role is an initial 6 months full time consultancy which may evolve into a full time employee role.

RESPONSIBILITIES:

1. Conduct threat and risk analysis of existing and potential new systems and technologies (including but not limited to a new data management platform, content server, AWS, Google Drive etc)
2. Analyse the business impact of potential new and existing systems and technologies to eliminate risk, performance, and capacity issues
3. Implement vulnerability assessments and configure audits of operating systems, web servers, and databases and detect patterns, insecure features, and malicious activities in the infrastructure.
4. Conduct SWOT analysis of our cyber security and virtual operations as Ubongo
5. Upgrade systems by implementing and maintaining security controls
6. Review and update our IT, Cyber Security and all related policies for best practice
7. Feedback to Ubongo on what we need to develop a comprehensive and long term IT strategy that can be easily implemented across all three entities

Qualification/skills

- Minimum BA in Computer Science
- Minimum 4 years experience in IT and Cyber Security Management
- System administration
- Network security
- Problem solving
- Information security policies
- Network protocols
- Communication and hand over
- Process improvement

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