



The Christian Social Services Commission (CSSC) is an ecumenical body jointly established by the Tanzania Episcopal Conference (TEC) and the Christian Council of Tanzania (CCT) in 1992 to facilitate social services, with the main focus on education and health services provided by member Churches. It is the largest ecumenical organization in Tanzania, working under more than 87 dioceses and provinces which own and manage about 42% of hospital health services, 56% of health facilities in rural areas, and more than 10% of education services in Tanzania.

Project summary

CSSC has been awarded a 5-years Grant by U.S. Agency for International Development (USAID) to implement the project known as Comprehensive Child Centered Care and Services (C4S). The overall goal of the project is to ensure health facilities in priority areas provide high quality integrated pediatric HIV services and that children and adolescents are able to access comprehensive health and other services. Specifically, this project will provide technical assistance to end mother-to-child transmission of HIV (eMTCT) by supporting pregnant and breastfeeding women (PBFW) and their HIV-exposed infants (HEI), close the HIV treatment gap for children and adolescents living with HIV (C/ALHIV) and drive TB elimination and well-being for C/ALHIV in Tanzania.

The project will ensure the continued delivery of HIV services for PBFW, HEI, and C/ALHIV at two pediatric centers of excellence (COE) and support these COEs to serve as hubs for service delivery and clinical capacity building. This project will advance support to the National AIDS Control Programme (NACP) and the National Tuberculosis and Leprosy Programme (NTLP) to end HIV and TB among children and adolescents aged 0-19 years old and inform policy decisions and discussions at the national level with the Ministry of Health, and other key stakeholders and will coordinate implementation

1. JOB TITLE: Drivers (4) Posts

Direct Supervisor: Assistant Project officer

Location: Morogoro, Arusha

Position Purpose

This position is responsible for carrying out duties as a driver, effectively and efficiently, observing all current CSSC vehicle policy and procedures. The driver will also be responsible for ensuring safety of the passengers, vehicle and the tools assigned to him/her and devising ways and maintaining high fuel efficiency and low maintenance costs.

Duties and Responsibilities

- Carry out preventive maintenance checks of assigned vehicle(s) as per CSSC's prescribed checklist.
- Ensure that the assigned vehicle(s) is road-ready and has sufficient fuel and levels of oil for daily use.
- Carry out all driving tasks as needed by the office and as assigned by the supervisor and as per vehicle request approved form.
- Observe the specified speed limits at all times
- Bring to the immediate attention of the supervisor any and all minor/major defects that have happened or been noticed during the day or accidents that have happened that day. Present to the supervisor in writing the details of any accident by checking and filling vehicle report form in every Monday of each week.
- Record daily trips, fuel consumption, mileage, and timings in the "log book" provided for the assigned vehicle.
- Record all servicing and repairs both KM for service, next service and total cost of that service received in the log book provided for the assigned vehicle.
- Under any circumstance when the drivers are out of the office either after working hours or within the working hours the driver is supposed to place the car keys to the supervisor.
- Ensure the safe parking; whenever possible when the vehicle is on duty, vehicle is on the way at night, during breakdowns and when it is not in use.
- In collaboration with the Assistant Administrative Officer carry out the monthly check-ups.
- Drive staff on short and long trips as per daily C4S-Project requests.
- Maintain and adhere to road traffic policies and procedures as per Tanzania Government laws.
- Immediately notify his/her superior as well as the local authorities in case of any accident in which he/she is involved.

- At all times, implement established safety and security measures/procedures.
- Assure the confidentiality of dispatches delivered or received and that all such dispatches are recorded correctly
- Carry out work responsibilities in such a way so as to promote the image and work of CSSC
- Ensure all necessary vehicle documents (e.g. insurance, registration documents, etc.) are present in the vehicle and up to date.
- Keep track of the scheduled service time of the vehicle, in order to make sure that servicing is performed in time.
- Accurately fill in the vehicle log book with details of each journey
- Take care of vehicles tools and cleanliness.
- Ensure that assigned vehicle is completely equipped with a First Aid Kit, spare tire, working flashlight and batteries, vehicle jack, wheel brace and a tool kit (spanner, wrench, tyre, removers, patch kit, etc). Collect and deliver mail, documents, and other items;
- Optimize use of the vehicle; assist in the registration of new vehicles, renewal of insurance, road licenses, etc
- Ensure that all passengers use seat belts and secure any loose load.
- Ensure vehicle is clean
- Undertake any other duty as will be assigned by the supervisor

Education

- Secondary School Education Certificate
- Class C Driving License
- Certificate from National Institute of Transport or any other recognized Institute of driving and Motor Vehicle Maintenance.

Experience and Skills

- Minimum of 3 years' experience working as a driver in the NGO/FBO, Government sectors etc.
- Mechanic skills
- Firm belief in teamwork, gender equality
- Good command of English language
- High levels of creativity
- Sense of/awareness to security

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2. JOB TITLE: Project Assistant (1) Post

Direct Supervisor: Finance and Administration Director

Location: Dar es Salaam

Position Purpose

The Assistant Project officer will directly be reporting to and supervised by the Finance and Administration Officer. The Assistant project officer will provide high-level administrative management to attain the goal of C4S project, working with consortium members and COE's, government institutions, vendors, customers and service providers. S/he assist in providing capacity building to staff for all aspects related to project management of the project that enhances provision of good administrative services to the organization.

Assistants project Administration tasks

- Properly maintaining of project management files
- Travel arrangement both local and international
- Manage vehicle fueling
- Manage vehicle repairs
- Manage the car tracking system
- Supervise and mentor project drivers
- Procurement and logistics arrangement
- Answering incoming calls; taking messages and re-directing calls as required
- Dealing with email enquiries
- Taking minutes
- Diary management and arranging appointments, booking meeting rooms and conference facilities
- General office management such as ordering stationary
- Organizing travel and accommodation for staff and customers
- Arranging both internal and external events
- Possibly maintaining the company social media accounts

- Providing administration support of the project inventory.

Minimum Qualifications

- Maximum requirement is a bachelor's degree in administration related courses
- Minimum of diploma in business administration
- Experience of at least 5 years in providing administrative services to donor funded programs.
- Experience in donor funds administration of the USAID, PEPFAR Grants
- Understanding of local contract and procurement law
- Excellent communication skills both verbal and written Kiswahili and English

Knowledge, Skills & Abilities

- Strong interpersonal and team building skills
- Ability of planning and time management skills
- Strong written and oral communication skills, including the ability to make a presentation
- Ability to problem-solve difficult issues
- Ability to multitask with ease, adapting to frequently changing priorities
- Good negotiating and conflict resolution skills
- Effective written and oral communications skills that are essential to building relationships with donors, host country counterparts, and partner organizations.
- Ability to exercise sound business judgment to wisely prioritize and successfully perform multiple and complex tasks.
- Highly organized and able to develop and streamline systems for efficient conduct of day-to-day tasks.
- Excellent computer skills and proficient in excel, word, outlook, and graphic/web design.

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3. JOB TITLE: Grants Officer (1) Post

Direct Supervisor: Finance and Administration Director

Location: Dar es Salaam

Position Purpose

The Compliance Officer will directly report to and supervised by the Finance and Administration Director. The Compliance officer provides high-level grants, and contracts management as guided by the donor and organization's regulations to attain the goal of C4S project, s/he will be working with consortium members and COE's to ensure program activities and operations are implemented in-line with the guiding S/he provides Capacity building for all aspects related to grants management of sub-grants. This requires close collaboration with CSSC Finance and Grants units to ensure compliance with USG Rules and Regulations, and other donor guidelines.

Key Responsibilities; Sub-award Administration

- Support Partners capacity to Develop subcontract and sub-grant award documents compliant with donor requirements
- Review sub awardee monthly project advance request and submit for approval and then for payment.
- Review of sub-awardee monthly project liquidation to ensure expenses are supported with appropriate documentation.
- Ensure the subs submits monthly liquidations on time to maintain efficiency of the fund's flows.
- Support Partners capacity to administer the full cycle of sub-award management activities during project implementation.
- Participate in the sub-awardee solicitation through selection, pre-award assessments, negotiation, monitoring/compliance visits, and closeout.
- Support and review partners capacity to oversee budget management of projects' sub-award pools
- To support partners to ensure that office systems for grants and contracts administration are developed and maintained and can provide regular reports
- Support partners capacity to develop and/or update their Sub-awards Manual in compliance with USG Regulations
- Support partners capacity to manage closeout of awards, including preparation of final inventories, property disposition, etc.
- Support partners capacity to Comply with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Support partners capacity to Reviews, analyzes, and drafts contract language to ensure they comply to all applicable donor, prime as stipulated in the contract, organization's own policies and host government regulations
- Perform other duties as assigned.

Minimum Qualifications

- Minimum requirement is a bachelor's degree in finance and accounting
- MA/MSc/master's in business administration degree or equivalent relevant qualification not a must
- At least 5 years of relevant experience in the NGO sector within Tanzania in managing the award and administration of sub-grants funded by USAID, PEPFAR Grants or international donors.
- Experience managing sub-award design and administration
- Experience in donor funds administration
- Understanding of local contract and procurement law
- Excellent communication skills both verbal and written Kiswahili and English
- Strong knowledge of donor auditing requirements and demonstrated ability to exercise financial oversight of Agreements programs.
- Demonstrated solid knowledge of USAID and other donor regulations applicable to Agreements administration.

Knowledge, Skills & Abilities

- Strong interpersonal and team building skills
- Ability of planning and time management skills
- Strong written and oral communication skills, including the ability to make a presentation
- Ability to problem-solve difficult issues
- Good negotiating and conflict resolution skills
- Strong understanding of budgets
- Strong analytical skills to successfully perform financial reviews and other forms of quantitative analyses.
- Effective written and oral communications skills that are essential to building relationships with donors, host country counterparts, and partner organizations.
- Ability to exercise sound business judgment to wisely prioritize and successfully perform multiple and complex tasks.
- Highly organized and able to develop and streamline systems for efficient conduct of day-to-day tasks.
- Excellent computer skills and proficient in excel, word, outlook, and graphic/web design. Knowledge of QuickBooks, Sun System and Navision a big plus

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4. JOB TITLE: Compliance Officer (1) Post

Direct Supervisor: Finance and Administration Director

Location: Dar es Salaam

Position Purpose:

The Compliance Officer will directly report to and supervised by the Finance and Administration Director. The Compliance officer provides high-level grants, and contracts management as guided by the donor and organization's regulations to attain the goal of C4S project, s/he will be working with consortium members and COE's to ensure program activities and operations are implemented as planned. S/he will provide Capacity building to staff on the grant for all aspects related to grants management to ensure compliance with USG Rules and Regulations, and other donor guidelines.

Key Responsibilities:

- Verify monthly indirect cost calculation if correctly and properly done.
- Verify expenditure cost centers in the payment request match with the budget lines.
- Verify time sheets are properly done and submitted timely.
- Lead on all necessary correction for all previous month cost centers errors and mismatch
- Review sub awardee advances and liquidations on monthly
- Support DFA with new proposal budgets development
- Support sub-awardee annual budgets preparation and revision during the year
- Support Partners capacity to Develop sub contract and sub-grant award documents compliant with donor requirements
- Support Partners capacity to administer the full cycle of sub-award management activities beginning from solicitation through selection, pre-award assessments, negotiation, monitoring/compliance visits, and closeout.
- Ensures partners capacity to Oversee budget management of projects' sub-award funds
- To support partners to Ensure that office systems for grants and contracts administration are developed and maintained and can provide regular reports
- Support partners capacity to Develop and/or update their Sub-awards Manual in compliance with USG Regulations

- Support partners capacity to manage closeout of awards, including preparation of final inventories, property disposition, etc.
- Advise partners to Comply with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Support partners capacity to Reviews, analyzes, and drafts contract language to ensure they comply to all applicable donor, and host government regulations
- Provide training, as required, related to areas of his/her expertise and partners staff needs.
- Perform other duties as assigned.

Minimum Qualifications:

- Minimum requirement is a bachelor's degree but preferred is a MA/MSc/master's in business administration degree or equivalent relevant qualification
- At least 7 years of relevant experience in the NGO sector within Tanzania in managing the award and administration of sub-grants funded by Global Fund, USAID, or international donors.
- Experience managing sub-award design and administration
- Experience in donor funds administration
- Understanding of local contract and procurement law
- Excellent communication skills both verbal and written Kiswahili and English
- Knowledge of OMB Circular A-110, A-122, and A-133; 22 CFR 226; and 22 CFR 228 a plus
- Strong knowledge of donor auditing requirements and demonstrated ability to exercise financial oversight of Agreements programs.
- Demonstrated solid knowledge of USAID and other donor regulations applicable to Agreements administration.
- Proven capacity to design and deliver a range of training and technical assistance programs to build full range of capacities for grant management

Skills and Abilities:

- Consistently works within internal process and procedures
- Strong interpersonal and team building skills
- Exceptional planning and time management skills
- Strong written and oral communication skills, including the ability to make a presentation
- Ability to problem-solve difficult issues

- Strong understanding of budgets
- Strong analytical skills to successfully perform financial reviews and other forms of quantitative analyses.
- Effective written and oral communications skills that are essential to building relationships with donors, host country counterparts, and partner organizations.
- Ability to exercise sound business judgment to wisely prioritize and successfully perform multiple and complex tasks.
- Highly organized and able to develop and streamline systems for efficient conduct of day-to-day tasks.
- Excellent computer skills and proficient in excel, word, outlook, and graphic/web design, knowledge of QuickBooks, sun System and Navision

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5. JOB TITLE: Health Informatics officer (1) Post

Direct Supervisor: Data Analyst

Location: Dar es Salaam

Responsibilities

Provide technical assistant on HIV-related health information systems and dashboards in Tanzania, including CTC2, CTC3, CTC Analytics, the PEPFAR Monthly Portal and others.

- Supporting maintenance of the CTC3 dashboard in line with NACP and PEPFAR needs as well as adoption of user requirements to improve analytic and visualization capacity
- Support programming additions and innovations to project and collaborating health facility systems as required.
- Support the use of data visualization dashboards to inform program monitoring and improvement at all levels.
- Support development and use of electronic data collection systems to capture real-time data from the two COEs.
- Build project team capacity to use a centralized web-based data visualization platform for real-time access to data from the two COEs.
- Support data officers at the two COEs to follow data security guidelines and activities to ensure that all data are stored and maintained in a secure and effective manner in compliance with institutional and donor requirements.

- Support the development of mapping tools, manuals, standard operating procedures, and training materials to build informatics competencies in regional project teams and health facility partners.
- Liaise with national partners, Clinical partners, and technology partners to advance the integration of health informatics systems including mHealth and eHealth initiatives.
- Perform any other tasks as assigned by the supervisor.

Required Qualifications

- A Bachelor's Degree or equivalent qualifications in computer or information science/engineering, information systems/ technology, or related field required. Additional training in public health, health informatics, or health-related field is strongly preferred. Experience working with health information systems required.

Knowledge, Skills & Abilities

- Minimum 3 years' work experience in monitoring and evaluation of large-scale health or development projects; experience integration of data from diverse paper and electronic sources preferred. Must have:
 - Demonstrated competence in frameworks and elements of informatics systems.
 - Familiarity with PEPFAR-funded projects and related monitoring and evaluation components such as MER indicators and DATIM. Experience with USAID-funded projects preferred.
 - Excellent computer skills, at minimum in Microsoft Office, including Excel Macros and Visual Basic; familiarity with DHIS2 and other data management software systems.
 - Expertise in elements of geographic information systems and data visualization software such as Power BI or Tableau.
- Demonstrated knowledge of and experience with CTC2, CTC3, CTC Analytics, the PEPFAR Monthly Portal and other HIS applications in Tanzania
- Demonstrated understanding of routine PEPFAR and NACP HIV-related indicators and experience with national HIV data collection and reporting tools
- Experience managing and analyzing HIV-related health data
- Advanced experience developing data-driven applications utilizing significant relational database engines as part of the overall application architecture (experience with at least two of the following is highly desirable: MS SQL Server, PostgreSQL, MySQL, MS Access)

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6. JOB TITLE: Monitoring, Evaluation and Learning Officer (2) Posts

Direct Supervisor: MEL Lead

Location: Dar es Salaam

Responsibilities

He/she will be responsible to provide expertise in monitoring, evaluation and learning of C4S project activities.

- The Monitoring and Evaluation (MEL) Officer will be responsible for the follow-up and monitoring the implementation of the C4S project and will report directly to Monitoring, Evaluation and Learning Lead (MEL Lead).
- Assist MEL Lead in developing and strengthening MEL systems of C4S Project;
- Develop and monitor data collection tools/ instruments for qualitative and quantitative C4S indicators;
- Facilitate collection, analysis aggregation and use of data for improvements in implementation of C4S activities;
- Build capacity of data collection and entry personnel in the two centres of excellences on C4S monitoring systems through on the site training.
- Participate in periodic data quality assessment activities to track progress in data management at 11 Regional Hospitals and COEs.
- Carry out supportive supervision, onsite mentoring and coaching to health facilities staffs from COEs using appropriate tools according to the CSSC operational manual and an agreed work plan;
- Monitor quality of data received from the Health facilities and other implementing partners and use information to identify quality strengthen strategies and give feedback to the project team and management of health facilities.
- Collect and prepare monthly, quarterly, semiannual and annual C4S project performance reports;
- Take lead in soliciting and documenting successes, challenges, best practices and lessons learned from the field sites and inform the projects;
- Carry out any other assignments as may be required by the immediate supervisor.

Required Qualifications

- A degree in Computer Science, Statistics or equivalent. Master's in public health or Monitoring and Evaluation will be an added advantage.
- Knowledge in various statistical data packages including Epi info, Stata, etc is very essential

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Knowledge, Skills & Abilities

- 3 years' experience in project monitoring and evaluation activities.
- Good strategic, analytical, problem-solving, and systems thinking skills with the capacity to see the big picture and the ability to make sound judgment.
- Presentation, facilitation, training, mentoring, and coaching skills
- Previous work experience in M&E in HIV related interventions.
- Should be computer literate with proficiency in data management and processing.
- Experience in planning and facilitating trainings
- Excellent research, coding, and analytical abilities.

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7. JOB TITLE: Data Analyst (1) Post

Direct Supervisor: Monitoring, Evaluation and Learning Director

Location: Dar es Salaam

Responsibilities

The Data Analyst will be responsible for planning and executing the analysis of various quantitative data sets related to HIV & AIDS services and TB.

- Plan appropriate analyses to answer programmatic and stakeholder questions.
- Use statistical tools to identify, analyze, and interpret patterns and trends in datasets that could be helpful for provision of technical assistance to clinical IPs.
- Prepare analysis reports for clinical IPs to understand the gaps and ensure informed decision making and address the identified gaps.
- Support triangulation of HIV program data across various sources, including CTC3, monthly portal, and DHIS2.

- Conducting continuous quality improvement monitoring and assessments of existing data management and analysis systems to maintain high quality, accessible electronic data at two COEs
- Develop and implement standard operating procedures for data collection, collation, verification and use for all custom indicators.
- Lead the development of data visualization dashboards to inform program monitoring and improvement at all levels.
- Develop mapping tools, manuals, standard operating procedures, and training materials to build informatics competencies in regional project teams and health facility partners.
- Lead the development of electronic data collection systems to capture real-time data from the two COEs.
- Carry out any other assignments as may be required by the immediate supervisor.

Required Qualifications

- Undergraduate degree in statistics, mathematics, epidemiology, or a related field is required.
- A Master's degree in Biostatistics, Public Health, or Epidemiology is a strong advantage.

Knowledge, Skills & Abilities

- Strong mathematical skills to collect, measure, organize, and analyze quantitative data is required.
- Demonstrable skills in data visualization tools such as PowerBI or Google Analytics.
- Minimum of five years of progressive professional experience in public health working in analytics-focused positions is required.
- Intermediate to advanced knowledge of Microsoft Excel is required.
- Knowledge of both PEPFAR and MOH reporting tools and systems (including DATIM, CTC2, DHIS2, Monthly Portal and DIS), and HIV and AIDS indicators is required.
- Demonstrable experience working with a variety of organizations and stakeholders, including experience collaborating with MOH, is an advantage.
- Good strategic, analytical, problem-solving, and systems thinking skills with the capacity to see the big picture and the ability to make sound judgment.
- Excellent computer skills, including word processing and PowerPoint.
- Presentation, facilitation, training, mentoring, and coaching skills

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8. JOB TITLE: Prevention of mother to child transmission (PMTCT) Officer (2) Posts

Direct Supervisor: PMTCT Lead

Location: Dar es Salaam

Responsibilities

1. Provide technical assistance in the implementation of PMTCT/EID activities at regional level
 - In collaboration with Regional IPs and R/CHMTs Plan, organize and implement PMTCT/EID activities in the project regions
 - Work with Monitoring, Evaluation and Learning department to regular monitor progress towards PMTCT/EID targets, to strengthen the documentation and reporting of /on the PMTCT/EID cascade
 - Work within the regional IPs teams on identifying and addressing region specific PMTCT/EID issues, especially HIV, TB and early childhood development, family planning, gender and violence against children, while observing child safeguarding principles
 - Strengthen the implementation of mother mentors' approach across the supported regions
 - Implement, monitor, evaluate and report different initiatives and client centered service delivery models, including quality improvement methodologies
 - Participate in coordination of mentorship program at different levels in the region including inter-facility learning exchange sessions
 - Coordinate pediatric and youth services in the region, including AGYW, ASRH and CECAP for adolescent girls

2. **Pediatric PMTCT/EID capacity building of HCPs and other stakeholders**
 - Facilitate and participate in trainings to build capacity of HCP on PMTCT/EID care and services
 - Assist in addressing site specific needs by direct didactic training and mentoring
 - Coordinate and supervise the roll out and implementation of new guidelines, ARV regimens recommendations/circulars or any changes as guided by the MOH

- Conduct site assessment to identify gaps and needs, and address them, including morbidity and mortality case reviews
- Participate in case management including attending technical working groups, zonal and national learning sessions

Required Qualifications

- MD, or Nurse with more than 3years of experience working in HIV, TB and AYFHS related programing, managing and or supporting implementation of programs with a focus on PMTCT/EID

Knowledge, Skills & Abilities

- At least 3 years of proven experience in program management and implementation of HIV/AIDS programming, including supervision and reporting. Experience in PMTCT/EID is an added advantage
- Possess excellent interpersonal skills to deal successfully with existing stakeholders, team members, potential partners, and government official
- Experience in clinical management of pregnant and or breastfeeding women with HIV/AIDS and TB
- Experience in project management
- Excellent analytical, oral and written communication skills.

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9. JOB TITLE: Director of Education Services

Direct Supervisor: Executive Director

Location: Dar es Salaam

Job Summary:

Head of the Education Department, under the supervision of the Executive Director. Responsible for the overall performance of CSSC Education to Ensure that CSSC contributes to the improvement of accessibility and quality education in the churches and public in general by engaging in dialogue with key stakeholders in Education to ensure that appropriate policies, laws and directives are in place and initiating and implementing programmes, Provide leadership and supervise various program/projects operations and reporting, including compliance with donor regulations/procedures, local policies, laws and regulations; monitoring the trends on the provision of education services by CSSC and the member church facilities; establish and maintains excellent working relationships with counterparts within Church

member facilities, Ministry of Education, Development Partners and other local and International partner organizations to ensure effective networking, collaboration and coordination of CSSC, national and regional programs.

Duties and Responsibilities

- Ensure the department participates effectively or initiates dialogue in formulating national education policies, laws and directives.
- Monitor and provide a report(s) on effectiveness and the adherence of the stakeholders, i.e. Government and church institutions, to the policies, laws and directives.
- Monitor the trend in providing education services by the churches and the Government and give feedback to the relevant authorities.
- Lead the department to develop programmes for improving financing, coordination, and planning in improving accessibility and quality of education services.
- Ensure that the department provides technical support to the Church Education facilities.
- Promote horizontal learning by organizing periodic meetings with Key stakeholders with the churches, Government, Development Partners and NGOs with similar objectives.
- Form partnerships with the Government, Development partners and NGOs with similar objectives as well as among the churches in improving accessibility and quality of education services.
- Prepare and implement strategic plans, quarterly, semi and annual plans, budgets and reports.
- Ensure that staff Appraisal is undertaken in the department and report(s) is/are submitted to the human resource officer as per CSSC Human Resource Manual.
- Ensure that information and directives are acted upon and disseminated within the department.
- Ensure that a departmental meeting is held at least once a month, and you will be responsible for chairing it.
- Ensure that all relevant data on the provision of education services are in place and updated from time to time.
- Oversee day-to-day operations, working under limited supervision and supervising the use of Department funds.
- Carry out such other duties and responsibilities

Qualifications

- A Master's degree in Education or a related field is required.

Knowledge, Skills & Abilities

- At least five years of working experience in the Education sector from both public and private sectors, including FBO
- Experience in leadership positions, project planning and managerial positions
- The ability to set a vision for education services and inspire others to work towards that vision
- The ability to develop and implement a strategic plan for education services that aligns with the organization's overall goals and objectives.
- The ability to assess the effectiveness of educational programs and services and make data-driven decisions to improve them.
- The ability to manage budgets for education services, including identifying funding sources, allocating resources, and monitoring expenses.
- The ability to build and maintain positive relationships with stakeholders, such as church facility owners, relevant ministry, donors and community
- Project management skills,
- Supervisory skills,
- Good communication skills.

Languages:

- Fluency in Kiswahili and English (spoken and written)

Computer/Other Tech Requirements:

- Competency in Microsoft Office Suite, especially Word, Excel, Outlook, and PowerPoint.
- Ability to Travel: 50-60% of his/her time.

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