



## **VACANCY ADVERTISEMENT**

Hand in Hand Eastern Africa-Tanzania (HIHEA TZ) is a Non-Governmental Organization (NGO) registered in Tanzania since 2018 with a mandate to operate in the country, and part of the Hand in Hand Global Network. Our vision is to empower the society, especially women, through the creation of sustainable enterprises and jobs. HIHEA (TZ) currently leads field operations through two branches, in Moshi and Arusha.

The organization works with marginalized communities in the areas of economic and social empowerment using a participatory approach aimed at helping people fight poverty and vulnerability. The Hand in Hand enterprise and job creation approach is based on a philosophy of self-help, providing training, skills and support to enable people living in poverty, particularly women, to build and sustain independent, market-based, economic activities. This provides for a higher level of income for them and their families, which in turn contributes to greater food security, better education for children, and increased access to healthcare, improved housing, and overall improved livelihoods.

### **SUMMARY PROGRAM COORDINATOR JOB DESCRIPTION AND SPECIFICATION. REF NO: HIHEATZ PC 01/2023 (1Post)**

The position coordinates general management; and provides support on quality assurance, and monitoring and evaluation for effective and quality delivery of HiH EA programs.

#### **1. DUTIES AND RESPONSIBILITIES.**

##### **R1. Program Management**

- T.1 Coordinate day-to-day program activities to ensure efficient operations.
- T.2 Coordinate implementation and reviews of strategic plan and business plans, operational plans, management plans and work plan with Project Managers and Branch Managers.
- T.3 Coordinate development of annual budgets for the Department and assist in management/monitoring of its utilization.
- T.4 Undertake marketing of the HiH model for the assigned/target stakeholder level.
- T.5 Support training initiatives that include entrenching enterprise development training in field activities, development and periodic review of training material for operations team, and coordination of corporate training activities for the HiH model.
- T.6 Provide support in development of new products and resource mobilization initiatives.
- T.7 Contribute towards development and implementation of policies, standard operating procedures and systems for effective program/project implementation.
- T.8 Responsible for allocating resources assigned to branches and field offices for programme work and approval of project activities.
- T.9 Monitor compliance of programme implementation aspects of agreements and contracts entered into with donors and partners, as well as government policies and regulations.

## **R2. Relationship Management**

- T.1 Provide support and manage relationship with different partners and donors as assigned from time to time.
- T.2 Represent HiH EA in assigned forums to promote the organization's work.
- T.3 Develop and maintain a network of peers and professional contacts for exchange of ideas and information.

## **R3. Quality Assurance, Monitoring, Evaluation and Learning**

- T.1 Act as the link with the M&E team in maintaining an effective and robust monitoring and evaluation system.
- T.2 Monitor compliance with established operating procedures and quality standards in all aspects of program/project implementation by branches and field offices.
- T.3 Monitor program activities through regular consultations, contacts, field visits, coaching and mentorship of program staff.
- T.4 Participate in documentation and dissemination of case studies, experiences, lessons and best practice; and coordinate sharing of the same across the organization for continuous improvement of program/project design and implementation.

## **R4. Management of Staff**

- T.1 Support in the recruitment and selection processes for program staff.
- T.2 Proactively employ practices that lead to staff motivation and retention.
- T.3 Build the capacity, proactively mentor and support team members to be performance driven and as a way of building a pipeline of talent in the organization.
- T.4 Coordinate annual appraisal of program staff with the Project Managers.

## **R5. Undertake any other assignment as may be directed by the Supervisor from time to time.**

## **2. KNOWLEDGE, SKILLS AND ABILITIES**

*(The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training)*

### **a. Level of Education/Academic Qualification**

- Bachelor's degree in Business Administration/Management, Economics, Project Management or any related discipline.

### **b. Specialized Training/Professional Qualifications**

- Post graduate diploma in project management, monitoring and evaluation, development studies, or any related field.
- Training in leadership and management.
- Training in fundraising and resource mobilization.

**c. Competencies/Abilities/Skills Required**

- Demonstrated good leadership skills with proven strategic and business management abilities.
- Solid experience in program management.
- Good knowledge in financial and resource management including budgeting.
- Strong communication, presentation and report writing skills.
- Strong interpersonal and public relations skills.
- Strong performance drive and initiative, dynamic thinking, and result oriented.
- Strong analytical skills.
- Strong technological orientation and change management abilities.
- Good knowledge of the dynamics of the areas where project activities are implemented.

**d. Relevant Work Experience.**

- At least 5 years progressive experience in a similar organization, industry or sector. At least 3 years' experience in a management position preferably in program operations.

**8: APPLICATION PROCESS.**

Qualified and interested candidates should forward a cover letter and CV, citing the **Position** and **Reference Number to [careerstz@handinhandea.org](mailto:careerstz@handinhandea.org)** on or before close of business by **26 June, 2023**, only shortlisted candidates will be contacted.

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 **Hand in Hand Eastern Africa -**

**Giving Hope, Dignity and Choice**

**Disclaimer:**

Hand in Hand Eastern Africa (TZ) is an equal opportunity employer and does not charge or accept any amount or security deposit from job seekers during the selection process or while inviting candidates for an interview.