



P.O. Box 110024 | Dar-Es-Salaam | Phone | +255 719 155 341 | +255 684 179 928.  
Website: [www.tyvavijana.or.tz](http://www.tyvavijana.or.tz) | Email: [info@tyvavijana.or.tz](mailto:info@tyvavijana.or.tz), [tyvavijana@yahoo.com](mailto:tyvavijana@yahoo.com)

**Call for Express of Interest for Secretariat Position: (Urgent).**

**(1) Head of LAN, (2) Head of TCB, (3) Head of Communication, and (4) Head of MEL.**

*(Female Candidates are highly encouraged to Apply)*

**Background.**

Tanzania Youth Vision Association [TYVA] is a youth-led, non-partisan, non-profit, and non governmental and membership-based organization founded in 29th July 2000 and registered with a registration number [S.O NO.11454] and got new registration under new NGO Act of 2018 (00NGO/R2/000425) to work as Non-Governmental Organization focusing on youth awareness raising and empowerment.

The Organization was formed to fill a gap of a strong youth organizations and to address the challenge of poor youth involvement and participation. It aims at capacity building of youth and youth organizations in civic and social-economic spheres, focusing on bringing about self-realization and empowerment of young people in Tanzania.

TYVA is working around four thematic areas; Civic awareness, **Quality Education and Girls rights, Economic empowerment and Sexual Reproductive Health.** More details at <http://tyvavijana.or.tz>

The post of **Head of Lobbying, Advocacy and Network (LAN), Head of Training and Capacity Building (TCB), Head of Communication and Head of Monitoring, Evaluation and Learning (MEL)** are established to serve the secretariat and will report to the **Executive Director.**

The terms of Head of LAN, Head of TCB, Head of Communication and Head of MEL is two years with possible renewable upon successful performance. Head of LAN, Head of TCB, Head of Communication and Head of MEL are accountable and will report to the Executive Director for the administration and for the implementation of TYVA programmes, project and other activities, in particular:

**Duties and Responsibilities;**

- Effective advocacy for policies, particularly those related to governance and youths.

- Development of policies and programmes to help the organization to design and implement its strategies, including the 2020-2024 strategic plan.
- Represent and advocating for the rights of youth in Tanzania.
- Setting and managing the strategic direction of the organization in accordance with its core mission and governance requirements, delivering and reporting on results achieved.
- Promote the TYVA Vision and objectives of the programmes/ projects to stakeholders learning, advocacy and monitoring approach and process, developed a learning and advocacy framework for TYVA established and in use by the working Groups, projects and programmes.

Candidates for the posts should have a combination of the following skills, traits, strengths and experiences;

#### **Overall Leadership and management skills.**

- Highly developed leadership skills including the ability to inspire, encourage and build trust and confidence. The candidate will support TYVA staff and uphold the principle of leadership; she/he will maintain core values of the organization.
- Strong and documented management skills and experience required to guide a large, highly decentralized and unusually diverse youth organization including demonstrated ability to attract, retain and deploy the best possible staff.
- He or She should be able to set a clear standard for accountability, probity, value for money and risk management; to ensure sound and transparent financial management and deliver continuing improvement in TYVA's effectiveness and in its system to measure and report on this.
- The ability to manage time and priorities in highly pressure situation. The candidate must be able to priorities and identify the best possible use of her/himself and senior staff in the face of potentially overwhelming demand across a wide spectrum of TYVA operational activities.
- The ability to think beyond traditional modes and to be innovative in seeking solutions staffs to complex operational and logistical challenges;
- Excellent communication skills including the ability to facilitate communication so that she/he will fulfil TYVA's responsibility of accountability and transparency to Executive Director and other stakeholders.
- Strong Youths policy advocacy skills to be utilized in extensive public speaking, daily media interviews and interaction.

### Qualifications/Conditions.

- **Applicant must be member of TYVA with clear records for membership subscription.**
- Applicants must possess a minimum of Diploma level of education related to social science or management studies with experience in working with youth NGO or network.
- Applicants must have a vast experience in NGO dynamics and regime in Tanzania.
- Applicants must have a background or be involved in any voluntary works, human rights work or youth work.
- Demonstrated ability to provide strong and visionary leadership, fostering a positive organizational culture, and promoting teamwork and collaboration.
- **Applicants must be ready to work voluntarily.**
- Applicants must have not been found or convicted with crime acts.
- Fluent in Swahili and English language.

### Mode of application.

Interested and qualified youth for **Head of LAN, Head of TCB, Head of Communication and Head of MEL** must send their application letter accompanied with one (1) page motivation letter explaining how she or he work and contribute to the success of the organization taking account the thematic areas in the TYVA strategic plan.

All CVs, and motivation letter should submit to [tyvavijana@yahoo.com](mailto:tyvavijana@yahoo.com) and copy [info@tyvavijana.or.tz](mailto:info@tyvavijana.or.tz) **Not later than 2<sup>nd</sup> of November 2023 at 17:30PM.**

**NB: Only Successful Applicants will be contacted for an Interview.**



**Charles Ezekiel Ndahani,**  
**Appointed Executive Director,**  
**Tanzania Youth Vision Association (TYVA)**  
**26<sup>th</sup> October 2023.**

