



1. JOB TITLE: Programs Officer- Zanzibar

Dar es salaam, Tanzania

The Legal Services Facility (LSF) is a registered non-government Organization (NGO) with Registration No. 00NGO/R2/00011. The LSF is equipping organizations which are providing legal aid and paralegal services in Tanzania mainland and Zanzibar. The LSF advocates for inclusive access to justice, including supporting individuals to claim their rights, redress grievances and protect their fundamental human rights.

The LSF's overall goal is to increase access to justice through a legal empowerment approach, in particular for women and girls.

Location: Zanzibar

Reports to: Programs Advocacy Manager

The Role

1.0 Job purposes

The Programs officer will assist in coordination and administer all aspects of the ongoing LSF programs in Zanzibar which will include planning, budget, and controlling program activities.

The position holder will support Zanzibar grantees and partners on key issues among others advocacy on gender equality and legal empowerment, access to justice through paralegal work and community prevention mechanisms on gender-based violence while keeping abreast with changing legal aid knowledge and best practices. The role will also provide mentoring and guidance to programme partners.

2.0 Reporting lines

The Program officer will report to the of Programs and Operations

3.0 Key responsibilities and tasks

General

- Assisting in coordination of LSF's program activities, advocacy initiatives, capacity development and outreach activities of LSF's grantees and implementers in Zanzibar towards achieving expected results in accordance with the LSF annual strategic plan.

Planning

- Assist in formulation of LSF Annual Plans including, the budget for the Zanzibar Programs and ensure proper implementation.
- Plan the delivery of the overall program and its activities, outputs and results in accordance with the Strategic Plan of the LSF.
- Assist in development of new initiatives, innovative approaches to support the strategic direction of the LSF in Zanzibar.
- Assist in development of a program evaluation framework to assess the strengths of the program and to identify areas for improvement.
- Assist in development of funding proposals for the program to ensure the continuous delivery of services.
- Participate in monitoring programme implementation progress, ensure adherence to the programme annual work plan, budgets, prepare revisions (if required) and evaluate annual plan performance
- Participate in programme quarterly review sessions and prepare a report to that effect

Grant making and grant management

- Ensure proper grant making and grant management for all LSF implementing partners in Zanzibar with a special view to transparency through proper reporting and result orientation of grantees.
- Evaluate and propose to Programs and Advocacy Manager proposals for grant award and their rationale.
- Closely monitor the development of costs per case, person reached with legal education.
- Provide proposals ideas and analysis on impact measurement of the LSF interventions e.g. the costs saved by dealing with GBV cases, the benefits generated by securing property rights for women in inheritance cases etc.

Programs implementation

- Communicate with implementing partners in Zanzibar, paralegals and other stakeholders to gain community support for the program and to solicit input to improve the program.
- Liaise with other program officers to ensure the effective and efficient program delivery
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency.
- Ensure proper monitoring and documentation of Zanzibar program activities as well as ensuring that paralegals and partners are timely submitting both program (Narrative and Data) and Financial reports
- Ensure timely preparation and submission of Zanzibar program progress reports, semiannual and annual narrative reports
- Participate and represent the organization in different program related meetings at different levels including conferences and other events.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

4.0 Qualification

Education

- University Degree in social sciences or related field.

Experience

- A minimum of 3 years relevant experience in program management
- Demonstrated experience in program planning, monitoring and evaluation and coordination of CSOs particularly those working with provision of legal aid and its stakeholder

Knowledge, skills and abilities

- Knowledge of program implementation, grants management and monitoring and evaluation
- Knowledge of legal aid, legal education, human rights awareness creation and legal empowerment
- Knowledge on local government structures in Tanzania
- Creativity, strategic, innovative and analytical thinker with the ability to manage multiple projects

- Must be highly organized and able to work well with others
- Must have strong written and oral communication skills in both Kiswahili and English
- Focus on Client centered approaches and the ability to respond to the community needs.
- Foster teamwork and ability to work with other in setting goals and making decisions.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

For Full job profile, eligibility criteria and related details kindly visit our website: www.lsftz.org

APPLICATION INSTRUCTIONS: If you are Tanzanian and qualified for any of the above post, please apply through <https://lsftz.tz/jobs> The application deadline is Friday 09th February,2024. Only short-listed candidates will be notified.

LSF is an equal opportunities employer

APPLY HERE

2. JOB TITLE: Senior Gender & Inclusion Officer

Dar es salaam, Tanzania

The Legal Services Facility (LSF) is a registered non-government Organization (NGO) with Registration No. 00NGO/R2/00011. The LSF is equipping organizations which are providing legal aid and paralegal services in Tanzania mainland and Zanzibar. The LSF advocates for inclusive access to justice, including supporting individuals to claim their rights, redress grievances and protect their fundamental human rights.

The LSF's overall goal is to increase access to justice through a legal empowerment approach, in particular for women and girls.

Location: Dar es salaam

Reports to: Director of Programs & Operations

The Role

1.0 Job purposes

The LSF currently implements its 2022-2026 Strategic Plan with focus and emphasis on gender equality, women and girl's empowerment, particularly geared to address inequalities and discrimination, property rights, GBV, political participation, economic empowerment and inclusion as well as access to health rights. With this focus, the LSF is determined to ensure a gender mainstreaming approach across all of the LSF's direct programming, as well as in its internal and external operations with stakeholders and partners. Senior Gender & Inclusion Officer will be responsible to lead the portfolio and ensure gender mainstreaming in the LSF's internal and external dealings.

In addition to leading gender mainstreaming, the Senior Gender & Inclusion Officer will lead the articulation of the LSF's equality and equity goals, considering objectives that are simultaneously progressive and attainable in the local context. These goals will then act as a driving force and offer clear guidance to staff members across all levels and departments of the organization.

2.0 Reporting lines

The Senior Gender & Inclusion Officer will report to the Director of Programs and Operations

3.0 Key responsibilities and tasks:

- Provide substantive technical support to the program implementation and management
- Lead the development and provide technical inputs to the annual gender responsive workplan and budget;
- Oversee the implementation of gender and mainstreaming strategy
- Lead and monitor the gender responsive implementation of program activities to both the organization and implementing partners;
- Participate in the review of the proposals and capacity assessment of partners;
- Review implementing partner's narrative reports, address and provide guidance on key gender and inclusion dimensions in project reports;
- Oversee the implementation of the Gender and Child Safeguarding Policy and procedures and implementing partners' level
- Provide substantive inputs to the preparation of organization reports

- Identify needs and lead gender and inclusion capacity development to implementing partners
- Maintain relationships with national, regional and international partners to support implementation and expansion of the gender equality and women empowerment aspect in the program.
- Provide substantive inputs to resource mobilization strategies to reflect gender equality and women empowerment programming.
- Participate in government, donor, partner meetings and public information events, as assigned.
- Provide substantive inputs to advocacy, knowledge building and communication efforts on gender equality and women empowerment initiatives
- Develop background documents, briefs and presentations related to gender equality and women empowerment;
- Coordinate the development of knowledge management methodologies, researches, studies and products on gender equality, Inclusion and Women empowerment

3.0 Qualification

- University degree in development studies, gender studies, social sciences, political sciences or related field with some focus on gender studies and/or social inclusion.
- Master's degree on gender studies would be an added advantage
- Minimum 4 years of working experience, with an NGO focusing on developmental agendas related to social development.
- Working experience on gender equality and social inclusion
- Knowledge of program implementation and management

Knowledge of legal aid, legal education, human rights awareness creation and legal empowerment.
- Knowledge on local government structures in Tanzania
- He/she should demonstrate competence on the following:

Creativity, strategic, innovative and analytical thinker with the ability to manage multiple projects
- Must be highly organized and able to work well with others
- Must have strong written and oral communication skills in both Kiswahili and English
- Focus on Client centered approaches and the ability to respond to the community needs.
- Foster teamwork and ability to work with other in setting goals and making decisions.
This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

APPLICATION INSTRUCTIONS: If you are Tanzanian and qualified for any of the above post, please apply through <https://lsftz.tz/jobs/>; The application deadline is Friday 09th February,2024. Only short-listed candidates will be notified.

LSF is an equal opportunities employer

APPLY HERE