

JOB ADVERT

Amani Girls Organization (AGO) is a Non-governmental Organization, founded in 2004 and registered with registration number 00NGO/R1/00249. For more than 18 years, AGO has been working to build protective and productive resources for children, youth, and families to enable their active participation in community and National development. Strategically, AGO executes programs in Adolescent Health promotion, Education Support, and Social Protection of children, adolescent girls, and young women. AGO commits to advancing adolescent girls' rights in Tanzania, and supporting marginalized and vulnerable populations (particularly OVCs, Adolescent Girls, and Young Women and their families), through inclusive livelihood and movement building.

Following a new partnership with Stromme Foundation (SF) to support the implementation of 7 years Stromme Foundation Strategic Plan in Tanzania, specifically within the Singida Region. *AGO is looking for qualified individuals who will fill in the available vacancy in the current AGO structure. AGO is willing to employ the following positions: -*

1. Communication Officer: 1 Post Based in Singida. Vacancy

Job Description:

The Communication officer will be responsible for developing and implementing communication strategies to promote the AGO Adaptive Strategic Plan which is in line with the SF Strategic Plan. The successful candidate will support the identification and preparation of compelling successful stories, highlighting the positive and sustainable impacts delivered in Singida.

Key Responsibilities:

- Develop and implement comprehensive communication and engagement strategies to advance the AGO Adaptive Strategic Plan which is in line with SF Strategic Plan implementation in Singida.
- Oversee the development and publication of promotional materials including reports, newsletters, web content, press releases, articles, guidelines, organizational brand, products, and services for the Let's Talk – Adolescent Empowerment Program (BONGA), Early Childhood Care and Education (ECCE) and Community Managed Savings Groups (CMSG) project in Singida.
- Create visual and narrative communication materials including presentations, and infographics producing high-quality content that engages the audience and builds AGO and SF brand recognition.
- Develop and implement effective AGO social media campaigns and program marketing strategies.

Essential Qualifications and Requirements:

- Bachelor's degree in Communications, Journalism, Public relations, or a relevant field.
- A minimum of 2 years' experience in a similar role.
- Must have excellent communication and presentation skills to different stakeholders.
- Proven experience creating targeted content is advantageous.
- Strong knowledge of communication strategies and techniques.
- Outstanding written and verbal communication skills in the English language.
- Must be able to multitask, with excellent organizational and leadership abilities.
- Proficiency in using digital communication and collaboration tools (Microsoft Teams, Zoom, Google Workspace, Microsoft SharePoint, etc.).

2. Program Officer – Early Childhood Care and Education (ECCE): 1 Post based in Singida.

Job Description:

AGO seeks a compassionate and dedicated ECCE Program Officer /Field Officer. The ideal candidate should have expertise in Early Childhood Care and Education. In this role, they will play a vital role in promoting access to inclusive education, organizing training programs for ECCE centers/ pre-primary teachers, parents, and community, providing technical support to ECCE centers and primary schools on quality delivery of play-based learning activities, documents education-related data and prepares reports regularly.

Key Responsibilities:

- Plans and facilitates training for caregivers/teachers on soft skills.
- Facilitate community-led Advocacy for children with disabilities and government involvement in ECCE and lower primary.
- Facilitate advocacy engagements with key stakeholders to support ECCE.
- Facilitate the establishment of inclusive infrastructural improvements and development of learning centers.
- Ensure ECCE centers and pre-primary schools are equipped with Education materials, print learning corners, and outdoor gaming materials.
- Coordinates experience sharing among schools for ECCE quality improvement.
- Facilitate the establishment and operationalization of parent groups.
- Strengthen inclusive child rights groups and capacitate club leaders.
- Responsible for documentation and reporting on activities, developing stories that bring AGO interventions into real life, and compliance with the rules, regulations, and guidelines of AGO.

Essential Qualifications & Requirements:

- Bachelor's degree in ECD, SECD, Education, Psychology, Social work, or related field.
 - A minimum of 2 years working experience in the field of early childhood care and education or primary education or teaching experience with pre-primary and primary.
 - Proven experience working with children affected by neglect, child abuse, domestic violence, gender-based violence, and parental abuse.
 - Familiarity and track record of implementing parenting interventions and conversant with the National parenting guidelines and National Multisectoral Early Childhood Development (NMECDP).
 - Proficient in computer applications, including MS Word, Excel, Outlook, and PowerPoint.
 - Knowledge of crisis intervention and therapeutic crisis intervention approaches.
 - Strong organizational, coordination, and communication skills.
 - Experience in capacity-building activities.
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3. Program Officer – BONGA (Let’s Talk – Adolescent Empowerment Program): 1 Post based in Singida.

Job Description:

AGO seeks a qualified and competent candidate for the BONGA program officer. The BONGA Officer will support SF’s program to equip adolescent girls and youth with the right knowledge, skills, and experiences vital to making balanced, strategic life decisions as well as promote gender equality and increase youth economic opportunities. S/he will be responsible for the roll-out and day-to-day management and implementation of Bonga in and out of schools’ club operationalization to restore adolescents’ self-esteem and dignity, and community-based advocacy focusing on addressing gender inequalities.

Key Responsibilities:

- Support the establishment and operationalization of in-and-out-of-school Bonga clubs.
- Facilitate community-led awareness campaigns on harmful gender practices.
- Facilitate the establishment of kitchen gardens in schools, Bonga community learning centers, and Bonga forums.
- Support the identification of stakeholders and establish a youth-community collaboration mechanism for program sustainability.
- Conduct capacity building and supportive supervision to Bonga support teams and animators on life skills presentation.
- Facilitate monthly joint review and planning meetings with Bonga animators and Bonga support teams.
- Facilitate training for teachers on gender-responsive pedagogy.
- Support the monitoring, evaluation, and learning activities.
- Documentation and reporting on activities and success stories that bring AGO interventions into real life, and compliance with the rules, regulations, and guidelines of AGO.

Essential Qualifications & Requirements:

- Bachelor's degree in Community Development, Gender studies, Psychology, Social work, program management or related field.
 - A minimum of 2-3 years of experience implementing youth empowerment programs with significant emphasis on adolescent girls and young women program and youth.
 - Excellent written and oral communication skills.
 - Proficient in computer applications, including MS Word, Excel, Outlook, and PowerPoint.
 - Expertise in stakeholders mapping and engagement.
 - Solid commitment to promoting youth empowerment, gender integration and inclusiveness.
 - Experience working in the fields of gender, ASRH, youth economic empowerment, and entrepreneurship by working directly with government stakeholders and local communities.
 - Solid understanding of the youth employability landscape.
 - Good track record in leading the design, implementation, and monitoring of program activities, and in influencing stakeholders to achieve goals and objectives.
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4. Program Officer – Community Managed Savings Groups (CMSG): 1 Post based in Singida.

Job Description:

The CMSG program officer will oversee the savings and lending group activities. S/he will be responsible for operationalizing a model that equips women to shape their future and increase their household income security. Will develop clear implementation models to standardize CMSG's operations and document every step in Savings information management systems.

Key Responsibilities:

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- Facilitate the identification and establishment of CMSGs.
- Conduct capacity building and supportive supervision of CMG's animators to ensure effective operationalization of savings activities.
- Facilitate monthly joint review and planning meetings with CMSG's animators.
- Facilitate the linkage of CMSGs and other financial institutions to access more services.
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- capacity building to CMSG members on financial literacy and Income Generating Activities (IGAs).
- Support the MERL officer to develop and manage MIS for CMSG activities: collecting, cleaning & compilation, analysis, and utilization.
- Preparing reports on program progress and quality of the activities.

Essential Qualifications & Requirements:

- Bachelor's degree in Community Development, Economics, Gender studies, social work, Public Administration, or a related field.
 - A minimum of 2-3 years of experience implementing Women's economic empowerment programs, savings groups,
 - Experience linking community savings groups to banking services.
 - Experience in mentoring and training on women's financial inclusion and economic empowerment.
 - Excellent interpersonal, communication, problem-solving, negotiation skills, project management skills, and ability to work under minimum supervision.
 - Proficient in Microsoft skills including MS Word, Excel, Outlook, and PowerPoint.
 - Experience using savings management information systems like SAVIX MIS.
 - In-depth knowledge of coordinating with government structures and representatives.
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5. Monitoring, Evaluation, Research, and Learning (MERL) Officer: 1 Position based in Singida.

Job Description

AGO is looking for a MERL officer who will be responsible for ensuring accurate and timely monitoring and evaluation of SF activities in the Singida region. The role aims to provide technical advice on activity plans, tools, and methodologies to strengthen M&E systems to enable the organization to effectively report its impact on supporting SF Strategic Plan implementation. The M&E will be expected to actively work with project staff in the field to undertake the M&E. The M&E Officer will support the team in all data collection, analysis, and learning activities to help ensure accountability and efficiency from start to finish for all project activities. The findings produced by the M&E Officer will be a basis for the development of the projects and wider learning of the organization.

Key responsibilities:

Coordinate on-going M&E Activities: -

- Train and support the Program Teams/partners in methodologies to properly capture, consolidate, and archive data regarding SF program performance.
- Oversee and execute monitoring and evaluation exercises included in the programs and project documents with a focus on external impacts and internal lessons learned.
- Perform regular field visits to ensure the quality of data collected by the Programs Team and verify the accuracy of reported data.
- Coordinate the preparation of all monitoring and evaluation reports, guide staff and executing partners in preparing their progress reports by approved reporting formats, and ensure their timely submission.
- Use the existing SF effective system for assessing the validity of monitoring and evaluation data through a review of activities/installations, completed monitoring forms/databases, and a review of aggregate-level statistics reports.
- Prepare consolidated progress reports for the AGO Internal Management Committee.
- Identify strengths and weaknesses in existing data collection processes and management systems and propose solutions.

Learning: -

- Design learning processes and standards to be used by the program team and consortium partners to identify, capture, and disseminate learning within the consortium and externally.
- Lead the development and dissemination of internal and external learning products and communication pieces relating to M&E.
- Identify and formulate lessons learned and document best practices from evaluations and studies to be integrated into project reports.
- Consolidate learning from evaluation activities and ensure lessons learned are incorporated into Programme implementation.

- Provide support to other AGO programs in developing processes and systems to identify, capture and disseminate learning across the Programmes Department and large grants.

Stakeholder Relations: -

- Assist Program Teams in establishing log frames, M&E work plans, and targets during the drafting of partnership project proposals as well as throughout project implementation.
- Contribute to the analysis and triangulation of qualitative and quantitative monitoring data and share findings with a range of audiences for learning, accountability, and decision-making purposes.
- Provide data to AGO Internal Management Committee to support responses to donors, partners, and AGO Internal Management Committee data queries in an accurate and timely manner.
- Review and analyze internal reports to identify potential deficiencies in project implementation and to enhance the quality of reporting to the AGO Internal Management Committee.
- Support the Country Operations Manager in reviewing donor reports to ensure high-quality stewardship of funds and a high level of transparency.
- Develop close working relationships with all project participants and stakeholders and establish and maintain good working relations with external partners as required.

Essential Qualifications and Requirements: -

- University Degree, preferably in Development Studies, Business Administration, Social Science, Statistics, or other related field.
- At least 1 year work experience in offering program support in donor-funded projects.
- Extensive experience with monitoring program implementation using qualitative and quantitative approaches.
- Experience in monitoring and evaluating education and/or community development programs.
- Demonstrable experience in coaching, mentoring, or managing teams of professionals.
- Excellent ICT skills with command of MS Excel and other MS Office packages.
- Strong verbal and written English and Kiswahili language skills.

Desirable:

- Experience using data analysis packages and database management systems.

Personal Specification:

- Individual with strong professional and personal integrity.
- Commitment to excellence through professional development.
- High level of attention to detail and pride in work outputs.
- Strong organizational skills and ability to manage a variety of tasks in a time-sensitive environment to meet deadlines.
- Team player with a positive attitude toward supporting the professional improvement of colleagues.



- Excellent communication skills with the ability to establish and maintain effective working relations both nationally and internationally.
 - Ability to travel remotely frequently and for extended periods.
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6. Accountant: 1 Position based in Singida.

Job Description

AGO is seeking a detail-oriented and analytical Accountant to join our team. An accountant will play a vital role in ensuring the accuracy and transparency of our financial operations. This position offers the opportunity to work with a dynamic team and contribute to the financial health of our organization.

Accountant Responsibilities: -

- Ensure compliance with all organization, national, and partners (SF) accounting and financial regulations.
- Process financial transactions and entering accurate data into accounting software like Quick book.
- Analyze financial data, identify trends, and prepare insightful reports.
- Create regular financial statements (balance sheets, income statements, etc).
- Communicate financial information clearly and concisely to internal stakeholders (Management Committee) and external stakeholders (Partners (SF), Donors, etc) using presentations and reports.
- Maintaining accurate and up-to-date financial records.
- Performing checks and balances (accounts reconciliation) and resolving discrepancies.
- Calculate and prepare tax filings.
- Stay updated on current accounting and financial regulations.
- Support the Internal Management Committee in the financial decision-making process by preparing budgets and financial forecasts.

Essential Qualifications and Requirements:

- Diploma/Advanced Diploma/ Bachelor's degree in accounting or related field.
 - Special licenses or certification may be required.
 - Strong analytical, communication, and computer skills especially Advanced Microsoft Excel.
 - Understanding of mathematics accounting and financial processes.
 - Proficiency in accounting principles and practices.
 - Experience with accounting software like QuickBooks.
 - Experience working in donor-funded projects.
 - Ethical behavior and a commitment to accuracy.
 - Excellent attention to detail.
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7. Administrative Assistant: 1 Position based in Singida.

Job Description

AGO is seeking a motivated and organized individual to join our team as an Administrative Assistant. The Administrative Assistant will provide administrative support to senior management and other staff members within the organization. This position will be responsible for scheduling meetings, maintaining calendars, preparing documents and reports, and other tasks as needed.

Duties and Responsibilities

- Manage calendars, schedule meetings, and appointments for Junior and Senior Management and other staff members.
- Prepare and edit documents, presentations, and reports for senior management.
- Respond to inquiries from internal and external contacts.
- Maintain filing systems and databases.
- Develop and implement processes for improved administrative efficiency.
- Coordinate travel arrangements and logistics for business trips.
- Maintain office condition and arrangement.
- Perform other duties assigned.

Requirements and Qualifications

- A College Certificate, high school, and or equivalent experience in an administrative role.
 - At least 1 year of experience in an administrative or similar role.
 - Excellent organizational and time management skills.
 - Proficient in Microsoft (MS) Office Suite (Word, Excel, Powerpoint, Publisher, etc).
 - Strong written and verbal communication skills.
 - Ability to work independently with minimal supervision.
 - Ability to prioritize tasks and manage multiple assignments simultaneously.
 - Attention to detail and accuracy.
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GENERAL CRITERIA REQUIRED

AGO is an equal-opportunity employer promoting gender, equity, and diversity. Persons with disabilities and other key vulnerable groups are encouraged to apply. Applicants aged 25 – 35 years are given preference. Extensive experience working with OVCs, Youth, and Caregivers, particularly Adolescent Girls and Young Women. Proven competency in working with OVC, ECD, Income and Job Creation, Ultra Poor Graduation (UPG) programs, and Parenting programs. Effectiveness of working with cultural and youth and caregivers' diversity. Singida resident applicants are encouraged to apply. A valid driving license is an added advantage.

Remuneration

AGO offers a competitive package for selected candidates in line with Salary history, Academic qualifications, and relevant experience.

APPLICATION MODE

To apply, please indicate the position title you are applying for, in the subject line of your e-mail. *Applications must include an up-to-date CV with three contactable professional references, a cover letter, and your salary history.*

Applications, that Do NOT Include ALL of the required elements, **Will Not Be Considered**. **All Applications Should Be Sent Through E-mail:** vacancy@amanigirls.or.tz Electronics applications are encouraged. Arrange all of your applications as a single PDF document.

The subject on your application e-mail should be the title of the position you are applying for. **Please note that only shortlisted candidates will be contacted.** The closing date for applications is **Wednesday 22nd May 2024, at 23:59/Tanzania time.**

CAUTION TO THE APPLICANTS:

Some fake adverts online require candidates to apply through some e-mail addresses of public domains, e.g. Yahoo, Gmail, Hotmail, Ymail, etc. Kindly note: vacancy@amanigirls.or.tz is the official address to use for this recruitment. Please ignore any of those adverts.

STRICTLY

We do not charge any application fee nor entertain any meetings or telephone calls. If shortlisted, you will be informed by the AGO Human Resource Manager and or AGO Liaison Manager through phone or email: info@amanigirls.or.tz

WHISTLEBLOWING POLICY

Whistle-blowers are encouraged to raise their concerns under the Amani Girls Organization. Therefore, our whistleblowing policy provides for reporting to the email address whistleblowing@amanigirls.or.tz