

JOIN OUR MISSION
FOR CHILDREN AT RISK
ON THE STREETS



Project Manager

Railway Children Africa – Recruitment pack

children RAILWAY
No child lost to the streets



WE BELIEVE IN A WORLD WHERE NO CHILD EVER HAS TO LIVE ON THE STREETS

At Railway Children, we aim to reach vulnerable children found alone and at risk on the streets, and around railways, where they face abuse and exploitation.

They find themselves living on the streets because they've nowhere else to go and nobody to turn to.

We stand for children, their childhoods and their futures.

Over 10,000 children survive on the streets of Tanzania

We work in Tanzania, where children alone on the streets are frequently regarded by society as a nuisance that must be tolerated - a 'problem' rather than vulnerable children who desperately need help and support.

Many are treated as criminals and locked up with adults, where they are subjected to further violence and sexual abuse.

Our pioneering work enables us to get to children before the streets get to them.



OUR AIM FOR 2027 IS TO LEAVE NO CHILD BEHIND

Our new 2022-2027 strategy model focusses on four key action areas for change in order to protect the most vulnerable children, before, during and after they are alone and at risk on the streets:

1. Protecting vulnerable children and supporting their families.
2. Strengthening community responses.
3. Strengthening child protection systems and policies.
4. Invest in evidence building to establish programme models and practices that can be replicated.

At the heart of this is a focus and dedication to collaborating with others and the development of contextual safeguarding solutions, to protect all young people from harm and abuse.



WHO WE ARE



OUR VISION

We believe in a world where no child ever has to live on the streets.



OUR MISSION

Create and enable sustainable change for children living alone and at risk on the street.



OUR AIM FOR 2027

We will evidence and demonstrate, effective and sustainable safeguarding solutions for street connected children.

These Five Values Guide Our Work



NEVER GIVE UP

Face challenges head on.



HAVE COURAGE

Push boundaries.
Think Big.



EARN TRUST

Be Honest. Always act with Integrity.



SHOW COMPASSION

Respect and Dignity
for all.



NURTURE TALENT






Encourage growth.
Enable others.



OUR PEOPLE PROMISE

All that we can achieve as an organisation is only possible because we have dedicated, skilled and courageous people. Their tenacity, passion and compassion create a culture that enables us to deliver incremental value beyond the resources we could ever have available to us. We know this, we witness it every day and therefore we strive to create an organisation that values them and their contribution.

As we set out to achieve life saving change for vulnerable children, we make our people a promise:

-  We will ensure diversity and inclusion, following transparent, fair and rigorous recruitment processes that attract and encourage applications from a diverse range of candidates.
-  We will support new people to fully settle into their new role and our organisation by providing a structured induction and integration programme.
-  We will work with our people to identify their career and development goals and facilitate opportunities for growth.
-  We will develop and implement a wide range of initiatives that ensure that our people are well-managed, supported, cared for and feel valued, listened to and included.
-  When people leave, we will listen and learn and seek leavers to be ambassadors for Railway Children Africa.



THE ROLE

Project Manager

- Department:** Project
- Location:** Dar es Salaam, Tanzania
- Responsible to:** Field Implementation Manager
- Responsible for:** Project Team Lead Family and Street Work, Project Economic Strengthening and Livelihood Lead, and Project Officer – Monitoring and Evaluation

JOB PURPOSE

The role of the Project Manager is to oversee the planning, implementation, day-to-day management, quality assurance, and reporting requirements of the Kesho Bora Project. The project manager will ensure that specified deliverables are met both within the budget and time frame allocated. The Project Manager will directly supervise the Team Lead (Street and Family), Team Lead (Economic Strengthening), and, Project Officer – Monitoring and Evaluation.

KEY RESPONSIBILITIES

Project Planning and Development:

- In collaboration with Department Team leads and CPO, Develop a detailed and costed annual work plan for the project, including activities, human resources, and timeline of implementation to be approved by the Field Implementation Manager.
- Together with the Team leads and implementing team develop quarterly plans to be approved by the Field Implementation Manager.
- Review and approve weekly department schedules developed by teams together with team leads.
- Review and approve weekly action plans for the Team Leads and, PO- M&E.

Project Implementation, M&E and Learning:

- Provide technical and programmatic leadership to ensure high-quality implementation of project activities and achievement of objectives.
- Foster positive working relationships between project staff and other RCA team members.
- Offer management support, supervision, and guidance to Team Leads and the Project Officer – M&E.
- Mentor team members and raise awareness of organizational policies, procedures, tools, and methodologies.
- Plan and coordinate necessary technical support for the project, both internally and with external trainers.
- Assist Team Leads in allocating cases and tracking staff caseloads.
- Support the Children Department Team Leads in managing the child support desk schedule and overseeing CSD activities, ensuring timely follow-up on children placed with fit persons.
- Collaborate with Project Officer - M&E to conduct monthly reviews of case files, ensuring completeness and developing action plans with Team Leads.
- Review and sign all case management forms related to fit person placements, family reintegration, and one-on-one sessions as required by SOP guidelines.
- Visit youth associations regularly (at least bi-weekly) to assess the implementation of the youth association model and develop improvement action plans with the Youth Department Team Lead.
- Work with the Project Officer - M&E to design and manage tools and documentation for monitoring and evaluation.
- Ensure Team Leads support their teams in using case management apps and databases, regularly reviewing their effectiveness and developing improvement plans as needed.

- Assess the quality of work completed by the project team monthly to ensure it meets project standards.
- Produce monthly project briefs for the Field Implementation Manager and prepare quarterly and annual project reports that fulfill RCA or donor requirements.
- Identify best practices and high-impact areas, collaborating with the RCA Field Implementation Manager to document and share these practices.
- Document case studies to highlight the impact of the work.
- Assist in evaluating project outcomes at the end of the project.
- Chair case management meetings, sign off on meeting proceedings, and share them with the Field Implementation Manager for review.
- Coordinate monthly case analysis and reviews with the Field Implementation Manager or Safeguarding and Technical Lead.
- Lead the case graduation and closure processes for all project beneficiaries, collaborating with Team Leads and seeking support from the Technical Lead or Field Implementation Manager as necessary, including recommending case closures to CSL for safeguarding-related cases.

Financial Management and Administration

- Oversee project budget including tracking spending including approval of travel requests, activity requisitions, business advances, staff liquidation, reviews, and approval of all project expenses as per RCA approval matrix and procedures.
- Work with the Finance Department to ensure that project expenditures remain within budgetary line items and according to contractual agreements and are well backed up with implementation reports.

Safeguarding

- Ensure safeguarding policy, procedures, and program standards are being adhered to in the course of project implementation
- In collaboration with the designated Child Protection Officer, support in reporting safeguarding cases to relevant authorities and regulatory bodies including reviewing and ensuring proper documentation of cases.
- Support the implementing teams in conducting risk assessments and put in place mitigation actions for implementation.



KEY RESPONSIBILITIES

Human Resource Management

- Track the performance of project staff you are managing directly and those they manage by proactively addressing performance issues through regular 1 on 1 meetings, providing constructive and honest feedback, coaching, and identifying staff development needs.

Linkages & Networking

- Ensure cross-learning between Mwanza and Dar es Salaam projects.
- Establish and maintain strong working partnerships and relationships with educational, social, business, NGO, and government to enhance opportunities for children & youth living and working on the streets in Mwanza This includes being a key (first contact) with those established networks. All relations formed should be formally reported to the Field Implementation Manager.
- Support networking and linkages with the Social Welfare Department and other stakeholders to support project implementation.
- Accompany Railway Children Africa Trustees and/or other visitors in field visits.
- Represent RCA in key local, national, and regional networks.

General Duties

- Uphold and work within RCA's policies and procedures;
- Actively promote and embody RCA's core values of Never Give Up Have Courage, Earn Trust, Show Compassion and Nurture Talent across the organisation and partners.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

PERSON SPECIFICATIONS

We are looking for an experienced Project Manager with energy, determination, passion, and flair. As well as a proven track record of supporting vulnerable young people.

Experience:

- Experience in a development context, preferably with experience working with Children and Youth working on streets (CYLWS) or other vulnerable children and young person projects.
- Ability to present information in a succinct and compelling manner;
- The ideal candidate will have solid professional experience working in Project management and reporting.
- Excellent written, oral, and presentation skills in English and Kiswahili
- Excellent people and partnership skills.
- Experience in training or coaching others is desirable
- Someone who can maintain effective work relationships with government and other NGO counterparts.
- At least two years experience in a Project Management role or similar working with vulnerable children and families.
- A person who has experience and understanding of the Child Protection and Safeguarding process and can handle sensitive and confidential issues with tact and diplomacy.

Education:

- Bachelor's degree in social sciences, community development, project management, youth work, social care, or equivalent from a recognized university or college.

Aptitude:

- Strong relational and communication skills
- Non-judgmental and open-minded
- Ability to be creative and find positive solutions to problems;
- Knowledge and understanding of the issues facing vulnerable young people at risk in Tanzania;
- Knowledge of the range of support options and services for young people and families;
- Understanding of Child Protection including Safeguarding processes and procedures;
- Fluency (both written and spoken) in English and Swahili.
- Solution-oriented and flexible attitude with the ability to work proactively and take initiative
- Possess the requisite empathy, compassion and passion to address the needs and challenges of working with children and Young vulnerable adults.
- Demonstrable commitment to and the ability to uphold and promote RCA's core values of Never Give Up, Have Courage, Earn Trust, Show Compassion and Nurture Talents in all activities
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A GREAT PLACE TO WORK

Railway Children Africa is an International NGO registered in Tanzania, no. I-NGO/R1/00941, as an affiliate of our parent company Railway Children UK.

Railway Children has been working in Africa for over 10 years. We continually strive to provide a positive work environment for all our employees.

This is an exciting time to be joining Railway Children Africa.

In the next five years we have exciting plans to upscale our work dramatically.

If you would like to be part of this exciting journey, we'd love to hear from you.



STILL INTERESTED?

How to apply...

To apply for this position, please complete the application form and return it to jobs.mwanza@railwaychildren.or.tz Please include job title applied for in email subject. Please note that Railway Children will only accept applications made using this application form and will not accept CVs, academic certificates or covering letters.

At Railway Children, we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of background and reference checks including criminal records check.

Due to the number of applications often received, only those to be invited for interview will be informed of the outcome of their application.

Applicants who have not heard within two weeks of the closing date should assume they have been unsuccessful.

Closing date: 24th October 2024 at 17:00 East African time.

THANK YOU.



Application for Employment

Please read the Recruitment Pack for this role at www.railwaychildren.org.uk/who-we-are/jobs/ completing the application form. Please type in the spaces provided and answer as fully as possible.

Please return this form to jobs.mwanza@railwaychildren.or.tz or Railway Children Africa, Programme Office Plot 144/1, Block X Carripoint Street. P.O. Box 138 MWANZA/Tanzania.

Personal details

Full Name:

Known as:

Address:

Mobile Telephone:

Home Telephone:

Email:

Post applying for

What position are you applying for?

You will be asked to provide evidence of your right to work in Tanzania (e.g. National ID, Travel Document). Do you currently have the right to work in Tanzania? (if you are an international applicant)

Yes

No

When would you be available to work for Railway Children Africa?

Include details of any notice period you are required to give.

Qualifications and Training

Please list any academic, education and professional/work related training or qualifications you have undertaken which would be relevant to working for Railway Children Africa including membership of any professional bodies. You should list in chronological order with the most recent first.

Qualification obtained/ Course completed	Date Achieved	Place of Education

Employment history

Please outline your full career history starting with the most recent, briefly detailing your main responsibilities. You should include any voluntary posts or other positions of responsibility held. If you have more previous jobs than can be included here, please continue on page 10.

Employer

Dates

Job Title

Salary

Location

Reason for leaving

Main responsibilities and achievements

Employer

Dates

Job Title

Salary

Location

Reason for leaving

Main responsibilities and achievements

Employment history continued

Employer

Dates

Job Title

Salary

Location

Reason for leaving

Main responsibilities and achievements

Employer

Dates

Job Title

Salary

Location

Reason for leaving

Main responsibilities and achievements

Further information

After reading the job description and person specification, please explain how your skills and experience meet the requirements of the job.

Reason for application

Please explain your motivation for applying for this role.

Miscellaneous

Have you applied to Railway Children Africa before? Yes No

If yes, when and what position?

Do you know anyone who currently works for Railway Children Africa? Yes No

If yes, please state name and position.

Recruitment monitoring

Please specify where you saw this position advertised:

Safeguarding

Criminal Convictions and References

Railway Children Africa is committed to providing a safe and trusted environment and to safeguarding anyone who comes into contact with our work. We implement a range of policies to ensure that we only employ people suitable to work with vulnerable groups and who are prepared to work in line with the high standards of personal conduct we expect.

In line with verifying these standards, job offers are subject to receipt of references satisfactory to Railway Children Africa and you will be required to undertake a certificate of good conduct (Police Check).

Any post that involves directly working with children will not be exempt from the provisions of Tanzania Panel Code act no 16 of 2015, Law of the Child of 2009, and Employment and Labour Act No.6 of 2004 as amended which means that spent convictions must be disclosed and will be considered in deciding whether to make an appointment. In addition to a police check, you will be asked to sign a self-declaration regarding your criminal record post-interview.

References

- Your referees should include one from your most recent employer and be completed by a senior person with the appropriate authority e.g. your line manager, senior manager or HR manager, not a colleague or peer.
- Both referees should be able to comment on your professional skills/experience and must be able to provide a reference on behalf of an organisation, not in a personal capacity.
- We will not make contact with your referees until an offer of employment has been made.
- Your references should cover your previous four years' employment. If you have worked for more than two employers during this period, please provide details of additional references on page 10.

Reference 1

Name:

Your relationship:

Company:

Address:

Telephone:

Email:

Reference 2

Name:

Your relationship:

Company:

Address:

Telephone:

Email:

Data Protection

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. Railway Children Africa will treat all personal information with the utmost confidentiality and in line with current data protection legislation in Tanzania:

- The Constitution of the United Republic of Tanzania 1977 (16)
- The Electronic and Postal Communications Act of 2010 sections 98 and 99 as amended in 2011 (6) and 2018 (133)
- The Cyber Crimes Act of 2015 Section 7
- The Registration and Identification of Persons Act, CAP 36 R:E 2012
- The Records and Archives Management Act, No. 3 of 2006 Section 16
- Access to Information Act, No. 9 of 2016 Section 6 (1)(b) and section 22
- The Statistics Act No.9 of 2015 Section 26 (1).

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is located at www.railwaychildren.org.uk/who-we-are/jobs/

Declaration

- I understand that any offer of employment is conditional and will be subject to receipt of two satisfactory references and a police check.
- I confirm that the information provided on this form and any attachments are to the best of my knowledge correct and complete. I understand that any information later discovered to be incorrect may result in the termination of any agreements made.

I confirm that the above information is complete and correct and that any untrue or misleading information will give Railway Children Africa the right to terminate any employment offered. I understand that any offer of employment is subject to Railway Children Africa being satisfied with the results of relevant checks including references, eligibility to work in Tanzania, qualifications and criminal convictions.

Signature:

Date:



Additional Info

