



ROLE PROFILE

This position is contingent upon donor approval and funding

TITLE: EU Vijana Plus Driver

TEAM/PROGRAM: Programme Operations

LOCATION: Dar es Salaam

GRADE: 6

CONTRACT LENGTH: 1 year, renewable

CHILD SAFEGUARDING:

Level 3: ✓ the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) *or* intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

ABOUT THE PROJECT:

Save the Children is the world's leading independent organisation for children. We work in 120 countries. We save children's lives; we fight for their rights we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

The objective of this project is "to strengthen CSOs as independent actors of good governance and development in their own right, and to contribute to an enabling environment for sustainable development and growth in Tanzania". Youth capacity strengthening and engagement in decision making: to strengthen capacity of youth organization's and enhance meaningful youth engagement in decision making processes. The Project is implemented in eight (8) targeted zones of Tanzania: Lake (Mwanza), Southern (Mtwara), Southern Highlands (Mbeya), Central (Dodoma), Northern (Tanga), Coastal (Morogoro), Zanzibar (Pemba & Unguja), and Western (Kigoma).

Reports to: Supply Chain Officer

ROLE PURPOSE:

Save the Children seeks a driver for EU Vijana Plus Project. Under the guidance of the Supply Chain Officer, the driver will be responsible to provide safe and reliable transport service to the designated staff and guests across Tanzania to implement EU Vijana Plus activities and other official businesses of Save the Children Tanzania in a highly professional and efficient manner. At the same time, adhere to the organization policies and follow road safety standards.

KEY AREAS OF ACCOUNTABILITY:

Driving

- a. Drive vehicle for official travel and business as requested by the supervisor.
- b. Maintain high standard of service to both internal and external officials.
- c. Ensure punctuality and safe transport
- d. Operate the official vehicle in accordance with SCI regulations, know and observe all applicable traffic laws, ordinances, and regulations, and adhered to driving road safety standards.
- e. Alcohol or narcotics must not be consumed or present whilst on duty.
- f. Vehicle driver assumes all responsibility for all fines or traffic violations associated with his use of SCI vehicle.

Car Security & Maintenance

- Ensure the vehicle is kept clean, tidy and in good working condition all the time.
- Regular inspection and cleanliness of the vehicle and ensure general maintenance service as specified in the Manufacturer's manual and SCI transport policies and procedures.
- Carry out day-to-day and weekly Inspections/checks on SCI vehicles which includes check of engine, gear



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box, alarm system, vehicle tools, battery, locks, brakes, clutch fluid levels, loose nuts and bolts on the vehicle, unexpected noises, fluid leaks under the vehicle and any damage to the body or interior parts of the vehicle.

- Perform minor repairs, arrange for other repairs, and prepare vehicle spare parts inventory.
- Prepare and submit vehicle-monitoring report, include records of the vehicle operation, maintenance, expenses, mileage at the end of the months.
- Assist Supply Chain Officer to ensure vehicle insurance and registration is updated according to the schedule
- Advise the Administration on minor or major repairs as soon as the problem is detected or arises.
- Assist in the delivery/collection of mail, equipment, supplies, documents to partners and other institutions as required.
- Ensure the car is full equipped with first Aid Kit and other safety material all the time.
- Be personally responsible for safety of the assigned vehicle and the load under driver's care. Report any problem or missing items immediately to Supervisor.
- Drive in a safe and reasonable manner following the standard speed limits always set by SCI and report an accident at the earliest opportunity.
- Complying with all security directives.

Car Logbook maintenance

- a. Send copy of vehicle logbook at the end of every month to Supply Chain Officer for computing and charging mileage costs to appropriate costs centers.
- b. Ensure the logbook is kept up to date as per the schedules of the trips and the responsible person sign the book after every trip.
- c. Make sure SCI vehicles are fuelled on half tank basis and every month end the tank is full before commencing the next month's logbook.

Other

- a) The Driver may be responsible for additional tasks and duties as and when required to support the overall Country Programme priorities.
- b) The post holder is required to comply with SC policy and practice requirements with respect to health and safety, child protection, child safeguarding, equal opportunities, anti-fraud and corruption policy, and other relevant policies and procedures.
- c) The post holder will be responsible to fulfil any other duty assigned by the Supervisor.
- d) Attend and participate in training identified/organized by your supervisor.

Child Safeguarding

All staff have an obligation to ensure they fully understand the provisions of the Child Safeguarding Policy, the Code of Conduct and related policies. They must conduct themselves in accordance with the rules of the Child Safeguarding Policy, in their personal and professional lives – which includes reporting suspicions of child abuse. All staff must ensure the way they are carrying out their work is not putting children at risk (or further risk).

BEHAVIOURS (Values in Practice)

Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same.
- widely shares their personal vision for Save the Children, engages and motivates others.



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- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters.
- values diversity, sees it as a source of competitive strength.
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions.
- willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity;

QUALIFICATIONS AND EXPERIENCE

- Form Four graduate or higher education is desirable
- Holder of a PSV Certificate from the National Institute of Transport (NIT)
- At least three years' experience of successful driving both in towns and up country.
- Significant experience working as a driver with an international non-governmental organization, donors and government bodies for health programmes.
- Have valid driving license, class C/C1/C2/C3 /D and valid permits at all the time.
- Strong interpersonal and team skills.
- Understanding in supply chain management in procurement, transport and distribution/ logistic.
- Understanding and commitment to principles of child rights and child protection.
- Commitment to and understanding of SCI's aims, values and principles.
- Excellent written and spoken English and Kiswahili.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

APPLY HERE



ROLE PROFILE

This position is contingent upon donor approval and funding

TITLE: Grants and Project Officer

TEAM/PROGRAM: Programme Operations

LOCATION: Dar es Salaam

GRADE: 4

CONTRACT LENGTH: 1 year, renewable

CHILD SAFEGUARDING:

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The objective of the "Vijana Plus" project is "to strengthen CSOs as independent actors of good governance and development in their own right, and to contribute to an enabling environment for sustainable development and growth in Tanzania". Youth capacity strengthening and engagement in decision making: to strengthen capacity of youth organisations and enhance meaningful youth engagement in decision making processes. The Project is implemented in eight (8) targeted zones of Tanzania: Lake (Mwanza), Southern (Mtwara), Southern Highlands (Mbeya), Central (Dodoma), Northern (Tanga), Coastal (Morogoro), Zanzibar (Pemba & Unguja), and Western (Kigoma).

ROLE PURPOSE:

Save the Children seeks **Grants and Project Officer** for EU Vijana Plus Project. The purpose of this post is to support the Program Manager in the managing of the award. Under the direction of the Program Manager, the **Grants and Project Officer** will be responsible for day-to-day project implementation. She/He will work with youth and youth Led organization, government actors, and other stakeholders in the project activities. This will include establishing partnerships with local organizations, project monitoring, financial and narrative reporting.

Reports to: Programme Manager

KEY AREAS OF ACCOUNTABILITY:

Establishing partnerships

- Coordinate partnership assessment and compile partner capacity assessment reports.
- Share partnership assessment report with the relevant team internally and externally.
- Work with the Awards team to ensure that partner project details are accurately captured in AMS from the onset to meet organizational standards and requirements.
- Compile partner assessment reports and ensure they are updated on the AMS in a timely manner.

Capacity Building

- Facilitate the establishment of partner needs on technical aspects for implementation
- Work with partners to identify needs for technical and organizational support and capacity building
- Support the project partners with mentoring and coaching.



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- Assist in building the capacity of local sub-grantees to manage funds and comply with donor rules and regulations, including regular visits to monitor and support partners
- With support from Program Manager solicit and conduct a preliminary check partner proposal and budgets

Partner program management

- Enhance awareness of child rights among all stakeholders (children, youth, religious leaders)
- To provide technical support to partner organizations in developing budgets and action plans to effectively implement proposed project activities.
- Strengthen communication and collaboration with partners at all levels to ensure ownership and sustainability of the programme.
- Support and ensure effective programme implementation and compile timely quarterly progress reports to donors.
- Ensure synergies and shared learning from project between districts, regional and national level and other projects implemented and related.
- Responsible for supporting partners to manage all aspects of project cycle including planning, implementation, monitoring and evaluation
- Ensure that the quality of the project is maintained through an effective monitoring system and that accurate data and information on best practices is documented
- Ensure project narrative reports are prepared and submitted on time using donor reporting requirements.
- Coordinate with partners and relevant internal staffs in the contractual negotiations and enhance the understanding of the Sub Award Agreement.
- The post holder will assist Awards Manager for conducting verification of Partner's expenditure [according to SGAs] to ensure that they are properly supported and are in accordance with the approved work plan, EU and SC rules and regulation and statutory law. As part of the review process s/he will also assess internal controls and partner's capacity for financial management.
- On advice from Awards Manager and Programme Manager, S/he will follow up on any issues raised following these reviews and assessments to ensure that they are properly addressed.
- Prepare sub-award agreements for local partners.

Monitoring Evaluation Accountability and Learning

- Track/monitor day-to-day progress against project milestones and activities, against scheduled work plans and overall project objectives
- Promote shared learning and collaboration between partners by facilitating partner networks and meetings
- Support in monitoring project expenditures and ensuring budget is strictly adhered to, financial procedures are observed, and all supporting documents are provided
- Support the Project Manager to prepare periodic project reports based on accurate and evidence-based data/information
- Support the Monitoring Evaluation Accountability and Learning team in the tracking of outcome of activities evidenced by accurate data to enhance quality of reporting
- Contribute to baseline studies, assessments, project evaluations other research studies as well as learning events as part of annual plans.

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Creativity:

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Integrity:

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QUALIFICATIONS AND EXPERIENCE

- University degree in Business Administration, Finance or any relevant field.
- Highly developed interpersonal and communication skills
- A minimum of 3 years' experience in managing grants, contracts & sub agreements with knowledge of major funders and guidelines
- Relevant experience managing donor funded projects with International NGO's particularly those addressing human/children's rights and those applying partnership approaches.
- Strong analytical skills and strategic planning abilities.
- Computer literacy and excellent documentation skills are a must.
- Ability to proactively identify issues and solve problems.
- Ability to establish and maintain conducive collegial relations and perform effectively as a member of a team.
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.
- Excellent time management and planning capacity
- Availability and willingness to work extra hours during times of humanitarian responses.

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