

## **JOB POSTING – LOGISTICS COORDINATOR (PART-TIME)**

<b>Organization:</b>	Right To Play Tanzania
<b>Department/Division:</b>	Logistics
<b>Reports to:</b>	Logistic Officer
<b>Work Location:</b>	Serengeti-Mara, Tanzania
<b>Work Arrangement:</b>	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
<b>Authorized to work in:</b>	<b>Tanzania</b> (Eligible to work legally without visa or work permit sponsorship)
<b>Target Hiring Salary:</b>	Starting from <b>TSH.14,406,062/50</b> per annum (before taxes)
<b>Target Start Date:</b>	April 2025 (subjected to approval of funding from the donor)
<b>Contract Duration:</b>	<b>Part -time</b> , 12 months contract with possibility of renewal based on performance and availability of funding
<b>Application Closing Date:</b>	<b>January 10<sup>th</sup>, 2025, 23:59 EAT</b>

### **ABOUT US:**

We reach millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our global offices in Toronto, Canada; London, UK and seven national offices across Europe and North America.

### **OUR CULTURE:**

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

### **ROLE SUMMARY:**

The Logistics Coordinator reports directly to the Logistics Officer and is responsible for logistics, procurement and fleet management in the respective location. The incumbent is also responsible for organizing and managing the stores, inventory and fixed assets and supporting administration. The incumbent works closely with the Project Officers, Project Coordinators, Finance Coordinator and MEL Coordinators as required.



## WHAT YOU'LL DO:

### #1: Logistics and Office Support (60% of Time):

- Coordinates and facilitates the procurement requirements of the project staff based on the procurement plan and policy guidelines.
- Ensures compliance with procurement procedures as per the Procurement Manual and donor requirements
- Identifies what goods/equipment needs to be replenished, purchased and/or dispersed.
- Reviews pre-qualification suppliers list against procurement policy.
- Follows up with suppliers e.g. delivery schedules of goods and other procurement related concerns. This includes coordinating with the suppliers/service providers for the delivery and transportation of the goods for the program.
- Assists in contract management regarding renewal, payment etc.
- Works closely with vendors to obtain needed materials with particular attention to cost control, quality and timely delivery.
- Generates and remains up to date on a list of preferred suppliers; orders and prepares contracts, procures items from local suppliers or elsewhere as appropriate.
- Assists the Logistics Officer and Project Team in following up and maintaining the procurement plans for all the projects in specific location.
- Responsible for keeping track of all supplies received and dispatched through the Warehouse Tracker and for keeping documentation for these movements intact, including acknowledgement from beneficiaries for distributed goods/kits.
- Prepares purchase orders, ensuring relevant procurement procedures have been applied and all supporting documentation is available and attached.
- Ensures invoices received reconcile to purchase orders and matched receipts of purchase orders e.g.: GRN, Delivery Notes and others
- Supports in the clearing and follow up of imported goods.
- Receives inventory and provides timely, accurate stock and inventory reports including equipment-tracking reports for management information and donor reporting purposes. This includes storage space and condition.
- Prepares appropriate forms for procurement and designation of project and maintenance materials ensuring approval by the appropriate RTP staff, in consultation with the Logistics Officer and Finance Coordinator.
- Ensures that RTP assets are received, coded and registered in the assets register and ensures disposal of RTP assets are carried out according to existing policies and specific donor rules.
- Maintains familiarity with relevant logistics compliance issues as required by policies of RTP, donors and legal statutes to ensure compliance.
- Ensures in coordination with Logistics Officers and Finance Coordinator to coordinate timely payment of all RTP utility bills, subscriptions and other bills and invoices.
- Follows up on leases for RTP building.
- Adhere to the organization's financial, behaviour, and ethics policies.
- Responsible for procurement and management of office supplies such as stationary, cleaning material and catering supplies.
- Keeps clear and well-documented files and well-organized archives on operations: ledgers, requisition orders, release orders, stock cards, stock reports, loss adjustment reports, physical inventory.



- Supports Project Team on projects rehabilitation work and follow up on related deliverables.
- Ensures maximum availability and implementation of controls mechanisms for all logistics assets such as vehicles, generators, computers and all other technical items to maximize efficiency and ensure regular maintenance.
- Ensures deliveries are processed in an adequate and timely manner.
- Facilitates arrangements for visitors, meetings, conferences, security check and special events.
- Keeps and registers returned used projects materials.
- Produces monthly stock reports for Logistics Officer, Project Officer, Finance Coordinator for consideration.

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### #2: Fleet Management (30% of Time):

- Plans and coordinates the procurement of Vehicles/ Maintenance.
- Ensures that daily and weekly vehicle inspections are performed, and that regular servicing is carried out.
- Prepares quarter and annual reports on the vehicle performance i.e. mileage covered, and the unit and total cost incurred for each vehicle.
- Reviews and analyses logbooks on a weekly basis
- Plans and provides all transportation services such as travel arrangement, booking and ticketing, visa applications, vaccinations, hotel and taxi booking, travel allowances and expense claims for programme team as well as other RTP staff in line with the stipulated transport request procedures.
- Work closely with the Safety and Security Focal Point regarding Emergency Cases that might occur inside the office and outside the office, e.g. Field locations and advises on road conditions for countryside travel to ensure the safety of passengers.
- Monitors the issuing and use of fuel by maintaining an accurate, clear and transparent record of fuel vs mileage consumption.
- Coordinates transportation of staff and goods in the field.

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### #3: Team management (5% of Time):

- Supervises and monitors all Drivers in their daily duties such as daily vehicle inspections, preventative maintenance reporting, logbooks, cleaning of vehicles and adherence to safety.
- Ensures that the direct reporting team are familiar with their roles and responsibilities within their individual job profiles and provides all coaching and support to build their capacity.
- Ensures that Staff who drives RTP vehicles are familiar with RTP Policies in regard to Fleet Management and informs the Logistics Officer of any accident, logbooks, etc.
- Carries out the performance appraisal of the direct reporting team.

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### #4: Other Tasks as Assigned (5% of Time)

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## WHAT YOU'LL BRING (ESSENTIAL):

### EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in Logistics, Management, Administration or related discipline

### EXPERIENCE:

- 2 years' experience in logistics and/or procurement in national or international level



#### KNOWLEDGE/SKILLS:

- Computer literacy in Word, Excel and PowerPoint
- Ability to use automated procurement systems
- Understanding of fleet management
- Skilled in record keeping and documentation

#### LANGUAGES:

- Fluency in spoken and written English

#### BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Holding a driving license
- Certificate in Material management
- Experience in working with I/NGOs

#### WHO YOU ARE:

You are highly driven, results-oriented, collaborative with a passion for working with children and youth. You are an excellent researcher and a solid team player with respect for others. You have effective negotiation skills, organization skills and the ability to manage a team and provide feedback.

#### WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. medical insurance, group disability and life insurance)
- Flexible work arrangements (e.g. hybrid and flex hours)
- 28 days annual leave
- 3 personal days per year
- 5 personal learning and development (L&D) days per year
- 4 months Maternity leave
- 10 days paternity leave
- Annual learning week
- Annual staff recognition awards and long service awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events
- Opportunity of job enrichment/enlargement through paid acting or additional responsibility assignments





## HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

**Application Link:** <https://righttoplay.hiringplatform.ca/196263-logistics-coordinator-part-time-mara-tanzania-jan2025/861269-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately after the closing date.**

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We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.

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Tanzania



Website: [righttoplay.com](http://righttoplay.com)

## JOB POSTING – EDUCATION SPECIALIST

<b>Organization:</b>	Right To Play Tanzania
<b>Department/Division:</b>	Programs
<b>Reports to:</b>	Country Director
<b>Work Location:</b>	Dar es Salaam, Tanzania
<b>Work Arrangement:</b>	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
<b>Authorized to work in:</b>	<b>Tanzania</b> (Eligible to work legally without visa or work permit sponsorship)
<b>Target Hiring Salary:</b>	Starting from <b>TSH.80,338,108/-</b> per annum (before taxes)
<b>Target Start Date:</b>	April 2025 (subjected to approval of funding from the donor)
<b>Contract Duration:</b>	<b>Full-time</b> , 12 months contract with possibility of renewal based on performance and availability of funding
<b>Application Closing Date:</b>	<b>January 24<sup>th</sup>, 2025, 23:59 EAT</b>

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### **ROLE SUMMARY:**

The Education Specialist reports directly to the Country Director. He/she is responsible for providing technical advice and guidance on the development and implementation of education programs in line with the Country Strategic Plan and Right To Play's global theory of change. The incumbent works to integrate Right To Play's methodologies into the education curriculum. This includes developing materials that align with literacy development for primary school students and necessary resources in collaboration with the HQ Education Specialist and Program Quality and Impact team as relevant. The incumbent provides technical input to the Monitoring, Evaluation, and Learning Specialist on the development of education-related performance measurement frameworks, baseline assessments, and evaluations. He/she plays a leadership role in policy



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engagement with external stakeholders. The Education Specialist is also responsible for analyzing education-related results from Right To Play's interventions and bringing innovative knowledge to organizational approaches.

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## WHAT YOU'LL DO:

### #1: Program planning, implementation and delivery (60% of Time):

- Together with Program Manager, develop a clear country level Education strategy as part of the Country Strategic Plan that resonates with Right To Play's global Education priorities and the organizational strategy, and is informed by internally collected and externally sourced education data.
- Provides high-quality technical input into education programme proposals with HQ, Global Partnerships and country level colleagues, including support to education needs assessments for project design.
- Drives iterative and innovative programming, using evidence and probing projects to ensure direction and approaches are still appropriate and will lead to the expected outcomes, particularly during key project cycle decision gates.
- Advises the Training team on contextualization and adaptation of global resources for local use, and occasionally supports the Training Team by quality assuring training and promoting best practice.
- Leads technical planning and monitoring of RTP's education program(s) in line with the Country Strategic Plan, the Ministry of Education plans, and donor requirements.
- Supports Country Office Program Manager in developing education focused project proposals and concept notes for new projects.
- In coordination with Country Office Program Manager, the Gender Specialist and program staff ensures that issues of gender equality, inclusion, child protection and safeguarding, accountability, risk and vulnerability are addressed and monitored throughout all education programs.
- Leads in developing curricula and resources for basic education programs (pre-primary and primary) as needed, working in collaboration with the Global Training and Capacity Building Specialist.
- Builds networks with other Education Specialists in the cluster to support cross-learning with other RTP country programs in the region.
- Stays abreast of new developments and opportunities to develop new initiatives to improve education outcomes for children in the country.
- Provides technical leadership on the procurement and/or development of appropriate teaching and learning materials, training manuals and education resources.
- Works closely with teacher training and curriculum development institutions to integrate RTP methodology into curriculum, textbooks and classroom teaching.
- Documents and synthesizes learning across all education projects led by the country office and shares this with HQ and local stakeholders.
- Collaborates with the Monitoring, Evaluation and Learning Specialist (MELS) to develop appropriate systems, tools and procedures for the monitoring and evaluation of education programs
- Forges links with other thematic areas at country level such as Child Protection and Gender for integrated programming in program development and implementation
- Train Education Stakeholders in an integrated play-based literacy approach.
- Build Capacity of Project Coordinators in formulating school-based reading clubs
- Suggest, review, and recommend story books (both in English and Swahili) that align with Tanzania Institute of Education (TIE) directives to be distributed to partner primary schools.



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## #2: Representation, advocacy and policy engagement (25% of Time):

- Engages with government ministries, teacher training colleges and universities, and local education networks and donor groups to promote Right To Play, gain insights on trends and expectations that can align with the organizational strategy, and map and monitor other actors' activities to ensure coordination, potentially seek partnership, and avoid duplication and maintain relevance for Right To Play in country.
- Drives collaboration and positive working relationship with Ministry of Education, ensuring effective implementation of MoUs, delivering relevant technical assistance to drive systems-level policy change for play-based learning integration, identifying entry points and opportunities for scale up of the play methodology.
- In close coordination with the Program Manager and the Country Director, leads RTP's advocacy and policy effort in the education sector by participating in national coordination forums as applicable national strategic planning for the education sector, relevant technical working groups and other key coordination platforms.
- Represents RTP in various platforms and maintains positive relationships with governments and other relevant stakeholders regarding RTP activities.
- Regularly updates stakeholder analysis for the education sector and ensures that RTP is engaging with and is visible to the most influential actors in the sector.
- Work with MELS to Coordinates research and advocacy interventions related to the program at national and international level, using data from school-level interventions to advocate for national-level policy development/implementation.
- Leads and develops RTP's analysis and best practices in education programming in the country and disseminates through documents and position papers with education stakeholders and within RTP at the regional and global levels.
- Provides technical inputs to regional and global strategies, policies and resources related to education programming to ensure that country experience and realities are well-reflected.

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## #3: Capacity building support (10% of Time):

- Ensures that country staff are properly supported with the technical knowledge and skills necessary to deliver education program interventions.
- Conducts regular visits to the field to provide technical support to program teams.

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## #4: Performs other duties as assigned (5% of Time)

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## WHAT YOU'LL BRING (ESSENTIAL):

### EDUCATION/TRAINING/CERTIFICATION:

- Master's degree in education or equivalent combination of education background experience in education

### EXPERIENCE:

- 5 years' demonstrated experience implementing and providing technical guidance on basic education programs and liaising with government officials
- Proven experience in project planning, report writing, networking, partnership-building and working with





NGOs

- Significant experience in designing and delivering training and/or the development of education materials and resources

#### KNOWLEDGE/SKILLS:

- Understanding of active learning approaches, particularly play-based learning
- Knowledge and understanding of best practices in basic education programs, including technical experience in teacher training and resource and curriculum development
- Understanding of community development processes
- Strong MS Office and program management tools and procedures
- Knowledge and experience with programmatic approaches related to life skills or social emotional learning
- Knowledge and experience in education research, quantitative and qualitative methods

#### LANGUAGES:

- Fluency in spoken and written English and Swahili languages

#### BONUS IF YOU'LL BRING:

- Experience in quality improvement
- Experience in strengthening civil society organisations
- Experience in coaching
- Knowledge/experience in child protection, gender mainstreaming and/or governance
- Knowledge of adult learning
- Knowledge of international donors
- Experience in Advocacy work

#### WHO YOU ARE:

You are highly driven, results-oriented, collaborative with a passion for working with children and youth. You are creative and flexible with problem solving skills. You have superior organizational skills and ability to multi-task on a constant basis, excellent interpersonal communication skills to build rapport with staff, partners, government officials, donors and other stakeholders, ability to adapt and work under pressure meeting deadlines in a fast-paced environment, demonstrated professionalism and diplomacy, ability to represent oneself as an effective Right To Play ambassador to high level officials, strategic planning skills for education initiatives as well as people management, particularly influence management skills.

#### WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. medical insurance, group disability and life insurance)
- Flexible work arrangements (e.g. hybrid and flex hours)



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- Annual learning week
- Annual staff recognition awards and long service awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events
- Opportunity of job enrichment/enlargement through paid acting or additional responsibility assignments

## HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

**Application Link:** <https://righttoplay.hiringplatform.ca/195831-education-specialist-tanzania-january-2025/859479-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately after the closing date.**

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We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.

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## **JOB POSTING – DRIVER**

<b>Organization:</b>	Right To Play Tanzania
<b>Department/Division:</b>	Logistics
<b>Reports to:</b>	Logistics Coordinator
<b>Work Location:</b>	Mugumu-Serengeti, Tanzania
<b>Work Arrangement:</b>	In-office work arrangement based on the operational needs of the project
<b>Authorized to work in:</b>	<b>Tanzania</b> (Eligible to work legally without visa or work permit sponsorship)
<b>Target Hiring Salary:</b>	Starting from <b>TSH.14,871,558</b> /- per annum (before taxes)
<b>Target Start Date:</b>	April 2025 (subjected to approval of funding from the donor)
<b>Contract Duration:</b>	<b>Full-time</b> , 12 months contract with possibility of renewal based on performance and availability of funding
<b>Application Closing Date:</b>	<b>January 24<sup>th</sup>, 2025, 23:59 EAT</b>

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### **ROLE SUMMARY:**

The Driver reports directly to the Logistics Coordinator. The main responsibility of the Driver is to provide safe transport services of passengers as required, ensuring that all passengers adheres to safety regulations. The incumbent works closely with the Country Safety and Security Focal Person (CSSFP) and receives technical advice and direction from him/her.



## WHAT YOU'LL DO:

### #1: Driving and vehicle maintenance (80% of Time):

- Provides driving services to staff and other passengers between locations as scheduled by supervisor.
- Interacts with staff/visitors/customers in a professional manner; ensures all policies and procedures are strictly adhered to, ensuring customer satisfaction. Reports customer challenges to supervisor, if necessary.
- Conducts daily checks of the assigned vehicle for proper levels of fuel, motor oil, tire pressure, brakes and water level.
- Performs minor maintenance when necessary.
- Presents vehicle in a clean and tidy manner by ensuring that the vehicle is properly always maintained and clean by washing both the inside and outside parts of the vehicle.
- Maintains mileage logbook and schedules regular maintenance service with approval from supervisor.
- Maintains all vehicle documents including vehicle registration, insurance, road tax, parking fees, road licenses and others; keeps always updated.
- Stocks essential in the vehicle is always supplies such as first aid kit and necessary spare parts ready.
- Undertakes errands to and/or from vendors, suppliers and banks as requested by supervisor.
- Reports Traffic incidents and necessary repairs to supervisor and authorities according to existing operating procedure.

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### #2: Security and Safety (15% of Time):

- Consults with the CSSFP all safety and security matters.
- Accepts the responsibility to be aware of situations that may affect the safety of staff; Updates the CD and the CSSFP on observed safety & security changes.
- Guarantees that products and staff are protected and always secured.
- Reports and advises on any risks and/or incidents that may affect RTP in the respective country relating to travel, safety and security.
- Monitors security situations in the road and ensures that safety and security procedures are implemented while moving in the field.
- Ensures that all immediate steps/actions required by safety and security rules and regulations are taken in case of involvement in accidents.

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### #3: Other Tasks as Assigned (5% of Time)

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## WHAT YOU'LL BRING (ESSENTIAL):

### EDUCATION/TRAINING/CERTIFICATION:

- Secondary school (A-Level certificate) or vocational school diploma
- A valid driver's license
- First Aid training
- Professional driving course from Institute of transportation

### EXPERIENCE:

- Minimum of 3 years' driving experience with an international NGO
- Good Experience in Security and Safety Management



#### KNOWLEDGE/TECHNICAL SKILLS:

- Proficiency in use of Microsoft applications, including Excel and Word
- Understanding of quality control processes
- Ability to use automated procurement systems
- Understanding of fleet management
- Skilled in record keeping and documentation

#### LANGUAGES:

- Fluency in spoken and written English and Kiswahili Languages

#### BONUS IF YOU'LL BRING (Desired Qualification):

- Degree in Project Management

#### WHO YOU ARE:

You are highly driven, collaborative with a passion for working with children and youth. You have the ability to follow a pre-set schedule and create a plan to reach the required destination on time. You have good interpersonal and organizational skills. You have the ability to work well with people from varied backgrounds and cultures at all levels in organization. You are flexible and adaptable.

#### WHAT YOU'LL GET:

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- Competitive salary and benefits (e.g. medical insurance, group disability and life insurance)
- Flexible work arrangements (e.g. hybrid and flex hours)
- 28 days annual leave
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- 4 months Maternity leave
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- Annual staff recognition awards and long service awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events
- Opportunity of job enrichment/enlargement through paid acting or additional responsibility assignments

#### HOW TO APPLY:



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## JOB POSTING – FINANCE COORDINATOR

<b>Organization:</b>	Right To Play Tanzania
<b>Department/Division:</b>	Programs
<b>Reports to:</b>	Finance Manager
<b>Work Location:</b>	Serengeti-Mara, Tanzania
<b>Work Arrangement:</b>	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
<b>Authorized to work in:</b>	<b>Tanzania</b> (Eligible to work legally without visa or work permit sponsorship)
<b>Target Hiring Salary:</b>	Starting from <b>TSH.28,812,125</b> per annum (before taxes)
<b>Target Start Date:</b>	April 2025 (subjected to approval of funding from the donor)
<b>Contract Duration:</b>	<b>Full-time</b> , 12 months contract with possibility of renewal based on performance and availability of funding
<b>Application Closing Date:</b>	<b>January 17<sup>th</sup>, 2025, 23:59 EAT</b>

### ABOUT US:

We reach millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our global offices in Toronto, Canada; London, UK and seven national offices across Europe and North America.

### OUR CULTURE:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.



## ROLE SUMMARY:

The Finance Coordinator reports directly to the Finance Manager (FM). The incumbent is responsible for providing support to the FM in financial management tasks such as processing transactions, ensuring all transaction-supporting documents are complete and properly filed, reconciling bank accounts' entries and preparing financial reports for local management.

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## WHAT YOU'LL DO:

### #1: Financial Accounting and Reporting (50% of Time):

- Ensures that all documents are complete, with the appropriate supporting documents, reviewed and approved before processing for payment and filed accordingly.
  - Ensures that all payments are processed on time.
  - Oversees the daily management of financial transactions; assists the Finance Manager in the monitoring and follow up of project finances in the country.
  - Performs monthly petty cash count as well as petty cash spot checks
  - Reviews all petty cash expenditures and replenishment requests.
  - Oversees routine banking services including collecting bank statements, making bank transfers depositing and withdrawing cash.
  - Assists in cash planning and forecast for the duty station.
  - Responsible for elaboration, maintenance, and reconciliation of cashbooks.
  - Records all financial transactions into the accounting system.
  - Produces monthly bank reconciliation statements and consolidates them for review by the FM.
  - Responsible for budget follow up and the checking of correct use of codes
  - Assists the Finance Manager in the preparation of financial reports and forecasts.
- 

### #2: Financial Implementation and compliance (45% of Time):

- Produces regular financial reports upon request.
- Timely review of the field Activity Financial Reports (verifying the coding, arithmetical accuracy, documentation, authorization) and subsequent feedback to ensure timely submission to FM.
- Aids in internal and external audits.
- Ensures that an appropriate financial policy and procedures framework is in place to guide the Organisation's financial decision making.
- Ensures that he/she is abreast with the current grant conditions and complies with grant conditions.
- Supports FM on staff trainings on RTP rules, policies and procedures and donor requirements.
- Supports FM to ensure that partners are aware and adhering to partnership manuals procedures.
- Follow up with Partners including field visits and ensure that all their reports, supporting documents are according to RTP and donor policies and procedures.
- Stays abreast on program priorities and makes occasional field trips to monitor finance related issues and procedures.
- Stays abreast on the latest development in tax and other related laws in the country; ensures that RTP complies with all Government statutory regulations including licensing payment of taxes and social security fund; ensures timely submissions of such deductions to the relevant authorities.
- Ensures all financial files are complete and up to date including National Social Security Fund (NSSF) and





Taxes.

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### #3: Other Tasks as Assigned (5% of Time)

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## WHAT YOU'LL BRING (ESSENTIAL):

### EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in accounting, Finance, Business Administration or related discipline

### EXPERIENCE:

- 2 years' experience in accounting or grant management

### KNOWLEDGE/SKILLS:

- Proficiency in use of Microsoft applications, including Excel and Word
- Good skill at using financial software applications
- Skilled in maintaining documentation
- Good written and oral communication skills
- Good knowledge of accounting practice, policies and procedures

### LANGUAGES:

- Fluency in spoken and written English and Kiswahili

### BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Previous work experience with an I/NGO

## WHO YOU ARE:

You are highly driven with integrity. You are detail-oriented, results-oriented and collaborative with a passion for working with children and youth. You have the ability to work independently with little supervision, work well under pressure and deadline, multitask and work within deadlines. You have good analytical skills and the ability to work with staff at all levels and across departments.

## WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and "play" is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. medical insurance, group disability and life insurance)
- Flexible work arrangements (e.g. hybrid and flex hours)
- 28 days annual leave
- 3 personal days per year
- 5 personal learning and development (L&D) days per year
- 4 months Maternity leave



- 10 days paternity leave
- Annual learning week
- Annual staff recognition awards and long service awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events
- Opportunity of job enrichment/enlargement through paid acting or additional responsibility assignments

## HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

**Application link:** <https://righttoplay.hiringplatform.ca/195832-finance-coordinator-mara-tanzania-jan-2025/859487-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately after the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.

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## **JOB POSTING – LOGISTICS COORDINATOR (PART-TIME)**

<b>Organization:</b>	Right To Play Tanzania
<b>Department/Division:</b>	Logistics
<b>Reports to:</b>	Logistic Officer
<b>Work Location:</b>	Serengeti-Mara, Tanzania
<b>Work Arrangement:</b>	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
<b>Authorized to work in:</b>	<b>Tanzania</b> (Eligible to work legally without visa or work permit sponsorship)
<b>Target Hiring Salary:</b>	Starting from <b>TSH.14,406,062/50</b> per annum (before taxes)
<b>Target Start Date:</b>	April 2025 (subjected to approval of funding from the donor)
<b>Contract Duration:</b>	<b>Part -time</b> , 12 months contract with possibility of renewal based on performance and availability of funding
<b>Application Closing Date:</b>	<b>January 10<sup>th</sup>, 2025, 23:59 EAT</b>

### **ABOUT US:**

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Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our global offices in Toronto, Canada; London, UK and seven national offices across Europe and North America.

### **OUR CULTURE:**

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### **ROLE SUMMARY:**

The Logistics Coordinator reports directly to the Logistics Officer and is responsible for logistics, procurement and fleet management in the respective location. The incumbent is also responsible for organizing and managing the stores, inventory and fixed assets and supporting administration. The incumbent works closely with the Project Officers, Project Coordinators, Finance Coordinator and MEL Coordinators as required.



## WHAT YOU'LL DO:

### #1: Logistics and Office Support (60% of Time):

- Coordinates and facilitates the procurement requirements of the project staff based on the procurement plan and policy guidelines.
- Ensures compliance with procurement procedures as per the Procurement Manual and donor requirements
- Identifies what goods/equipment needs to be replenished, purchased and/or dispersed.
- Reviews pre-qualification suppliers list against procurement policy.
- Follows up with suppliers e.g. delivery schedules of goods and other procurement related concerns. This includes coordinating with the suppliers/service providers for the delivery and transportation of the goods for the program.
- Assists in contract management regarding renewal, payment etc.
- Works closely with vendors to obtain needed materials with particular attention to cost control, quality and timely delivery.
- Generates and remains up to date on a list of preferred suppliers; orders and prepares contracts, procures items from local suppliers or elsewhere as appropriate.
- Assists the Logistics Officer and Project Team in following up and maintaining the procurement plans for all the projects in specific location.
- Responsible for keeping track of all supplies received and dispatched through the Warehouse Tracker and for keeping documentation for these movements intact, including acknowledgement from beneficiaries for distributed goods/kits.
- Prepares purchase orders, ensuring relevant procurement procedures have been applied and all supporting documentation is available and attached.
- Ensures invoices received reconcile to purchase orders and matched receipts of purchase orders e.g.: GRN, Delivery Notes and others
- Supports in the clearing and follow up of imported goods.
- Receives inventory and provides timely, accurate stock and inventory reports including equipment-tracking reports for management information and donor reporting purposes. This includes storage space and condition.
- Prepares appropriate forms for procurement and designation of project and maintenance materials ensuring approval by the appropriate RTP staff, in consultation with the Logistics Officer and Finance Coordinator.
- Ensures that RTP assets are received, coded and registered in the assets register and ensures disposal of RTP assets are carried out according to existing policies and specific donor rules.
- Maintains familiarity with relevant logistics compliance issues as required by policies of RTP, donors and legal statutes to ensure compliance.
- Ensures in coordination with Logistics Officers and Finance Coordinator to coordinate timely payment of all RTP utility bills, subscriptions and other bills and invoices.
- Follows up on leases for RTP building.
- Adhere to the organization's financial, behaviour, and ethics policies.
- Responsible for procurement and management of office supplies such as stationary, cleaning material and catering supplies.
- Keeps clear and well-documented files and well-organized archives on operations: ledgers, requisition orders, release orders, stock cards, stock reports, loss adjustment reports, physical inventory.



- Supports Project Team on projects rehabilitation work and follow up on related deliverables.
- Ensures maximum availability and implementation of controls mechanisms for all logistics assets such as vehicles, generators, computers and all other technical items to maximize efficiency and ensure regular maintenance.
- Ensures deliveries are processed in an adequate and timely manner.
- Facilitates arrangements for visitors, meetings, conferences, security check and special events.
- Keeps and registers returned used projects materials.
- Produces monthly stock reports for Logistics Officer, Project Officer, Finance Coordinator for consideration.

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### #2: Fleet Management (30% of Time):

- Plans and coordinates the procurement of Vehicles/ Maintenance.
- Ensures that daily and weekly vehicle inspections are performed, and that regular servicing is carried out.
- Prepares quarter and annual reports on the vehicle performance i.e. mileage covered, and the unit and total cost incurred for each vehicle.
- Reviews and analyses logbooks on a weekly basis
- Plans and provides all transportation services such as travel arrangement, booking and ticketing, visa applications, vaccinations, hotel and taxi booking, travel allowances and expense claims for programme team as well as other RTP staff in line with the stipulated transport request procedures.
- Work closely with the Safety and Security Focal Point regarding Emergency Cases that might occur inside the office and outside the office, e.g. Field locations and advises on road conditions for countryside travel to ensure the safety of passengers.
- Monitors the issuing and use of fuel by maintaining an accurate, clear and transparent record of fuel vs mileage consumption.
- Coordinates transportation of staff and goods in the field.

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### #3: Team management (5% of Time):

- Supervises and monitors all Drivers in their daily duties such as daily vehicle inspections, preventative maintenance reporting, logbooks, cleaning of vehicles and adherence to safety.
- Ensures that the direct reporting team are familiar with their roles and responsibilities within their individual job profiles and provides all coaching and support to build their capacity.
- Ensures that Staff who drives RTP vehicles are familiar with RTP Policies in regard to Fleet Management and informs the Logistics Officer of any accident, logbooks, etc.
- Carries out the performance appraisal of the direct reporting team.

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### #4: Other Tasks as Assigned (5% of Time)

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## WHAT YOU'LL BRING (ESSENTIAL):

### EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in Logistics, Management, Administration or related discipline

### EXPERIENCE:

- 2 years' experience in logistics and/or procurement in national or international level



#### KNOWLEDGE/SKILLS:

- Computer literacy in Word, Excel and PowerPoint
- Ability to use automated procurement systems
- Understanding of fleet management
- Skilled in record keeping and documentation

#### LANGUAGES:

- Fluency in spoken and written English

#### BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Holding a driving license
- Certificate in Material management
- Experience in working with I/NGOs

#### WHO YOU ARE:

You are highly driven, results-oriented, collaborative with a passion for working with children and youth. You are an excellent researcher and a solid team player with respect for others. You have effective negotiation skills, organization skills and the ability to manage a team and provide feedback.

#### WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. medical insurance, group disability and life insurance)
- Flexible work arrangements (e.g. hybrid and flex hours)
- 28 days annual leave
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- 4 months Maternity leave
- 10 days paternity leave
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- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events
- Opportunity of job enrichment/enlargement through paid acting or additional responsibility assignments





## HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

**Application Link:** <https://righttoplay.hiringplatform.ca/196263-logistics-coordinator-part-time-mara-tanzania-jan2025/861269-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately after the closing date.**

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Phone: +255 22 277 4161



Address: Plot #466, Regent Estate Mikocheni: P.O. Box 79701 - Dar es Salaam  
Tanzania



Website: [righttoplay.com](http://righttoplay.com)

## JOB POSTING – MEL COORDINATOR

<b>Organization:</b>	Right To Play Tanzania
<b>Department/Division:</b>	Programs
<b>Reports to:</b>	Project Officer
<b>Work Location:</b>	Serengeti-Mara, Tanzania
<b>Work Arrangement:</b>	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
<b>Authorized to work in:</b>	<b>Tanzania</b> (Eligible to work legally without visa or work permit sponsorship)
<b>Target Hiring Salary:</b>	Starting from <b>TSH.28,812,125</b> per annum (before taxes)
<b>Target Start Date:</b>	April 2025 (subjected to approval of funding from the donor)
<b>Contract Duration:</b>	<b>Full-time</b> , 12 months contract with possibility of renewal based on performance and availability of funding
<b>Application Closing Date:</b>	<b>January 10<sup>th</sup>, 2025, 23:59 EAT</b>

### **ABOUT US:**

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### **ROLE SUMMARY:**

The Monitoring, Evaluation and Learning (MEL) Coordinator reports directly to the Project Officer and Technically to the MEL Specialist. The incumbent receives technical advice from the Country MEL Specialist. The MEL Coordinator will collaborate with staff, not only at the project office level, but also across the organization, through the current Global MEL strategy. The primary roles and responsibilities of the MEL Coordinator are to (a) Support Right To Play's project-level monitoring, evaluation and learning plan, specific to project plan and country strategies, needs and contexts; (b) Support on the monitoring of program activities, participants, and outcomes and support the development of program reports; (c) support program planning at the project level by





coordinating appropriate assessments and by ensuring the communication of measurement findings; (d) support project evaluations; and, (e) help the country office utilize the findings in their program planning and decision-making processes. The MEL Coordinator supports the MEL system and plays an active part in the global Right To Play MEL community by contributing to the organization's understanding of its program approaches and outcomes.

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## WHAT YOU'LL DO:

### #1: Supports the data collection process related to program progress and program outcomes (35% of Time):

- Coordinates and supports regular monitoring of project outcomes, including yearly outcome assessments.
  - Utilizes RTP's global monitoring system to track project outputs (e.g. trainings conducted, number of project participants, etc...).
  - Coordinates the required preparations for MEL administrative activities (e.g. supporting monitoring the department budget, supporting HR activities involving departmental hiring)
  - Coordinates access to, and retrieval of, secondary data (e.g. school records, community-level health statistics, etc.)
  - Supports on the revision of measurement tools and plan with the lens of the local context and identifies and communicates risks, challenges, or sensitivities.
- 

### #2: Data storage, analysis and reporting (20% of Time):

- Supports data checking to ensure accuracy in data collection and data entry (e.g. conduct 'data audits').
  - Supports the analysis of quantitative and qualitative data (e.g. descriptive and inferential analyses, identifying themes and sub-themes, etc.)
- 

### #3: Monitoring and evaluation plan for RTP projects (15% of Time):

- Supports in the review of indicators, measurement plans and MEL tools for relevance and appropriateness within location's context and proposes revisions as required.
  - Supports the development of MEL frameworks for new programs and the tracking of MEL frameworks for existing programs to ensure planning and implementation progress is needed.
  - Supports the planning for baseline, mid-term and final evaluations
- 

### #4: Capacity building for MEL through training and systems development (10% of Time)

- Supports the MEL Specialist in training data collection enumerators (e.g. program supervisors, Head Leaders, and partner staff on data collection tools and processes).
  - Supports the MEL Specialist in the provision of training of country staff, partners, stakeholders, etc.as needed
- 

### #5: Supporting and facilitating country planning processes (10% of Time)

- In collaboration with other staff in the Country Office and the Regional Office, supports in identifying program and decision-making implications of MEL findings.
  - Develop summary materials and support the delivery of presentations on MEL findings to staff, partners, beneficiaries, and/or other stakeholders.
- 



#### #6: Supporting the development and strengthening of RTP's Global MEL Strategy (5% of Time)

- Participates in RTP's global MEL initiatives (e.g. Global MEL CoP, Global MEL Working Groups, and Global MEL seminars, trainings, consultations, etc.)
- Shares MEL preferred practices, lessons learned and other insights with RTP MEL colleagues based on contextual experiences.
- Maintains regular communications with the Country office MEL Specialist
- Supports other global MEL initiatives as required and as agreed by the Global MEL Manager and Country office MEL Specialist.

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#### #7: Other Tasks as Assigned (5% of Time)

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### WHAT YOU'LL BRING (ESSENTIAL):

#### EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in social sciences, project management, statistics or related discipline
- Certificate in Monitoring and Evaluation (e.g. university courses, training certificates)

#### EXPERIENCE:

- 3 years of practical experience working with social programs, preferably with children
- Practical experience supporting the implementation of monitoring and evaluation activities and plans (e.g. supporting the preparation for conducting qualitative and quantitative data collection and data entry)
- Experience managing data (e.g. coordinating data entry, ensuring data quality, managing confidential data storage, etc.)

#### KNOWLEDGE/SKILLS:

- Conceptual knowledge of the purpose of monitoring and evaluation and how it fits into NGO program planning and implementation
- Understanding of quantitative and qualitative data collection approaches and preferred practices
- A strong working knowledge of issues related to development and humanitarian programming (sport for development, health, education, community development, refugee and internally displaced populations, gender equity, inclusion and advocacy)
- Proven written communication and presentation skills
- Basic computer skills (e.g. typing skills, MS Word, MS Excel, etc.)

#### LANGUAGES:

- Fluency in spoken and written English and Kiswahili

#### BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Master's degree in Monitoring and Evaluation is an asset
- Basic knowledge of SPSS/STATA, and NVIVO are an asset
- Experience supporting rudimentary analysis for quantitative data (e.g. ability to conduct descriptive analysis) and qualitative data (e.g. identifying key themes and sub-themes)
- Experience conducting data collection with children



- Experience in training and capacity-building (e.g. developing and delivering workshops, mentoring and supporting colleagues)
- Experience in designing data collection tools (both qualitative and quantitative)

## WHO YOU ARE:

You are highly driven, results-oriented, collaborative with a passion for working with children and youth. You have strong analytical and conceptual skills to think and plan strategically and to identify trends, ability to work appropriately with a variety of populations and stakeholders, including children, youth, parents, teachers and school administrators, government, and other stakeholders.

## WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. medical insurance, group disability and life insurance)
- Flexible work arrangements (e.g. hybrid and flex hours)
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- 5 personal learning and development (L&D) days per year
- 4 months Maternity leave
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- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events
- Opportunity of job enrichment/enlargement through paid acting or additional responsibility assignments

## HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

**Application Link:** <https://righttoplay.hiringplatform.ca/195835-monitoring-evaluation-learning-coordinator-mara-tz-jan-2025/859513-application-form/en>

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## JOB POSTING – PROJECT COORDINATOR

<b>Organization:</b>	Right To Play Tanzania
<b>Department/Division:</b>	Programs
<b>Reports to:</b>	Project Officer
<b>Work Location:</b>	Serengeti-Mara, Tanzania
<b>Work Arrangement:</b>	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
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- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

### **ROLE SUMMARY:**

The Project Coordinator reports directly to the Project Officer and is responsible for the implementation of Right To Play project activities and providing support and guidance to the community team in in the project location using RTP tools. The incumbent is also responsible for monitoring the project for quality of delivery and effectiveness.



## WHAT YOU'LL DO:

### #1: Activity planning and implementation (45% of Time):

- Ensures participation of partners, children/young people and stakeholders in the process of project planning and implementation of the proposed activities.
- Supports teachers and coaches in developing their activity plans and schedules, encourages their initiatives while ensuring alignment with project proposal, facilitates their activities and reports to the Project Officer.
- Organizes and conducts special events activities, workshops, trainings, play days, awareness and sports tournaments.
- In coordination with partners, teachers and coaches, evaluates events, provides updates of lessons learned and best practices and reports on progress and challenges as they arise.
- Manages and coordinates the logistical arrangements for training workshops and events.
- Assesses training needs of coaches, teachers and partners, recommends the suitable intervention and works with them to develop training schedules.
- Organizes and facilitates training workshops conducted by other program staff and participates in the training as required.
- Facilitates the training sessions conducted by teacher trainers, evaluates them and reports to the Project Officer.
- Handles equipment management and distribution in the assigned community.
- Handles advance payments and manages cash money used for the activity implementation.
- Follows up on how partners are spending budget received for project implementation in the location and verifies the accuracy of their financial reports and receipts and reports to the Project Officer.
- Assesses needs for facility repairs and upgrades in the community, facilitates the authorized work and ensures that overall work has been completed in accordance with the approved standards.

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### #2: Monitoring and reporting (20% of Time):

- Conducts regular field visits with partners, and government officials to follow up and provide support as needed.
- Conducts regular visits to project implementation sites/schools and provides coaching and mentoring to coaches, Teachers youth/Junior leaders and community leaders.
- Participates in workshops/training to partners, coaches and teachers in the quantitative data collection tools and qualitative monitoring tools and ensures accurate and timely submission of quantitative and qualitative data to RTP team.
- Provides narrative, qualitative and quantitative monitoring information/data to support monthly, quarterly and annual reports to update Country Office on project progress.
- Prepares and submits financial reports related to activity implementation and initiate the payment process of transports /other related and services provided by the suppliers related to workshop/trainings, meetings events and tournaments.
- Ensures all documents related to the project are well kept and makes sure internal documents for RTP are not shared outside without authorisation.
- Ensures partners, coaches and teachers are in compliance with RTP Code of conduct and Safeguarding Policy.

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### #3: Establish and maintain partnerships (20% of Time):

- Identifies community needs, participates in the selection of communities and partners to be included



in RTP program in the respective Field.

- Represents RTP in the project location and relevant forums and have regular consultations with local partners, stakeholders and key beneficiaries in the assigned community.
- Organizes, leads and generates reports for stakeholders and key beneficiaries' meetings in the assigned community.
- Ensures RTP activities are known by local community leaders and makes sure their involvement where necessary.

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#### #4: Supervision and guidance (10% of Time):

- Conducts performance assessment of coaches and teachers.
- In collaboration and consultation with partners, Project Officer and the Training Officer implements coaches and teachers professional development and peer learning approaches through community of practices and/or other existing approach according to the nature of the project.
- Ensure the delivery of professional development and peer learning approaches is aligned to existing project resources and tools.
- In collaboration and consultation with partners identifies the need of coaches and teachers and advocate it to project officer and RTP team.
- Identifies and recommends coaches and teachers for certification.
- Identify gaps in the project implementation in the assigned community and propose solutions to Project Officer.

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#### #5: Other Tasks as Assigned (5% of Time)

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### WHAT YOU'LL BRING (ESSENTIAL):

#### EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in early childhood education

#### EXPERIENCE:

- 3 years' experience working in project implementation and coordination part of which should have been in leading a team.

#### KNOWLEDGE/SKILLS:

- Understanding of education principles and teaching
- Computer literacy in outlook, MS Word, PowerPoint, Excel and Internet
- Effective report writing
- Understanding of a community-led process
- Understanding of the concept of play-based learning
- Understanding of child rights and child protection

#### LANGUAGES:

- Fluency in spoken and written English

#### BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Master's degree in early childhood education



- Experience implementing a development program with local populations in both rural and urban settings
- Experience in training, and leading workshops
- Experience in teaching

## WHO YOU ARE:

You are highly driven, results-oriented, collaborative with a passion for working with children and youth. You have the ability to confidently represent oneself and Right To Play, a solid team player with effective planning and organizing skills, coaching and feedback skills, excellent communication skills both verbal and written and strong development and team building skills.

## WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. medical insurance, group disability and life insurance)
- Flexible work arrangements (e.g. hybrid and flex hours)
- 28 days annual leave
- 3 personal days per year
- 5 personal learning and development (L&D) days per year
- 4 months Maternity leave
- 10 days paternity leave
- Annual learning week
- Annual staff recognition awards and long service awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events
- Opportunity of job enrichment/enlargement through paid acting or additional responsibility assignments

## HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

**Application Link:** <https://righttoplay.hiringplatform.ca/196062-project-coordinator-mara-tanzania-jan-2025/860819-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately after the closing date.**







Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).



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