

## Job Description and Person Specification

<b>Job Title:</b>	<b>Project Coordinator – Bright Future Project</b>		
<b>Department:</b>	Programs and Policy	<b>Job Family:</b>	Programs & Policy
<b>Reports to:</b>	Programs and Partnership Manager	<b>Grade:</b>	
<b>Location:</b>	ActionAid Tanzania Head Office in Dar es Salaam with travels to the field and internationally as required		
<b>Direct Reports:</b>	-		
<b>Job Role</b>			
<b>Role Overview:</b>	The Project Coordinator is responsible for ensuring the effective Management and Coordination of the Bright Future Project which is being implemented by Tanzania Albinism Society (TAS), working closely with key stakeholders, including communities living with albinism, government agencies, civil society organizations (CSOs), and other relevant actors.		
<b>Accountabilities</b>			

Key Accountabilities / Responsibilities:	Key Activities
<b>Strategic engagements</b>	<ul style="list-style-type: none"> <li>• Support strengthening movement building and promoting solidarity in addressing issues of PWDs including children with albinism.</li> <li>• Coordinate the development and implementation of the project, including planning, budgeting and reporting.</li> <li>• Take active part in supporting TAS in developing its Country Strategy Paper</li> <li>• Support project monitoring, developing monitoring tools, evaluation and learning.</li> <li>• Financial management, including support in developing financial policies and procedures by working with finance team</li> <li>• Support resource mobilization, including supporting developing proposals, building networks and developing resource mobilization strategy.</li> <li>• Support in ensuring that gender considerations are integrated into the project</li> </ul>
<b>Program Development and Planning</b>	<ul style="list-style-type: none"> <li>• Develop annual plan and budget for the Bright Future Project and ensure its effective implementation.</li> <li>• Develop narrative and financial reports for the project for sharing with the Donor and other stakeholders</li> <li>• Support TAS and other relevant partners in planning, implementation, monitoring and evaluation of the Project.</li> <li>• Ensure the Project is inline HRBA at all levels and develop the capacity of partners towards this end</li> <li>• Facilitate policy analysis and advocacy at local and national to influence policies and policy practices with PWD especially albinism.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Work closely with Program and Partnership Manager on program quality and joint advocacy initiatives.</li> <li>• Take active part in International and Regional Platforms on PWDs</li> </ul>
<b>Partnership Development</b>	<ul style="list-style-type: none"> <li>• Coordinate partner organizations, youth groups/social movement and relevant stakeholders towards effective implementation of the Project</li> <li>• Support and build the capacity of partners, young people, and social movement to advocate and campaign on issues around PWDs.</li> <li>• Facilitate mobilization of partners and build alliance and youth movements towards effective implementation of the Project</li> </ul>
<b>Review, Monitoring, Evaluation and Reporting and Documentation</b>	<ul style="list-style-type: none"> <li>• Undertake periodic monitoring and review of the project at national level and local level.</li> <li>• Prepare and organize quarterly and annual report of the project.</li> <li>• Take active part in peer reviews, external reviews and Participatory Review and Reflection Processes, ensure project learning is properly documented (script and video clips) and shared across.</li> </ul>
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>▪ Take active leadership in developing concept notes, proposals write up and build relation with potential donors to ensure resource sustainability for the project/program</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>▪ Analyse and identify potential risks, design mitigation measures and update the risks regularly for programs under the position</li> </ul>
<b>Human Resources Management</b>	<ul style="list-style-type: none"> <li>▪ Ensure own performance plans are developed at the beginning of the year</li> <li>▪ Ensure own formal performance reviews/appraisals are done twice a year</li> </ul>
<b>Other tasks</b>	<ul style="list-style-type: none"> <li>▪ Perform other tasks related to the organization's mission as may be assigned by the Line Manager</li> </ul>

Typical People Management Responsibility	
<i>Approximate number of people managed in total</i>	<b>No</b>
<i>Matrix Manager – (projects/dotted line)</i>	
<i>Team Leader</i>	No
<i>Grandfather- manager of Team Leaders/Managers</i>	No
What is the global remit? Operates in:	
<i>Own country</i>	<b>Yes</b>
<i>Geographic Region</i>	<b>No</b>
<i>Multiple Geographic Regions</i>	<b>No</b>

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<b>Remit covers all CP/AP locations (in-country)</b>	Yes
<b>Role Dimensions</b>	
This role influences outcomes directly and clearly controls the Program and Policy-related activity for the country program. In turn, the result of the area/ function directly contributes to the functions / organisation's overall performance	
<b>Financial (limits/mandates)</b>	
<b>Direct departmental budget:</b>	
<b>Organisation-wide expenditure</b>	
<b>Key Relationships to reach solutions</b>	
<b>Internal (to ActionAid or team)</b>	<b>External</b>
Country program staff, Great lakes region AA Countries, GS	Partners, Media, Government
<b>Person Specification</b>	
<b>Education &amp; Certifications</b>	<p>Graduates from university or advanced diploma from reputed institutions in Development studies, Social Science or Project Management.</p> <p>A master's degree in any Social Science will be an added advantage</p> <ul style="list-style-type: none"> <li>• Training in;             <ul style="list-style-type: none"> <li>• Project planning and management</li> <li>• Human Rights Based Approach</li> <li>• Participatory approaches and methodologies</li> <li>• Monitoring and evaluation</li> <li>• Gender and programming</li> </ul> </li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• At least 3 years minimum working experience in the social development fields with NGO/INGO</li> <li>• In – depth experience of working with PWDs</li> <li>• In-depth understanding of how local and national government operates development programs with focus on Development programs, governance and accountability and PWDs</li> </ul>
<b>Essential Knowledge</b>	<ul style="list-style-type: none"> <li>• Strategic planning and management</li> <li>• Human Rights Based Approach to Development</li> <li>• Donor contract management</li> <li>• Communication and reporting</li> <li>• Monitoring, Evaluation and Learning</li> </ul>
<b>Essential Skills</b>	<ul style="list-style-type: none"> <li>• Monitoring and evaluation</li> <li>• Budgeting and Finance management skills</li> <li>• Program management skills</li> <li>• Analytical skills</li> <li>• Fundraising proposal development</li> </ul>

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	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Networking and stakeholder management skills</li> <li>• Public policy formulation, policy research, analysis and advocacy</li> <li>• Gender Analysis</li> </ul>
<b>Organisational Structure ( to be inserted)</b>	
<b>Functional Competency Profile</b>	
<b>Competency</b>	<b>Definition</b>
<b>Program Development and Planning</b>	Ability to initiate plan ideas and articulate it in terms of programs and budget and design mechanisms to facilitate its implementation
<b>Partnership Development</b>	Demonstrated experience and skill in partner selection, networking, social movement building, and alliance building
<b>Working with People with Disability (PWDs)</b>	Knowledge of working with PWDs
<b>Youth Development</b>	Knowledge on youth issues and ability to mobilize and organize youth as well as social movement building
<b>Monitoring, Evaluation and Reporting</b>	Ability to analyse achievements in light of objectives, monitoring skills and knowledge and ability to write quality report
<b>Risk Management</b>	Capacity to analyses potential risks and propose mitigation measures

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

It is part of every staff member's responsibility to contribute to ActionAid Tanzania's mission and comply to ActionAid Tanzania's values, which are: Mutual respect, Equity and justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility