



## **EMPLOYMENT OPPORTUNITY**

The Children's Dignity Forum (CDF) is a voluntary, private, non-governmental, non-partisan and non-profit-making Civil Society children's rights organization based in Dar es Salaam as its headquarters, founded and registered in 2006 under the NGO Act No. 24/2002. CDF has offices in Tarime District, Mara Region and Mpwapa District, Dodoma Region. For more information about CDF, please visit us at [www.cdftz.org](http://www.cdftz.org), [www.facebook.com/cdftz](https://www.facebook.com/cdftz) and [Instagram@cdf\\_tanzania](https://www.instagram.com/cdf_tanzania).

Due to the strategic expansion along with the implementation of the new CDF Strategic Plan 2020-2024, CDF is looking for the qualified and motivated person to fill the following position with immediate effect:

### **COMMUNITY MOBILIZATION OFFICER (ONE POST)**

**Reporting:** Programme Manager

**Supervises:** None

**Duty station:** Dar es Salaam

The candidate will perform the following duties as listed below:

#### **Duties and Responsibilities**

- Participate in the designing, planning and development of the work plan and ensure the achievement of specific assigned objectives;
- Develop and ensure effective execution of the Community Mobilization Strategy.
- In collaboration with the programme officers, ensure the timely preparation and implementation of all the community events;
- Ensure community participation at different levels, and monitor community based activities and timely identification of gaps.
- Document best practices and case studies/stories as they arise during implementation of activities
- Help identify lessons learned from the community mobilization events and facilitate the incorporation of those lessons into the activity development;
- Support the monitoring and evaluation team and partners in program monitoring, evaluation and learning;
- Timely submission of monthly, quarterly, bi-annual and annual community mobilization reports, following the M&E framework;
- Develop critical relationships with local partners.



### **Qualifications, Skills, Knowledge & Abilities**

- Bachelor in Sociology, Community development, Social Sciences or any other relevant discipline from a reputable institution
- Candidates must be well organized and able to work independently,
- Skilled at handling multiple tasks and able to meet deadlines
- Work in stressful situations, and willing to travel extensively
- Effective interpersonal skills and team management
- More than 2 years of experience in community development or community social mobilization with different stakeholders.
- Significant proven experience in social mobilization and sensitization
- Perform such other duties as may be assigned by the supervisor

**Remuneration:** An attractive package commensurate to the qualifications and relevant experience will be availed to the successful candidate.

Interested candidates should send their applications to Human Resource Officer via [hrrecruit@cdftz.org](mailto:hrrecruit@cdftz.org) or deliver in person at CDF's office located in Mwenge area, Plot No. 161/162, Mama Ngoma House, 2<sup>nd</sup> Floor, Dar es Salaam. Only short listed candidates will be contacted for interview.

**Application closing date: 25<sup>th</sup> November, 2018**

**Note:** For those sending their applications via email, please submit cover letter and recent Curriculum Vitae only in a single file.