



## 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 Mpwapwa 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:

### GIRLS EMPOWERMENT OFFICER (ONE POST)

**Reporting:** Programme Manager

**Duty station:** Dar es Salaam

#### Duties and Responsibilities

- Ensure the quality program implementation, monitoring and other support as per the need of the RF, SP and OP.
- Responsible for preparations and submissions of final activity-based program reports, documentations and sending of new funding requests.
- Working closely with the Head of Field Operations in mobilization of resources, managing of the Income Generating Activities (IGA), running of the girls clubs, linking the girls with district authorities to get loans and linking girls with support structures (Child Protection system)
- With the collaboration with the Assistant Girls Empowerment Officer, lead and ensure the quality implementation of Tuwezeshe Project.
- Coordinate events such as commemoration of the national and international days, campaigns and community dialogue related to girl's empowerment.
- Leading in the program designing, planning, budgeting, action plans, implementation and monitoring processes.
- The post holder will also support CDF's overall M&E work, especially in reporting strategies building into its mandate to improve children's welfare.
- Supervise the assistant program officer(s) to ensure quality and timely implementation of the program
- Working with the Fundraising Manager in writing and preparing the concept papers and proposals for Girls Empowerment thematic area.



- Ensure activities are done in accordance with CDF policies to ensure the successful implementation of programs
- Perform other duties as assigned by the supervisor

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

- Bachelor Degree in Social Science, Law, child development, social work or related disciplines (Master's preferred)
- Knowledge of principles and practices related to child development, child protection and participation issues
- Demonstrable experience of working with and developing inclusive participation for children and young people.
- Able to work with and gain the confidence and respect of a range of children and young people (including traditionally excluded groups) in the participation process.
- Leadership and teamwork abilities.
- Able to communicate effectively (using a range of media i.e. verbal, written, web) for both adults and children and produce reports and other related materials.
- Able to use own initiative within an agreed framework to plan and organize workloads to meet conflicting deadlines as part of multi-agency partnership.
- Experience of delivering training to practitioners and able to travel.
- Demonstrable knowledge of a wide range of participation techniques and approaches particularly suitable for children and young people.
- Knowledge of Microsoft Office and Windows based computer application and database management
- The ideal candidate will have previous community/ child protection and participation experience in a community-based organization.
- Able to work with a variety of populations, including but not limited to boys and girls aged 9-17 year olds and 18 years and up.
- Event planning, coordination and evaluation
- Flexible; possessing the ability to wear different, "hats" on short notice.

**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.