



## **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:

### **PROGRAM OFFICER (ONE POST)**

**Reporting:** Head of Field Operations

**Supervises:** Volunteers

**Duty station:** Mpwapwa District, Dodoma Region

### **Duties and Responsibilities**

#### **Programs Management and Coordination**

- Participate and undertake program planning, budgeting, monitoring and evaluation roles
- Work closely with the Head of Field Operations to ensure timely and quality program implementations as per the M&E Framework.
- Work closely with the Head of Field Operations to maintain systems for submission of timely monthly, quarterly, bi-annual and annual donor reports, following the M&E framework and reporting guidelines
- Coordinate, document and share lessons learnt, best practices/ success stories on child protection, girls' empowerment and men and boys engagement.
- Assist and support CDF child protection, girls empowerment, men and boys engagement works at all levels
- Provide technical support on the implementation of the program and provide the program team and key partners with relevant information, update and initiatives on child protection, girls' empowerment and men and boys engagement.
- Working closely with the Head of Field Operations to ensure that program reviews are undertaken and all reporting requirements are met in a timely manner.
- Prepare and assist in proposal and concept notes writing
- Assist the MEL Officer in evaluation of the programs
- Undertake the duties of the Head of Field Operations in the event of her/ his absence



- Undertake other program roles and responsibilities assigned to her by the Coordinator

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

- Minimum Degree in Law, (Advocate added advantage), Bachelor in Social Science, child development, social work or related disciplines.
- Knowledge of principles and practices related to child development, child participation and protection issues. (Experience of working with Girls Project is an added advantage)
- Training - key exposure to courses on: Project management, Child protection, Gender equality, Monitoring and evaluation, Partnership management, Human Rights Conventions, CRC and CEDAW.
- Experience of working with children and young women.
- Strong listening skills and the ability to deal with sensitive situations with integrity.
- Must have strong and polished interpersonal, written and oral communication skills.
- An interest in the well-being of the children and safeguarding and child protection matters.
- Knowledge of Microsoft Office and Windows based computer application and database management.
- Experience in managing budgets, planning events, coordination and evaluation.
- Able to complete and submit all reports on time in line with CDF and development partners requirements.
- 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.