



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, 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:

PROGRAMME MANAGER (ONE POST)

Reporting: Executive Director

Supervises: Program Officers

Duty station: Dar es Salaam

Specific Responsibilities

Program Management, Delivery and Coordination

- Oversee and ensure an appropriate and effective quality assurance of the overall programme implementations and management.
- Provide programme advisory support and ensure program activities operate within the policies and procedures of the organization,
- Draft the design, strategy and formulation of programme proposals and initiatives; documents including, briefs, policy dialogue and other documents related to the work of CDF and children, as relevant.
- Oversee the technical implementation and conceptualization of the programmes;
- Initiating extra activities and other management interventions wherever gaps in the programme are identified or issues arise.
- Oversee the monitoring of implementation of activities and finances using the results based management tools;
- Develop short and long term plans for programs, monitor progress, assure adherence and evaluate performance
- Manage the program team and ensure effective and efficient coordination in delivery of program objectives for improving organization's performance;
- Provide technical support and facilitate the programme team to develop annual work plans and budgets.
- Coordinate all national level Female Genital Mutilation (FGM) Child, Marriage (CM), Child Pregnancies and Gender Equality advocacy initiatives



- with senior government officials, members of parliament and development partners
- In collaboration with the Program Officers prepare training programs for capacity development of staff, partners, stakeholders and girls network and clubs, organize training seminars to address staff needs in delivering the program activities.
 - Develop and implement partnerships and resource mobilization strategies.

Program Reporting

- Ensure timely submission of monthly, quarterly, bi-annual and annual reporting, following the M&E framework
- Ensure completion of all reporting requirements in line with development partners and CDF requirements.
- Lead CDF's overall M&E work, especially in reporting strategies building into its mandate to improve children's welfare

Financial and grant Management

- In collaboration with key staff review budgets and work plans of the programs and facilitate quarterly reviews with partners.

Networking, Advocacy, communication and knowledge building

- To lead CDF representation at national, regional and International level when required.
- Support in organizing meetings on regular basis with designated individuals to foster positive relationships with key national partners.
- To represent CDF in various policy and advocacy forums related to Female Genital Mutilation (FGM), Child Marriage (CM), Child Pregnancies and Gender Equality.
- Manage the process of identifying and synthesizing of best practices and lessons learned that are directly linked to the implementation of the programme for dissemination with all key stakeholders.

Staff management and development

- Manage team in a manner that empowers them to take ownership of the areas for which they are responsible, cultivate new ideas, analyze programs critically, build on strengths and overcome weaknesses.
- Providing guidance, support and feedback for achieving the program objectives.
- Undertake the duties of the Executive Director in the event of his/her absence.
- Undertake the duties of the Executive Director in the event of his absence.



Statement of Skills, Knowledge & Abilities

- Bachelor's Degree in Social Sciences, child development, social work, community Development or related disciplines. Master's Degree in the related field is an added advantage.
- Knowledge of principles and practices related to child development and protection issues
- Must have strong and polished interpersonal, written and oral communication skills.
- Creative, strategic and analytical thinker with the ability to manage multiple projects.
- Experienced in developing and managing budgets, hiring, and training, supervising and assessing personnel
- Minimum of 2 years of direct supervisory or management experience.
- Must be highly organized and able to work well with others
- Knowledge of Microsoft Office and Windows based computer application and database management
- The ideal candidate will have previous supervisory experience in a community-based organization.
- Event planning, coordination and evaluation
- Flexible; possessing the ability to wear different, "hats".

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 or deliver in person at CDF's office located in Mwenge area, Plot No. 161/162, Mama Ngoma House, 2nd Floor, Dar es Salaam. Only short listed candidates will be contacted for interview.

Application closing date: 25th November, 2018

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