



## **NEW JOB ADVERTISEMENT**

### **Introduction**

Rafiki Social Development Organization is a development and advocacy Non-Governmental and Nonprofit making Organization working with Children, Youth, Marginalized and Vulnerable groups, families and their communities to reach their full potential by advocating for their rights and tackling the causes of poverty and injustice. The Organization was established in January 2005 and registered under the NGO Act of 2002, issued with a registration number No.00NGO/R1/00903 to operate in Tanzania Mainland.

Rafiki-SDO is implementing the Keeping Adolescent Girls in School Project in Geita region which is funded by Global Affairs Canada (GAC) through Plan International Tanzania with the aim to address key barriers inhibiting adolescent girls from realizing their right to safe, quality and gender-responsive education, with a particular focus on their unique needs and barriers associated with participation in primary and lower-secondary school. The project's Ultimate Outcome is whereby 'Adolescent girls realize their rights to safe, quality, gender-responsive education' will be achieved by employing a three-pronged, rights-based, gender-transformative approach to tackle demand- and supply-side barriers, while strengthening local level governance and building improved linkages between education, health and child protection systems.

To facilitate smooth implementation of this project, Rafiki-SDO wishes to recruit qualified, experienced, motivated and dynamic Program Officer-SRHR.

### **Job Title: Program Officer SRHR - (1 POST)**

**Office location:** Geita Region

**Work station:** Geita Region

**Reporting to:** Program Manager

**Duration:** 9 Months /renewable (full time)

**Salary:** Attractive package

**Dimensions of Role:**

*Financial measures or statistics relevant to post such as budget; list of direct and indirect reports*

- Area of Responsibility –Project Regions.

**Typical Responsibilities - Key End Results of Position:**

*“What” is done and “why”, but not “how”; include indicators for success*

- Collaborate with Local Government Authorities (LGAs) and community volunteers to empower parents/caregivers, children, and young people on issues related to sexual and reproductive health and rights (SRHR)
- Conduct weekly and monthly data collection, analysis, and reporting.
- Work with LGAs and project technical leads to identify, train, and provide supportive supervision to community-based distributors (CBDs) of SRHR-related services, including adolescent peer educators.
- Coordinate with LGAs and project technical leads to ensure regular procurement and distribution of CBD kits in all project areas.
- Facilitate effective bi-directional referral and linkages with health facilities in assigned districts to support adolescent girls' access to comprehensive SRHR/health services.
- Collaborate closely with LGAs, Lower-Level Government (LLG), and Community Volunteers (MHH Lab Facilitators, HCWs, CoCs, CRPs) to support adolescent girls, young women, and their families.
- Ensure rights-based programming in all project activities to meet organizational goals.
- Conduct regular visits to SRHR stakeholders in project districts to provide technical support for effective implementation and management of project activities.
- Coordinate project activities related to Menstrual Health and Hygiene (MHH) in assigned project districts with LGAs and project technical leads.
- Mainstream safeguarding children and young people policy into all education-related program activities in project districts to protect children and marginalized individuals.

- Facilitate the empowerment of children and communities to improve the realization of adolescent girls' rights to safe, quality, gender-responsive education.
- Build partnerships, networks, coalitions, and alliances with other stakeholders in project areas to increase program effectiveness.
- Liaise with project team members to develop action plans, budget preparation, and provide assistance for implementation to achieve project goals and results.
- Prepare and submit high-quality activity, weekly, monthly, quarterly, semi-annual, and annual reports related to SRHR and/or other project thematic areas as per directives from the Program Manager.
- Leverage and mobilize community resources to complement resources from the Keeping Adolescent Girls in School initiative, especially those related to SRHR and MHH.
- Meet rigorous monitoring and evaluation requirements to support organizational and national data management systems.

### **Dealing with Problems:**

*Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them*

- Collates and provides technical support for the implementation of the project within assigned districts
- Puts in place systems to monitor and provide technical soundness in the implementation of the project in assigned districts/areas
- Works with minimum supervision
- Analyses issues for decision making to strengthen and support delivery of Education programs that meets organizational requirements and refer to line manager for approval.

### **Communications and Working Relationships:**

*Working contacts inside and outside the organization; include the purpose and level (high, medium, low) of the contact*

- Maintains high contact with staff working on education program activities at PU or district level to offer support for understanding and implementation of education related activities
- There is a high contact with other staff to support them with understanding education programs and their support in the implementation of related activities.

### **Knowledge, Skills, Behaviors, and Experience Required to Achieve Role's Objectives:**

*Gained through education, training, & experience*

## **Qualification and Experience**

- Bachelor's Degree in Public Health, Nursing, Sociology, Social Work, Clinical Medicine and other relevant field;
- At least three (03) years of experience working on donor-funded projects preferably in SRHR/Health related interventions
- Experience working with RHMTs/CHMTs in provision of ASRHR services and coordinating stakeholders' meetings
- Understanding the current national policies and guidelines related with SRHRs and Menstrual Health and Hygiene interventions
- Practical Experience of supporting adolescents in MHH interventions
- Candidates with comprehensive knowledge and trainings on Youth Friendly Health Services

## **Demonstrated behaviors needed by the post holder to successfully perform the role:**

- Demonstrating High level of confidentiality
- Knowledgeable of the Health and education systems and activities in Tanzania
- Develops, motivates, coaches and promotes high performance by partners' staff and collaborators.
- Teamwork.
- Working under pressure.
- Communicates clearly and effectively.
- Works in a participative community approach.

## **Skills Specific to the post needed to put knowledge into practice.**

- Good Management and administrative skills, including mastery of relevant software, such as Excel, MS word and Power Point
- Expertise in Organizing and leading dialogues/discussions in areas of Menstrual Health Hygiene and Sexual Reproductive Health (MHH &SRH)
- Excellent oral, written, and presentation skills in English;
- Ability to multi-task and to delegate, as appropriate;
- Clear interpersonal communication skills;
- Ability to work effectively with project technical team on project finance and administration issues and tasks.

## **Physical Environment and Demands:**

*May be "typical office environment"; note if heavy lifting, climbing, excess travel, etc.*

## **Travel requirements**

This position entails 60% travelling within communities in the Program Units or project districts.

## **Level of Contact with Children:**

**Low contact:** *No contact or very low frequency of interaction*

**Mid contact:** *Occasional interaction with children*

**High level:** *Frequent interaction with children*

**HOW TO APPLY:** If you believe you are the ideal person we are looking for, please submit your application letter to Executive Director describing why you are the right candidate for this position, curriculum vitae detailing your experience, copy of educational certificates and three (3) professional referees from previous and current place of employment. Please send the application to [ajira@rafikisdo.or.tz](mailto:ajira@rafikisdo.or.tz) and indicate the position title in the email subject line. The closing date for these applications will be on **Friday, 21<sup>st</sup> July, 2023, 17:00 hrs.**

**NOTE:** *Rafiki-SDO will not refund any costs incurred by any applicant in preparation for this application. This includes, but not limited to cost for submitting an application, attending interview and other communication related to the application. Rafiki-SDO will inform those successful, if you will not be contacted two weeks after closing date of this job advert consider yourself as unsuccessful. Thank you for your interest of working with Rafiki-SDO and supporting initiatives for saving children, youths and marginalized groups.*

To learn more about Rafiki-SDO visit: [www.rafikisdo.or.tz](http://www.rafikisdo.or.tz)