



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/R1/00226 to operate in Tanzania Mainland.

USAID Kizazi HODARI project is a five-year, USAID-funded project (April 2022-March 2027) implemented by the prime recipient Evangelical Lutheran Church in Tanzania (ELCT) in collaboration with Rafiki SDO as Implementing partner. The project is child centered and family focused applying the National Integrated Case Management System (NICMS) approach to enable delivery of individualized and age specific case management services to the household contributing attainment of 95-95-95% UNAIDS goals through OVC comprehensive services. To facilitate smooth implementation of this project,

To facilitate smooth implementation of this project, RAFIKI-SDO wishes to recruit qualified, experienced, motivated and dynamic individuals in the following position available;

JOB TITLE: CASE MANAGEMENT COORDINATOR (3 POST)

Office location: Mara Region

Work station: Serengeti DC/Musoma MC

Reporting to: Case management officer

Duration: One Year/ Renewable

Salary: Attractive package

Responsibilities:

- Supervise Community Case Workers (CCWs) and provide continuous mentoring and support to ensure delivery of high-quality case management services.
- Disseminate and ensure adherence to case management, child protection, referral and linkages, parenting, M&E guidance, standard operating procedures (SOPs) and other job-aids that facilitate holistic case management at the household/community levels.
- Ensure case management services delivered address the holistic needs of OVC and caregivers including health, nutrition, education, protection, livelihoods, and psycho-social well-being.
- Conduct quality step-down trainings to CCWs and facilitate monthly meetings in the field to introduce new topics, improve quality, and reinforce guidelines and procedures.
- Ensure CCWs complete required case management forms and case filing system is well maintained

- Work in partnership with local government authorities as appropriate, including but not limited to District Executive Directors, Council Health Management Teams, District Social Welfare Officers, and ward level officials.
- Create community linkages for broader community engagement of youth and caregivers in case management, child protection, parenting, etc.
- Assist in mapping existing community cadres (Community Health Workers, Home-Based Care Workers, Para-Social Workers, etc.) in communities and assist government officials to recruit and select CCWs for the National Integrated Case Management Training for CCWs.
- Ensure that all CCWs are oriented in the Child Protection Policy and Code of Conduct; take all cases of child abuse seriously and follow national protocols to ensure timely reporting.
- Ensure CCWs are coordinating with local structures including health facilities and Child Protection Committees (formerly known as Most Vulnerable Children's Committees).
- Assist in the development of a service directory for social services (in coordination with the Health and HIV services Officer) in implementation areas; update the directory at least once a year.
- Submit timely updates to the Case Management Officer for inclusion in the quarterly, semi-annual, and annual reports.
- Document lessons learned and best practices for experience sharing and replication.
- Perform any other relevant duties as assigned by the Case Management Officer.

Minimum required Qualifications, Experience and Skills

Education:

- Diploma or Bachelor degree in Social Work or Public Health.
- Diploma or Bachelor degree in Community Development, Community Economic Development (CED), may be considered.

Skills:

- Strong M&E skills and experience in strategic information
- Excellent written and oral communication skills in Swahili and English including excellent training skills in working with adult learner learners, particularly at the community level.
- Able and willing to work flexible hours as needed without constantly or close supervision
- Demonstrate leadership and team building skills.
- Diplomacy and negotiation skills that demonstrate ability to collaborate coordinate with a range of stakeholders and complex priorities.

Experience:

- At least two (3) years' experiences in a field position with an organization in public health or OVC programming.
- Experience in Home Based Care (HBC), National Integrated Case Management Systems (NICMS), PEPFAR OVC/MVC differentiated care of services etc. is preferred.
- Experienced with PEPFAR 3.0 funded project in Tanzania.
- Experience implementing program and donor regulations, systems, and procedures.

Experience in an Appreciative Inquiry (AI) approach in development and social work

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

- Demonstrating High level of confidentiality
- Knowledgeable of the education systems and activities in Tanzania

- Teamwork.
- Working under pressure.
- Communicates clearly and effectively.
- Develops winning grants proposals.
- Works in a participative community approach.

Job Title: Project Accountant - (1 POST)

Office location: Mara Region

Work station: Musoma MC

Reporting to: Project Manager

Duration: One year / Renewable (full time)

Salary: Attractive package

- ❖ Establish financial systems and policies for the project to ensure Organization compliance, practices, and regulations;
- ❖ Provide financial and administrative support in the design, implementation, and monitoring of project activities;
- ❖ Advise project staff on donor requirements; and provide training on financial management, recordkeeping, operational systems, and policies as needed;
- ❖ Maintain audit trail for all projects matters i.e., proper book keeping both soft and hard copies, proper filling of project documents etc.
- ❖ Ensure sufficient internal controls are maintained throughout the project life, i.e., bank reconciliations and all expenses are with proper approvals.
- ❖ Maintain organization and project fixed assets register
- ❖ Develop and monitor budgets for the project;
- ❖ Work with program staff to finalize and administer sub agreements, subcontracts, MOU and other related project agreements;

- ❖ Effectively communicate with and orient staff to ensure understanding of donor regulations, cost norms and requirements.
- ❖ Ensure the financial monitoring of all grants in accordance with proper accounting principles and donor requirements;
- ❖ Work with procurement process to ensure proper planning, purchasing and distribution of project products in compliance with Rafiki-SDO policies and donor regulations;
- ❖ Analyze project expenses through financial reports on a monthly and quarterly basis;
- ❖ Assess cost-effectiveness of methodologies proposed by the project leadership team;
- ❖ Coordinate input for the project annual budgeting process with the project team;
- ❖ Supervise other financial and administrative staff;
- ❖ Ensure timely preparation and submission of complete and accurate financial reports and cash requests as per donor requirements.
- ❖ Maintain effective linkages between technical components, grants and finance and administrative functions within the project.
- ❖ Oversee compliance of Donor financial policy guidelines, policies and procedure of Government of Tanzania relating to all statutory requirements (PAYE, WHT, WCF, NSSF, HESLB) and any other income tax.

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 and donor staff to offer support for understanding and implementation of project related activities
- ❖ There is a low 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

Requirements:

- ❖ University degree in accounting, finance or any related relevant field;
- ❖ At least two (02) years of experience working on donor-funded development programs and financial management;
- ❖ At least two (02) years in a supervisory role.
- ❖ Proven work experience as an Accountant.
- ❖ Strong knowledge of accounting principles and practices.
- ❖ Excellent mathematical and analytical skills.
- ❖ Proficiency in accounting software and MS Excel.
- ❖ Detail-oriented with a high level of accuracy.
- ❖ Ability to work independently and meet deadlines.
- ❖ Excellent written and verbal communication skills.

Demonstrated behaviors needed by the post holder to successfully perform the role

- ❖ Demonstrating High level of confidentiality
- ❖ Knowledgeable of the 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.
- ❖ Develops winning grants proposals.
- ❖ Works in a participative community approach.

HOW TO APPLY:

If you believe you are the ideal person we are looking for. Please send the application to ajira@rafikisdo.or.tz and indicate the position title in the email subject line. The closing date for these applications will be on Thursday, 15th August, 2024, 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

