



JOB ADVERTISEMENT

Introduction

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.

Rafiki-SDO is planning to implement a **Mwalimu kwanza,Elimu Bora project**, which aims to improve teacher motivation, professional development, attendance, and performance through capacity building, community engagement, and strengthened school systems.

To support effective implementation, Rafiki-SDO invites qualified and motivated candidates to apply for the following positions:

1. PROGRAM MANAGER – Mwalimu kwanza,Elimu Bora project, (1 Post)

Duty Station: Geita /Shinyanga Region

Reporting to: Executive Director

Job Purpose:

The Program Manager will provide overall leadership, coordination, and strategic oversight for the Teachers Motivation Project. The role ensures effective planning, implementation, monitoring, and reporting of project activities while maintaining strong partnerships with stakeholders.

Key Responsibilities:

- Lead planning, implementation, and monitoring of all project activities in line with approved workplans and budgets
- Provide technical guidance to project staff and ensure quality delivery of interventions
- Coordinate with Local Government Authorities, schools, and partners to strengthen project implementation
- Oversee integration of gender equality, inclusion, and safeguarding across all activities
- Ensure timely preparation and submission of high-quality narrative and financial reports
- Monitor project performance against indicators and ensure adaptive management
- Support capacity building of teachers, school leaders, and community structures
- Represent Rafiki-SDO in relevant meetings, forums, and stakeholder engagements
- Ensure compliance with donor and organizational policies and procedures

Qualifications and Experience:

- Bachelor's degree in Education, Social Sciences, Public Administration, or related field
- At least 3 years of experience in project management, preferably in education or community development programs
- Strong leadership, coordination, and stakeholder engagement skills
- Experience in managing donor-funded projects
- Knowledge of gender equality, safeguarding, and inclusive programming
- Excellent report writing, communication, and organizational skills

2. MONITORING AND EVALUATION (M&E) OFFICER – Mwalimu kwanza,Elimu Bora project,(1 Post)

Duty Station: Geita /Shinyanga Region

Reporting to: Program Manager

Job Purpose:

The M&E Officer will be responsible for designing and implementing the monitoring, evaluation, research, and learning (MERL) system for the Teachers Motivation Project, ensuring quality data collection, analysis, reporting, and use for decision-making.

Key Responsibilities:

- Develop and implement project M&E plans, tools, and frameworks
- Support data collection, verification, and validation at field level
- Maintain project databases and ensure data quality and integrity
- Analyze data and generate reports, dashboards, and insights for program improvement
- Ensure data is disaggregated by gender, age, and vulnerability status
- Support preparation of monthly, quarterly, and donor reports
- Conduct supportive supervision and capacity building for staff on M&E tools and processes
- Document best practices, lessons learned, and success stories
- Ensure compliance with data protection, safeguarding, and ethical standards

Qualifications and Experience:

- Bachelor's degree in Statistics, Monitoring & Evaluation, Social Sciences, or related field
- At least 3 years of experience in M&E, preferably in education or NGO sector
- Strong skills in data analysis (Excel, SPSS, or similar tools)
- Experience with digital data collection systems is an added advantage
- Knowledge of gender-sensitive and inclusive data systems
- Strong analytical, reporting, and communication skills

General Requirements for Both Positions:

- Strong commitment to Rafiki-SDO values and child safeguarding principles
- Ability to work in a team and under minimal supervision
- Willingness to travel frequently to project sites
- High level of integrity and professionalism

Application Process:

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 Friday, **1st May 2026** 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. Rafiki-SDO is an equal opportunity employer and encourages applications from qualified women and persons with disabilities.

To learn more about Rafiki-SDO visit: www.rafikisdo.or.tz