

# Mkombozi

Empower. Engage. Enable.



## CAREER OPPORTUNITY:

### Community Engagement Coordinator

LEVEL: Operations - Technical Coordinator / LOCATION: Moshi, Tanzania

■ POSTED: June 4, 2010 ■ CLOSING: June 25, 2010 ■

Mkombozi requires an exceptional professional to provide leadership, rigor and creativity to the development, implementation and monitoring of Mkombozi's Training and Facilitation (Community Engagement; CE) Group. The primary role of the CE Coordinator is to manage all aspects of Mkombozi's training and facilitation of staff and stakeholders. This is a role for a highly motivated individual committed to the rights and empowerment of children and young people. The candidate must be committed to enabling community members to become agents of change and development. Your mission is to facilitate individuals and groups to accomplish their goals. As a facilitator, you will support participants to assume responsibility for their own learning, by guiding and encouraging them to achieve the planned results. You will lead a group of staff that facilitates all training of Mkombozi staff, child care practitioners and other CSOs. You need to be a specialist in child protection issues, and harm reduction practices in working with vulnerable young people. You will be a member of the Senior Management Team and manage three staff members.

#### Key roles and responsibilities:

At Mkombozi, each working group has a coordinator who acts as a resource, coach, and facilitator with special concern for the teams' identity within his / her wider working group. Your role as a Coordinator is to provide the space or autonomy that allows appropriate innovation to occur. Rather than over-defining and over-controlling, your role is to focus on the critical variables that need to be specified, leaving each team to find their own form. The Coordinator should define no more than is absolutely necessary to launch a particular initiative or activity. You avoid the role of "grand designer" in favor of one that focuses on facilitation, orchestration, and boundary management, creating "enabling conditions" that allow the teams to find their own form. Your challenge is to help teams find and operate within a sphere of "bounded" or "responsible autonomy". You are challenged to find the balance and free flow that arises when there are no guidelines on the one hand, and over-centralisation on the other. You are also responsible for creating a context that encourages individuals, teams and groups to "learn to learn".

Specifically, you will:

- Design, facilitate and evaluate participatory trainings and workshops.
- Coach MEMKWA facilitators in using the "PYP inquiry model" and the lessons learnt from Mkombozi MEMKWA to strengthen their teaching practice.
- Coach mentors so they can practice the principles and techniques of harm reduction methodologies for working with vulnerable children.
- Facilitate two wards in Moshi Urban District (one in Arusha, one in Moshi Rural) to develop (with their village councils) child protection policies / procedures for schools.
- Facilitate targeted ward authorities in Moshi and Arusha to develop clear targets in education provision for vulnerable children and to budget for these in the annual planning and financing cycle.
- Facilitate Mkombozi to revise, strengthen and implement its Child Protection policy following the Standards of the Keep Children Safe Coalition.
- Organise and facilitate sharing and meetings with TEN/MET members, CSOs and local Government stakeholders.
- Host three NGOs per year on site visits to see Mkombozi's practice in action.
- Collaborate with other coordinators at Mkombozi to develop training-related materials for use within the organisation that drive toward the organisation's mission.
- Supervise and coordinate the performance and activities of the team members in the group to ensure each individual's ongoing personal and professional development as well as the harmonious and effective functioning of the collective group. This includes performance reporting, one-on-one mentoring, and creation of individual learning and training plans.
- Ongoing monitoring and evaluation of the project's progress and successes.

#### Minimum qualifications:

You will have a Masters degree or higher, preferably in the field of social sciences, training and communications. Certification in project management, facilitation and management is preferred. The ability to manage stress in both work and daily life and the ability to work independently and with Tanzanian and foreign staff are critical to the success of this post.

#### Skills and experience:

At least 4-5 years professional training and facilitation experience, including team management. Project management experience, including coordination of learning and sharing meetings. Proven track record in training and facilitation techniques to support the learning process of adults. Excellent networking and interpersonal skills. Ability to coordinate and strategise both independently and as part of a collective decision-making process. Adaptability and sensitivity to the cultural environment. Ability to develop user friendly, relevant and creative training materials and course development skills. Fluency in English and Kiswahili (written and spoken). Knowledge and appreciation to participatory and active approaches to learning that encourage people to think for themselves. Disposition to build upon the contributions of participants and facilitating group dynamics to create learning.

#### Child Protection Policy:

As a child-focused organisation, Mkombozi is committed to the protection of children; therefore all selected candidates will: successfully participate in a Child Protection screening; and will receive background checks for "working with vulnerable people" in accordance with Mkombozi Child Protection Policies and Procedures.

#### Terms and conditions:

Salary and benefits correspond to Mkombozi's salary structure and employment policy / procedures. Beginning as soon as possible, positions are full-time offered for a period of 24 months with the first 3 months as a probationary period. Qualifying applicants will be required to undergo a recruitment process that includes a series of opportunities to apply and demonstrate their skills.

#### ■■■ APPLICATION PROCEDURE ■■■

Send your application by e-mail OR post (details below). Please include a resume and cover letter, clearly demonstrating how you meet the qualifications of this position. We thank all candidates, but due to the volume of applications received, only those who are short-listed will be contacted.

**Tanzanian applicants will be prioritised.**