

# Mkombozi

Empower. Engage. Enable.



## CAREER OPPORTUNITY:

### Programs Manager

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 Children's Program, Community Engagement and Quality Assurance Groups. The primary role of the Programs Manager is to oversee the effective management and execution of interventions by our Children's Program, Community Engagement and Quality Assurance Groups, with key responsibility to facilitate reports, feedback and updates to the Senior Management Team (SMT) and the Executive Director on project implementation and actualisation of targets. S/he is the Team Leader of the Programs Management Team (PMT) and facilitates consultative meetings, ensures effective staff supervision and appraisal, ensures timely report writing and reviewing of targets, facilitates preparation and review of operational plans and budgets, monitoring and evaluation. As a member of Mkombozi's SMT, the Programs Manager must uphold the best interest of children and youth, ensuring Mkombozi champions their participation in program processes and interventions designed to improve their lives.

### Key roles and responsibilities:

**A. Strategic Leadership:** Communicate and advocate Mkombozi's vision, mission and objectives with government, donors, other agencies and stakeholders as well as internally; Responsible for strategic thinking, staff support and capacity building, and maintaining the integrity of the organisation; Ensure programs are implemented to fulfil Mkombozi's overall mission while adhering to policies, methodologies, guiding principles and processes; Ensure meaningful benchmarks are established, tracked, and revised as appropriate and as is in agreement with popular sector wide best practice; Serve as Programs Manager (Team Leader) to the PMT (children's program, community engagement and quality assurance); Provide guidance and leadership to the PMT ensuring implementation of programs in line with Mkombozi's philosophy, policies and mission; Create opportunities to present concept proposals that support the future development of programmes within Programs; Develop effective alliances with other organisations ensuring effective service delivery to vulnerable children and youth; Maintain close cooperation with local and national government authorities, especially on children's rights.

**B. Management/Programs:** Facilitate implementation and evaluation of action plans and budgets based on the approved strategic interventions, targets, objectives and opportunities; Nurture relationships with target groups, (children, youth, families, communities, local authority), implementing and funding partners of the organisation; Facilitate standards for program management team including processes, methodologies, metrics and tools, and ensure their effective use in project design and implementations; Facilitates assessment of the needs of the targeted population, street working and street living children and youth, in addition to other categories of most vulnerable children and youth, and developing interventions to most appropriately respond to such needs; Ensure coherent and transparent communication with Mkombozi's targeted communities on methodologies, guiding principles and processes; Facilitate opportunities for open communication and collaboration with the community at large and promote an awareness of the diverse and changing needs of the community.

**C. Staff Development:** In collaboration with PMT and HR Manager, undertakes recruitment of new programs staff; Ensures fulfilment of individual staff's ongoing personal and professional development, individual learning and development plans; Supervises and provides one-on-one support to the M&E Officer, Children's Program and Community Engagement Coordinators.

**E. Assuring Quality:** Monitors projects and programs to evaluate progress and quality; Oversees monitoring and evaluation of interventions of the programs and constant development of Mkombozi's electronic case file system (Microsoft Access Database), ensuring timely writing of monthly, quarterly and biannual monitoring reports; Ensures programs are executed on time, within budget and in accordance with partner agreements and contract requirements; Contributes to the design, development, and implementation of best practices for programs; Contributes to strategy development efforts in the form of proposal, partners briefings, strategic and operating plans; Ensures development and maintenance of systems for ongoing data collection and analysis; Facilitates linkages across Mkombozi programs with the relevant stakeholders in relation to monitoring and evaluation activities; Ensure that monthly data collected from programs sites are collated, reports generated and shared with the SMT and partners for discussions and actions.

**Finance & Administration:** Works with Finance Team to establish good financial control systems that will support Programs; Monitors and evaluates programs impact, through consultation and review of progress reports, and taking corrective action when necessary; Oversees finances to ensure that internal controls are functioning, effectiveness and efficiency in budget allocation, and that short and long range financial planning takes place.

### Minimum qualifications:

You will have a Masters degree or higher, preferably in the field of social sciences, psychology, therapy and counselling, sociology and anthropology, or social work. Candidates with exceptional Emotional Intelligence from varied backgrounds will be considered; however, a proven track record of working with vulnerable children and youth will be a significant advantage. The ability to appreciate and articulate the distinctive ethos of Mkombozi, manage staff, interact with donors, and work both independently and with Tanzanian and foreign staff will be critical to the success of this post.

### Skills and experience:

At least 4-5 years' professional management experience, working with children and youth. At least 4-5 years' practical experience working in mental health and / or social work with vulnerable groups. Demonstrable experience in team management. Extensive project management experience, ideally including coordination of multiple staff and stakeholders. Proven track record in training and service delivery. Excellent networking and interpersonal skills. Excellent writing, editing, presentation and research skills. Ability to coordinate and strategise both independently and as part of a collective decision-making process. Adaptability and sensitivity to the cultural environment. Fluency in English and Kiswahili (written and spoken).

### 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.**