

Job advertisement

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991. It was granted General Consultative Status from the United Nations Economic and Social Council (UN ECOSOC). The aim is to make the world a place without hunger, where people live together in harmony. In Tanzania it was officially established on 2005 and our efforts work towards creating environment where children's rights are protected and sustainable development of communities through empowerment, leadership and ownership.

Good Neighbors Tanzania is looking for individuals to join our highly motivated team in the following role;

Position: Senior Program & Coordination Manager

Reports to: Field Manager, Country Director

Location: Zanzibar

Contract Duration: June – December, 2024 (Contract extension is subject to funding availability, performance or/and mutual agreement).

Under overall authority and supervision of the Country Director (CD) of Good Neighbors Tanzania, the position as a self-motivated and results-driven Senior Program & Coordination Manager will work alongside the Field Manager of EQSSE-Z, KOICA Project Management Unit (PMU) and other partners. He will report directly to the Field Manager / Country Director in the oversight and guidance of financial streams provide periodic administrative and technical reports as agreed to by the organization. The SP&C Manager is responsible to prepare and submit periodic report and activity reports to KOICA as noted in the mutual agreement and contract.

Duties and Responsibilities

1. Project Functions

- In charge of outcome 1 & 2 activities; plan and organize ongoing activities regarding ZAO – EQSSE-Z project implementation.
- Coordinate the development of INSET for MSE teachers in learner-centered pedagogy and curriculum content area.
- Preparing and submitting periodic/thematic report and reviewing and consolidating all reports prepared by person in charge of the team.
- Keep track of ongoing activities regarding any kinds of meetings with stakeholders including Ministry of Education and Vocational Training in Zanzibar and KOICA.
- Ensure effective and transparent utilization of all resources and integrity of administration and operation services.
- Develop the project implementation plan and maintain it up-to-date as one of the key reference documents (e.g. identify opportunities for learning and improving project implementation using Result-based Management (RBM) principles)

- Develop the action plan for the project which specifies all project activities for each output with clearly defined scope and allocated budget.
- Edit all outgoing reports and deliverables; offer OJT to staff to improve writing.

2. Financial Management

- Prepare budget requests including detailed implementation budget plan for major project activities.
- Oversee budget implementation of Outcome 1 & 2 to ensure compliance with the GAAP, GN/GNTZ standards, and KOICA requirements.

3. M&E and Reporting

- Develop M&E plan and tools to ensure the effectiveness of each activity
- Supervise activities to ensure proper data collection and analysis so that can provide quality analysis report.
- Monitor project activities and progress, and intervene when necessary to ensure quality of execution and project outputs.
- Manage cloud based yearly action plan and working budget plan.

4. Team management

- Managing staff recruitment and conduct employee orientation, development, and training in outcome 1 & 2.
- Manage performance management process by ensuring;
 - Staff annual goals and job description are in place
 - Staff performance tools are in place
 - Mid and final appraisal is conducted to all offices within time
 - Review appraisal reports and give feedback accordingly
 - Appraisal documents are properly filled and kept in employees' files

Qualification, experiences and competencies

- Advanced university degrees in the field of public or business administration, development study, public policy, education, social science or other relevant disciplines.
- At least 5 years of progressively professional experience at the appropriate management level within international or national institution, including a wide experience in development issues, in association with a national or international organization.
- Experience in project implementation and management, administration and related work.
- Understanding of Zanzibar's education system and political context will be considered an added advantage.

Skills/Competencies/Desirable qualifications:

- Commitment to the organizations' mandate, vision, strategic direction and priorities
- Proven skills in administration and the management of financial, administration and human resources.
- Excellent knowledge and drafting skills in English
- Flexibility and strong communication skills
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Proficiency in Swahili
- Experience working in Tanzania or any East African country

Application Instructions:

- All interested candidates, who meet the above requirements, please [Click here](#) to apply for the position on or before 09th June, 2024.
- When applying please attach detailed curriculum vitae containing complete names and addresses (postal, email, phone), together with names and contact details of three referees (**one should be current or previous employer**).
- All applications should be addressed to Country Director, Good Neighbors Tanzania, P.O. Box 33104, Dar es Salaam.
- Only shortlisted applicants will be contacted through their active mobile numbers and email addresses.
- Good Neighbors Tanzania will not be responsible for transport or/and accommodation during the interview, there will be no refund for the expenses incurred.
- Good Neighbors Tanzania has a zero tolerance to any harm or sexual exploitation and abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All applicants interested to work with GNTZ must ensure that they understand and act in accordance with this clause.
- Please [Click here](#) to access and review GN Safeguarding Policy.