



## Career Opportunity

Our Client is a basket fund organization formed to channel funding on an equal opportunities basis to organizations which are providing legal aid and paralegal services in Tanzania Mainland and Zanzibar. These services support individuals to claim their rights, compensation grievances and protect their fundamental Human Rights. The Organization aims to promote and protect Human Rights for all, particularly for poor Women, Children, Men and the vulnerable, including people living with HIV/AIDS. It works closely with the Government at all levels, Development Partners, Organizations involved in the provision of Legal Aid, including paralegal services, and other Stakeholders.

Our client is looking for experienced, self-driven, dynamic and result oriented individuals who are keen to develop a career in a dynamic, passionate and challenging environment. The successful candidates will be part of the Secretariat team.

### 1. Senior Administration and Human Resource Officer:

**Duty Summary:** Under general direction, reports to the Director of Finance and Administration and is based in Dar es Salaam. The role oversees the management of fixed assets and all other office equipment and ensures at all times they are in excellent working condition, manage, coordinate and improve where necessary the procurement processes of the organization to ensure transparency and competitiveness and that the organization obtains value for money in all its procurements, manage the front line Human Resources Team to deliver an effective, efficient and legally compliant recruitment and human resource service across the organization, which meets the needs of the organization and achieves value for money. The role works within general methods and procedures and exercises considerable independent judgment to select proper courses of action. The work requires knowledge of the policies, procedures, and regulations of human resources, administrative and departmental programs.

**Employment Standards:** Possession of a Bachelor's Degree in Business / Public Administration, Human Resources or a related field; a Master's Degree is an added advantage. At least five years of professional experience involving the application of the principles of management or in two or more of the following areas of administrative/office management, human resources, procurement, organizational analysis, or property management.

### 2. Monitoring and Result Manager:

**Duties Summary:** Under general direction, reports to the Programs Director and is based in Dar es Salaam. The role will oversee and guide quantitative and qualitative data collection, data quality assurance, cleaning, validation and data entry by implementing partners, provide strategic input for the organization overall Monitoring and result based on the organization programming issues, contribute to the formulation and implementation of essential results oriented components in grant making and management, including indicators and progress markers, coordinate surveys & research including feasibility studies, baseline surveys, evaluations, and operational research exercises in collaboration with Program staff and consultants, and produce regular M&E reports for learning and Program development.

**Employment Standards:** Masters in statistics, computer science, economics, social sciences or similar, from a recognized university. A minimum of 7 – 10 years' experience working in increasingly senior positions in development programmes, working in monitoring and results management. Extensive experience with design and/or utilization of web based applications for monitoring and evaluation. In particular management and running of grant making programs targeting CSOs, while experience in the legal sector will be an advantage. Extensive experience in computerized data processing and familiar with applications (Excel, Access, SPSS, STATA etc.), experience working with large numbers of implementing partners responsible for data collection, quality assurance and entry, capacity in development of CSOs in monitoring and results measurement, excellent knowledge of international standard M&E systems (including theory of change and outcome mapping), Good knowledge of communication and reporting Skills

### **3. Programme Officer (Legal Empowerment) – Zanzibar:**

**Duties Summary:** Under general direction, reports to the Programs Manager and oversee all operations of organization in Zanzibar. As a member of the organization program team, will coordinates all activities of organization Zanzibar Legal Aid Programme, provides conceptual and practical support to regional Mentor Organizations, paralegals and other stakeholder. The role also is responsible for providing technical support to mentor organizations, paralegals and other partners' implementation of activities, ensures timely and proper implementation of program activities and manages all administrative and financial affairs of the organization Zanzibar office. It also responsible for ensuring that programs are smoothly communicated and implemented with other organization programs in terms of Monitoring Results, Capacity Development, Communication, Managing Finances and Administration as well as ensuring the proper monitoring, evaluation, reporting and documentation of the program results in Zanzibar.

**Employment Standards:** Graduate Degree in political science, sociology, law, education or other relevant social science discipline. Minimum of three years of experience in relevant projects related to policy engagement advocacy. Experience in supporting field-based legal or paralegal services or resource governance projects, with experience in policy reform and advocacy. Demonstrated experience in capacity building, coordination and networking, Strategic, creative, and innovative thinking. A successful track record in coordinating / managing advocacy campaigns and policy analysis as well as demonstrate experience at liaison with government and non-government stakeholders. A Knowledge on local government structures in Zanzibar and in the mainland Tanzania is an added advantage.

### **4. Monitoring and Evaluation Data Analyst & ICT Officer:**

**Duties Summary:** Under general direction, reports to the Monitoring and Result Manager and provide technical support and assistance for the project's elements in regards to analysis of data and the monitoring and evaluation of activities at the level of the local, regional, central government and stakeholders across Tanzania Mainland and Zanzibar. The role as such, includes field visits, monitoring and evaluation, information and statistics reporting analysis. Provide on-going technical support and evidence based recommendations to M&E Manager. Moreover, the role requires to assist with the design and implementation of a monitoring and evaluation system that measures the effectiveness of project initiatives, Design and conduct research, Monitor and evaluate overall progress on achievement of results, including field visits for this purpose, Monitor the analysis and review data files to ensure smooth quality data processing and reporting, Ensure quality data collection techniques are implemented for reporting, Participate in the implementation of data quality standards and works with team to ensure standards are met, Prepare survey questionnaires and data collection templates, Assist in sampling for survey research. Tabulate descriptive statistics and prepare charts and tables and Coordinate across the available components of the Project to ensure effective implementation of M&E

**Employment Standards:** Graduate Degree in Social Sciences, Statistics, or equivalent with 4 years of relevant experience. Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy. Intermediate-to-advanced capability with SPSS, Excel and Access and knowledge of IT is required and essential. Self-motivated, with willingness to explore and discover new tools and methods for the collection and analysis of data. Competence in qualitative and quantitative study design and implementation. Experience with monitoring program implementation using qualitative and quantitative approaches.

### **5. Capacity Development Officer:**

**Duties Summary:** Under general directions this role reports to Capacity Development Manager, and is based in Dar es Salaam. The role is tasked to implement capacity development strategy for the organization and its funded projects. It provides capacity support to all organization partners, including designing or adapting capacity development tools, systems, assessment methodologies, and provides direct support to partners in the areas of legal advice, paralegal, leadership, policy development, communications, and sustainability planning. The role also support advocacy and networking related components for organization and among partners.

**Employment Standards:** Graduate Degree in Social sciences; Practical experience in implementing capacity and organizational development programs. Minimum of 2 years of experience in successful organizational development capacity development programs in Tanzania. Proven skills in developing organizational capacity of partners in

implementing legal programs. Previous experience working with Development partners funded programs and knowledge of its regulations and requirement. Experience developing and leading innovative capacity and organizational development technical trainings, and Knowledge and Experience in conducting capacity development assessments.

#### **6. Senior Grants & Finance Officer (Grant Management & General Finance/Accounting):**

**Employment Standards:** This is a critical role in a funded based organization. Under the supervision of Director Finance & Administration, based in Dar es Salaam, the role has the responsibilities of overseeing the financial and record-keeping side of the annual grant-making process for both organization programs and for all grants received. It works closely with program staff and senior leaders to ensure accurate financial reporting and procedural compliance on all grants, including donor funded grants. The role also works closely with program and development staff and senior leaders to manage and ensure organizational effectiveness and compliance; help set relevant policies and provide technical assistance as required. The role is a vital connector for the finance, grantees, and program staff, as it must possess the ability to see and understand all points of view.

**Employment Standards:** Graduate degree in Finance or Accounting, fully completed accounting qualification/certification is an added advantage. Minimum of five years of experience working in grant related projects. The role target an individual with deep financial acumen and a strong track record of success. This individual will have robust collaboration and problem-solving skills and will provide seasoned guidance on compliance issues as well as key financial and operational best practices.

#### **7. Senior Communication Officer:**

**Employment Standards:** Under general directions this role reports to Chief Executive Officer (CEO) and based in Dar es Salaam. The role is responsible for developing and oversee the organization's communication strategy and support the delivery of key organizational strategies and projects to external and internal target audiences using primarily digital and other communication channels. The role is to further develop and implement the communication strategy including strategic planning, implementation, annual communications plans, development and outreach, oversight and management of website and social media, publication in and through printed media varying from newspapers to organization reports and documents, local, regional and national radio, TV, event strategies, management and implementation. The role also is responsible to build and maintain network of media relations and ensure that the organization is widely perceived as the primary source, disseminator and conduit of information on access to justice in Tanzania, and promoter of protection of women's rights; a conduit of information on legal empowerment, human rights, legal education and case related aid.

**Employment Standards:** Graduate Degree in Mass communication with a minimum of 5 years' job-related experience in media, public relations, journalism, publishing, in corporate or nonprofit organizations. Capable of managing multiple projects (both complex and operational) and of managing a busy workload, to tight deadlines, highly developed verbal and oral communication skills, with a wide range of groups and individuals. Solid understanding of the Adobe Creative Cloud (Photoshop, InDesign, and Illustrator) and experience in blogging, web maintenances. Knowledge of graphic design, for both print and digital media.

#### **8. Accounts Assistant:**

**Employment Standards:** Under general directions this role reports to Senior Grants & Finance Officer and is based in Dar es Salaam. The role is responsible for processing high invoices, payment runs and reconciliations and undertaking a wide variety of accounting responsibilities. These include handling supplier invoices on a daily basis, ensuring matching to purchase orders and delivery notes. Returning all invalid documents as and when necessary, distribution of supplier invoices for authorization to various departments. Monitor and review of outstanding invoices with prompt resolution of queries, ensuring all supplier invoices are filed accurately and timely. Answering suppliers' phone calls and resolving queries, Reconciliation of supplier statements and processing organization payments through internet banking when required.

**Employment Standards:** Graduate Degree in Accounting or Finance with a minimum of 3 years' job-related experience in accounting from recognized organization, and experience working with different accounting packages (software).

**The Offer:** If your career aspiration matches this exciting opportunity, please write one page how you fit the role, with your CV containing an email address, daytime telephone contacts, names and addresses of three referees and send through email [emaron@emarongroup.com](mailto:emaron@emarongroup.com) before October 27<sup>th</sup> 2016. We will respond to only short listed candidates.