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Project Coordinator

Job Title: Project Coordinator for Engisoma Project

Location of post: Loliondo with regular travel to project schools within Ngorongoro district

Organization: Established in 1997, the Pastoral Women's Council (PWC) is a community-based organisation in northern Tanzania, which implements local projects in rural Ngorongoro, Longido and Monduli districts. It was founded to promote the development of Maasai pastoralist women, children and their communities through facilitating their access to education, civic and land rights, social services and economic empowerment.

Key Responsibilities

1. Effectively implement all project activities as per monthly and quarterly workplans.
2. Effectively implement an M&E plan and regularly monitor the effective delivery of project results and impact.
3. Lead timely preparation and submission of quality donor reports on the project. This will include collection and analysis of quantitative data as well as qualitative data such as photographs, focus group discussions and case studies.
4. Lead on policy advocacy around issues on access to quality education for pastoralist boys and girls in Ngorongoro district.
5. Lead in strengthening and maintaining strong partnership and collaboration between PWC, on one hand, and other like-minded organizations and government officials and departments on other hand.
6. Lead on sustainability of the project and ensure child protection issues are effectively addressed at project schools.

Qualifications: Essential

- A university degree in community development/social work or a relevant degree
- Able to write in fluent English and report on project impacts
- Able to fluently speak in Maa, English and Swahili
- Able to work proficiently with MS word applications including word, excel, email, power-point.

Experience: Essential

- At least two year experience in project management
- Possessing influencing, advocacy and community engagement skills
- Primary and secondary data collection, compilation and analysis

Experience: Desirable

- Experience in conducting Wellbeing Ranking
- Experience in working in rural communities especially pastoralist communities
- Experience of including Child Protection in projects
- Experience of including Inclusive Education in projects

Application Procedure

To express your interest in the position, please submit your CV and a covering letter describing your experience and qualifications as they relate to this position. In addition, please provide details of three referees. All applications should be emailed to pwctanzania@gmail.com by 5pm E.A.T on 1st December 2017.