



Job Advertisement

Project Coordinator

Job Title: Project Coordinator

Location of Post: Arusha with regular travel to partner Community Based Organizations (CBOs) project sites across northern Tanzania

Organization: Established in 1997, the **Pastoral Women's Council (PWC)** is a women-led and focused organization that finds ways to support, mobilize, and enable pastoral women and girls to achieve better lives for themselves, their families, and their communities. We seek out pastoral women and girls in the most remote areas of northern Tanzania who lack access to essential services and help them to become self-reliant and take control of their own development. Our passionate membership base of pastoralist women, and our membership driven approach, means we listen and respond to the members we serve. PWC addresses the root causes and effects of poverty, exclusion, and injustice by empowering women to engage in the development of their communities as equals. It is a rights-based approach, meaning that women and girls know their rights and can claim their rights where necessary. We understand the complexities and intersectionality of pastoral women and girls' marginalization and therefore aim to offer a holistic range of solutions that have proved successful in transforming established gender relations in remote pastoralist areas.

PWC serves Ngorongoro, Longido, and Monduli Districts in Arusha Region, northern Tanzania. PWC programming focuses on enhancing access to quality education, economic, water, health and rights needs so that there is lasting societal transformation and sustainable development in pastoralist communities.

Position Description

Pastoral Women's Council (PWC) intends to partner with Grassroots nest for Innovations and Change (GRIC), to strengthen the capacity of selected CBOs in northern Tanzania to support children from vulnerable communities go to school, learn, stay on and transition to different levels of education. We intend to recruit a project coordinator to lead and coordinate capacity strengthening initiatives of selected grassroots organizations. The coordinator will be based at PWC office in Arusha but with a lot of travel to partner grantee organizations across northern Tanzania. PWC will in collaboration with GRIC regional office, in Nairobi, oversee and supervise the individual recruited for this position.

Key Responsibilities

- Take a key role of identifying potential grassroots organizations to partner with GRIC and PWC in northern Tanzania and make recommendations to staff of both organizations.
- Support the GRIC team at the regional office in Nairobi and at PWC in the selection process of potential partner grantees, on rolling basis, and carry out due diligence of short-listed organizations.
- Support the selected organizations in proposal writing, project implementation and reviewing of narrative and financial reports.
- Jointly with the Nairobi office, assess the capacities of the selected organizations, develop a capacity building plan and support implementation of the plan.
- Facilitate networking, reflection, and learning opportunities between grantee partners by organizing virtual and face-to-face trainings and meetings.
- Support in identifying consultants to strengthen some of the capacity gaps identified in the capacity strengthening plan and support the Nairobi office to supervise the consultants.
- Provide overall supervision of the work of the partners, and ensure they send reports on time to the GRIC office in Nairobi.
- Compile quarterly and annual progress reports summarizing activities implemented, lessons learned, opportunities and challenges and share with PWC and GRIC.
- Enhance visibility of the partner grantees work through GRIC and PWC's social media sites, websites, periodical newsletters, and annual reports.

Required Qualifications and Experience

- A minimum university degree in education, community development/social work, education or a relevant degree.
- Demonstrate experience and technical expertise of at least six years in project management and coordination.
- Experience and interest in strengthening grassroots organizations, application of participatory approaches, community driven change, and gender mainstreaming in program design and implementation.
- Knowledgeable in monitoring, evaluation, accountability and learning (MEAL).

- Demonstrate experience and interest in working with rural communities, especially pastoralist communities.
- Demonstrate experience in advocating for and implementing inclusive and child-centred learning methodologies in rural contexts including, Teaching at the Right Level (TaRL) and competence based learning.
- Good training, coaching and mentorship and adult facilitation skills.
- Excellent, planning, analytical, networking, writing and verbal communication skills.
- Fluent in English and Swahili. Ability to speak Maa is an added advantage but not a requirement.
- Excellent computer skills.

Core Competencies and Mind-set

- Believe that all students irrespective of their social backgrounds and status can achieve to the highest level if they are well supported.
- Conviction that grassroots organizations, communities, local leaders and parents have a key role of furthering education and supporting children to learn and succeed in school.
- Committed to adhere to PWC's Safeguarding Policies and Code of Conduct.
- Accommodate different views and perspectives across different cultures.
- Commitment to improving the status of the less privileged in society.
- Self-awareness, integrity, and empathy.

Application Procedure

To express your interest in the position, please submit your curriculum vitae and a covering letter describing your experience and qualifications as they relate to this position. In addition, please provide details of three professional referees. All applications should be emailed pwctanzania@gmail.com by **Monday, 6th March 2023**.

PWC is an equal employer and does not discriminate or engage in activities that discriminate against any person employed or seeking employment based on race, colour, religion, sex, ethnicity, marital status, disability, or any other status or characteristic protected under applicable law.