



DVV International

Education for Everyone. Worldwide.

Lifelong.

Job advertisement DVV International Tanzania Programme Officer

Job Title: Programme Officer

Job Type: Full-Time from 1st February 2024

Location: Dar es Salaam

Reference Number: DVV/PO/022024

Salary:

DVV International is the Institute for International Cooperation of the Deutscher Volkshochschul-Verband e.V. (DVV), the German Adult Education Association. DVV represents the interests of the approximately 900 adult education centres (Volkshochschulen) and their state associations, the largest further education providers in Germany. DVV International provides worldwide support for the establishment and development of sustainable structures for Youth and Adult Education. As the leading professional organization in the field of adult learning and education (ALE) and development cooperation, DVV International has committed itself to supporting lifelong learning for more than 50 years. Its vision is to fight poverty through education, lifelong learning and support to development.

For its regional office East7 Horn of Africa in Tanzania, Dar es Salaam we are looking for a suitable candidate for the position Programme Officer **Reference Number: DVV/PO/022024**

Job Summary: The **Programme Officer**, as part of a small team, will be working under the overall guidance and direct supervision of the Regional Director East/ Horn of Africa. His/her task will be supporting DVV International in non-formal adult education programming and implementation of its interventions at macro, meso and micro level.

Responsibilities

The **Programme Officer** will be assigned for:

- Supporting programme staff and key partners in consultation with other key stakeholders in the finalisation of the review of the national programme Integrated Community Based Adult Education (ICBAE) and strategies in non-formal adult learning and education (ALE).
- Supporting the implementation of pilot Community Learning Centers at district level with the associated multi-sectoral coordination and multi-stakeholders' network structures.
- Liase with the capacity development advisor and ensuring that activities at the CLCs and decentralised levels are in accordance to DVV International annual implementation plan and budget.
- Providing technical support to stakeholders at national, regional and district level in conducting and managing activities in the field of adult literacy, technical and vocational education, non-formal and community education, etc. including material development.
- Conducting supervision and monitoring visits to the CLCs and help to establish Community of Practice of facilitators and support therewith ongoing monitoring and quality of project activities.



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- Liaise with the capacity development advisor in capacitating stakeholders in integrated ALE methodology and programming including preparation of training materials/ guidelines.
- Liaise with the advocacy and communication advisor in implementing the advocacy and communication strategy and in establishing stakeholder networks and cooperation among ALE stakeholders nationally and in East African region.
- Identifying content/ themes and areas of research in ALE nationally and in the East African region.

Project Management

- Supporting that all programme activities are developed and implemented in accordance with DVV International budget and guidelines.
- Together with the capacity development advisor conduct project reviews to assess project components, to measure achievements that can be effectively communicated to donors and key stakeholders and be used for advocacy purposes.
- Supporting tender processes from design to review.
- Supporting the development of proposals for various third funding donors.
- Support the planning and implementation of workshops, trainings and conferences, compiling reports of meetings, workshops, trainings, etc. and progress reports to donors.

Requested qualifications and skills:

- University degree preferably Masters in the field Education, social science from a reputable university
- At least 3 years' experience in the local or international NGO sector in a similar position
- Understanding of adult education strategies and issues in Tanzania, regional and globally
- Knowledge of ALE stakeholders in the country.
- Proven skills in capacity development and training provision as well as development of training materials.
- Strong analytical and project management skills.
- Strong communication and writing skills (English and Kiswahili)

Characteristics

- Tanzanian national
- Problem-solving skills
- Excellent inter-personal, communication, presentation and training skills
- Ability to work effectively in a team
- Ability to work under pressure and to meet deadlines
- Strong computer skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office

Salary 3.200,000 TZS to 3.500,000 TZS.

Applicants should send their CVs with contact information for three traceable referees, with a cover letter to fheinze@dvv-international.co.tz indicating position and reference number in the subject field. Only applications meeting the above requirements and sent to this email address will be accepted. Only shortlisted candidates will be contacted.

Closing date for receiving applications is **4th of January 2024**