



FORUM FOR AFRICAN WOMEN EDUCATIONALISTS - TANZANIA CHAPTER

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JOB ADVERT

ABOUT FAWETZ

The Forum for African Women Educationalists Tanzania –FAWETZ is one of the 34 chapters in 33 countries in Africa, that implements FAWE’s mandate at the national level. FAWETZ advocates for transformation of education systems, policies, and practices in Tanzania to promote gender equity and equality in education. FAWETZ has vision of achieving quality education for all Tanzanian girls at all levels and mission is to promote girl’s education through advocacy, capacity building, research, and networking. FAWETZ seeks to recruit high caliber and result oriented individuals with integrity to partner with a dynamic professional team in the following positions;

1. FAWETZ - Program Coordinator (1 Position)

Position Overview

The Program Coordinator reporting to the National Coordinator is responsible for providing leadership and technical input in the FAWETZ programmes as envisaged in the FAWETZ Strategic Plan (2024-2028) and Organization Work plans. Specifically, the Programme Coordinator is responsible for coordinating the organization programmes including developing effective programs, strategic leadership, overseeing activities and details, and measuring overall success. His/her duties consist of managing various administrative tasks, tracking the budget, and ensuring that the program meets programme goals. With a commitment to growth and career development, toward striving to create positive experiences for all participants and repeat best practices for future programs.

Responsibilities:

- I. Provide technical and programmatic leadership for an education and skills training programme. Tasks include oversight and coordination of implantation of the programme.
- II. Monitor every step of FAWETZ program or project for successful completion.
- III. Coordinate the promotion of learning agenda for the programme, including periodic updates to the team and integration with other FAWETZ programmes/projects, social inclusion (PWD, Refugees) and digital skills.
- IV. Support advocacy to widen the civic space for Tanzanian girls and young women in all their diversity, emphasize on social inclusion, work closely with the other teams

- to amplify, and sustain voice at the demand of the realization of quality education and training rights.
- V. Provide technical input in identifying, development and negotiations for funding proposals for FAWETZ work.
 - VI. Lead team meetings to discuss progress and maximize productivity.
 - VII. Coordinate the creation of promotional materials to encourage community participation.
 - VIII. Identify best practices and procedures to inform future programs. Focus on scale up and replication of the programme.
 - IX. Performing any other related duties as assigned by the supervisor from time to time.

Qualifications and Requirements:

- I. Bachelor's degree in a relevant field (e.g. social science, political science, Gender, Education, Project Management, or any other relevant discipline).
- II. Strong leadership skills – Critical thinking and Evidence of thought leadership
- III. Sound knowledge of lobby and advocacy especially focusing on girls and young women Education
- IV. At least ten (10) years' experience in program management and five (5) years NGO experience.
- V. Strong organizational and time-management skills.
- VI. Excellent written and verbal communication skills.
- VII. Ability to work independently and collaboratively in a team environment.
- VIII. Proficient in project management tools and Microsoft Office Suite.
- IX. Demonstrated problem-solving and decision-making abilities.
- X. Multilingual competency is an added advantage.

2. FAWETZ - Finance Manager (1 position)

Position Overview

Finance Manager is responsible for providing financial and management support to the program by providing a balanced combination of professional investment management and personalized financial planning. He/she shares the commitment to carefully guide decision-making for portfolio management, investment planning, tax minimization, risk management, budgeting, charitable giving, asset purchases, and sales. As a leader of the Finance team, the Finance Manager will work with like-minded professionals and continually focus on sharpening other staff knowledge and skills so that the organization remain at the top of its industry.

Responsibilities:

- I. Manage a team that develops financial and valuation models, materials, and recommendations for executive decision-making by conducting comprehensive analyses and utilizing appropriate methods.

- II. Ensuring accurate financial tracking and record – keeping, enhanced internal controls, and compliance fiscal and legal requirements.
- III. Coordinate strategic financial planning for the company and its clients, including expenses, income, insurance coverage, objectives, tax status, and risk tolerance.
- IV. Monitoring and ensuring compliance with financial grant agreement requirements.
- V. Promoting financial accountability and rational spending across the organization by ensuring prudence in disbursement of travel/project advances and their accounting follow-ups.
- VI. Ensuring all statutory obligations are honoured in a timely basis.
- VII. Support finance partners in implementing valuation models, measuring results, tracking performance vs expectations, and providing recommendations for collective action.
- VIII. Promote inclusion of sound accounting principles and internal controls.
- IX. Provide insights about spending trends, cost-savings initiatives, and margin opportunities.
- X. Contributing to FAWETZ's budget preparations and audit activities.
- XI. Ensure the review, consolidation of quarterly financial reports and prompt bank reconciliation.
- XII. Performing any other related duties as assigned by the supervisor from time to time.

Qualifications and Requirements:

- I. Master's degree in accounting or related field from a recognized institution.
- II. At least ten (10) years' relevant experience and five (5) years in the NGO sector.
- III. Possess ACCA /CPA
- IV. Member of a financial professional body
- V. Proven strong financial management and accounting skills and experience.
- VI. Conversant with the financial procedures and requirements of donor agencies and NGOs.
- VII. Solid knowledge of, and substantive experience in using computerized accounting systems i.e., ERP, Navision, Oracle, Sun-System, QuickBooks
- VIII. Experience with multiple donor-funded projects is highly desirable.
- IX. Excellent skills in preparation of management reports.

3. FAWETZ - Human Resource and Safeguarding Officer (1 position)

Position Overview

The Human Resource and Safeguarding Officer oversees high quality, efficient and proactive HR Operations for FAWETZ. He/she works close with line managers to ensure, Recruitment, Learning and Development, and Performance management policies and guidelines are adequately implemented in the organisation. The role holder also contributes to strengthening of the organizational culture of passion for diversity, teamwork, staff recognition and wellbeing.

He/she is also responsible to provide guidance and ensure the implementation of safeguarding standards. Pro-actively identifies and reduce overall safeguarding risks by working closely with line managers to mainstream safeguarding across the organization. He/she ensures that

adequate procedures and practices are in place and reinforces awareness, prevention, reporting and investigation across all programs.

Responsibilities:

- I. Implement chapter's workforce management strategy in line with FAWETZ strategic Plan (2024-2028)
- II. Development and implementation of human resources policies.
- III. Responsible for manpower planning, recruitment, and selection.
- IV. Ensure all new employees get a proper induction as per the Induction policy.
- V. Plan and implement staff training and development.
- VI. Ensure all Health and Safety guidelines are followed, and rules adhered to.
- VII. Manage employee discipline and grievance management.
- VIII. Implement a strategic performance management system.
- IX. Ensure all employee records are always updated, devise and maintain an up-to-date employee database; and
- X. Responsible for developing and implementing employee compensation and benefits.
- XI. Ensure compliance with labor legislation including statutory reporting requirements.
- XII. Prepare and help in establishing internal and external HR reporting.
- XIII. Review other non-staff individuals' timesheets or service completion notes before payment.
- XIV. Maintain historical human resource records by designing a filing and retrieval system; keeping past and current records (including personnel files, labor books, contracts, leave records, loans/salary advances, disciplinary notices, letters, memos, attendance, timesheets and any other related data or correspondences).
- XV. Keep new hires and current employees up to date on the policies and procedures of the organization, including (but not limited to) the distribution of the employee handbook, code of conduct manual, and performance appraisals guidelines.
- XVI. Performing any other related duties as assigned by the supervisor from time to time.

Qualifications and Requirements:

- I. Bachelor' Degree in Human Resources, Business Administration, or related business field from a recognized institution.
- II. Member of IHRM or a relevant professional body.
- III. At least ten (10) years of progressive practical work experience in human resources management and administration with five (5) years' experience in the NGO sector.
- IV. Comprehensive understanding of Tanzanian laws and other international Human Resources regulations and standards.
- V. Exceptional interpersonal communication and relationship-building skills.
- VI. Excellent Knowledge of Human Resource Management Information Systems (HRMIS).
- VII. Strong computer skills including MS Word, Excel, and PowerPoint, etc.
- VIII. Excellent communication skills in English and Kiswahili.
- IX. Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnership with clients.

- X. Effective organizational skills and ability to handle a large volume of work in an efficient and timely manner.
- XI. Ability to demonstrate diplomacy, sensitivity, and respect for confidentiality.

4. FAWETZ - Administrative Assistant (1 position)

Position Overview

The Administrative Assistant is responsible for maintaining the FAWETZ reception/front office including ensuring cleanliness, functioning phone system, maintaining telephone contact information, and ensuring prompt and timely assistance to all visitors. As the first contact for the organization's visitors the Administrative Assistant is expected to be professional, courteous, prompt, and pleasant. He/she will also assist with other front office functions like sending/receiving couriers, ensuring mail is picked from the post office and other office support tasks as needed.

Responsibilities:

- I. Provide front-desk coverage by managing a busy, multiline phone system, greeting guests as they enter the office, managing incoming/outgoing mail and shipments, and maintaining an organized, clean office environment.
- II. Provide administrative support to senior leaders, including email correspondence and generation and distribution of memos, letters, spreadsheets, forms, and faxes.
- III. Plan, organize, and schedule company meetings in the office, off-site, and via videoconference.
- IV. Coordinate domestic and international travel arrangements for employees.
- V. Maintain filing system, contact database, employee list, and inventory.
- VI. Order and oversee office supplies and food deliveries for group meetings.
- VII. Performing any other related duties as assigned by the supervisor from time to time.

Qualifications and Requirements:

- I. Bachelor's degree in Record management, social science, and any other related field
- II. At least Seven (07) years' experience in administration and three (3) years NGO experience.
- III. Superb written and verbal communication skills
- IV. Strong time-management skills and multitasking ability
- V. Aptitude for learning new software and systems.
- VI. Previous success in office management
- VII. Experience in developing internal processes and filing systems.
- VIII. Comfortable handling confidential information

APPLICATION PROCEDURE:

Interested candidates should fill the [FAWETZ Job Application Form](#) and they are required to attach their cover letter and an updated CV/Resume, along with three referees. Address on your Cover Letter should be directed to the National Coordinator, FAWE Tanzania, P.O. Box 63319, Dar es Salaam, Tanzania. Ensure the submission reaches us no later than midnight on Sunday, 17th March 2024.

FAWE Tanzania (FAWETZ) is committed to fostering equal opportunities and diversity within its workforce. We strictly adhere to safeguarding principles in the workplace and will not tolerate any form of abuse. If you experience any abuse, report it by emailing coordinator@fawetanzania.org.

Please be aware that FAWE Tanzania will not request any payment during the recruitment process, including the offer stage. Refuse and promptly report any payment requests to local law enforcement authorities for appropriate action.