CHRISTIAN COUNCIL OF TANZANIA

USAID Tuwajibike Project

Job Descriptions

Project Title: Regional Coordinators- Posts 2

Location: Shinyanga and Tabora
Reports to: Project Officer
Position Type: Full-time
Employment Type: Contract for One-year, renewable based on performance

Job Overview

USAID Tuwajibike Project is a 3-year project aimed at improving public service delivery through increased citizen and civil society agency to demand government transparency and accountability. The Regional Coordinator will oversee the implementation of the USAID Tuwajibike project in one of the designated regions. This role involves coordinating project activities, engaging with local stakeholders, and animating field activities to ensure community involvement and successful execution of project goals. The Regional Coordinator will work closely with the Program Specialist, Program Officer and other project staff to drive project outcomes at the regional level.

Key Responsibilities

1. **Project Coordination:**
   - Plan and coordinate the implementation of project activities in the assigned region.
   - Ensure project activities align with overall project goals and timelines.
   - Monitor and report on project progress and performance in the region.
2. **Field Animation:**
   - Mobilize and animate community participation in project activities.
   - Conduct field visits to engage with community members, gather feedback, and promote project objectives.
   - Facilitate participatory processes to encourage local ownership and sustainability of project initiatives.
3. **Stakeholder Engagement:**

- o Build and maintain strong relationships with local stakeholders, including government officials, civil society organizations, and community leaders.
- o Facilitate stakeholder meetings, workshops, and consultations.
- o Serve as the primary point of contact for regional stakeholders.

4. **Community Mobilization:**
   - o Engage with community members to raise awareness and support for project activities.
   - o Facilitate community meetings and training sessions.
   - o Collect feedback from the community to inform project planning and improvement.

5. **Monitoring and Reporting:**
   o Monitor project activities and outcomes in the region.
   o Collect and compile data for monitoring and evaluation purposes.
   o Prepare and submit regular progress reports to the Project Officer
6. **Capacity Building:**
   o Support capacity-building activities for local stakeholders and community members.
   o Assist in developing training materials and conducting training sessions.
   o Promote best practices and continuous learning within the region.
7. **Logistics and Administration:**
   o Coordinate logistical arrangements for project activities, including transportation and local procurement.
   o Maintain accurate and up-to-date records of project activities and expenditures in the region.
   o Ensure compliance with CCT and USAID Tuwajibike policies and procedures.
8. **Risk Management:**
   o Identify potential risks to project implementation in the region and propose mitigation strategies.
   o Monitor and address any issues that arise during project activities.

Qualifications

- Bachelor's degree in Social Sciences, Laws, Administrations, Development Studies, Project Management, or a related field.
- Minimum of 3 years of experience in project coordination or management, preferably within the non-profit or development sector.
- Strong understanding of community engagement and participatory approaches.
- Excellent organizational and time management skills.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Commitment to the goals and values of the project and the organization.
- Fluency in English and Swahili is required.
- Familiarity with the local context and stakeholders in the region is highly desirable.

Working Conditions

- This position requires frequent travel within the assigned region.
- Flexibility in working hours may be required to meet project deadlines.

Email for Application   ahr@cct.or.tz

Deadline for application - 21st June 2024