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Monitoring & Development Officer

Working Hours: 35 hours/week (Tuesday to Saturdays)
Location: During your probationary period you can work remotely. Thereafter the post will be based in Moshi, Tanzania for a minimum of 9 months/year)
Contract: 2-year contract, with likely extension to a permanent role
Responsible to: UK Director
Responsible for: International Volunteers
Salary: £22,000 + Incentives Package
Paid Holidays: 4 weeks

Introduction

Kijana Kwanza (Young People First) is a registered UK charity, which aims to support disadvantaged children and young people aged 5-25 years access education, vocational training and life skills in Moshi, Tanzania.

The organisation sponsors an average of 200 primary, secondary and vocational students each year, living on-site, in foster care or private hostel accommodation.

Aside from student sponsorship, Kijana Kwanza delivers wide-ranging services to support children, young people and their families, as well as the wider community. These include free computer classes, a Study Cafe, hardship grants and interest-free loans, seasonal campaigns, community events, agricultural projects and microfinance initiatives.

Post Summary

We are pleased to announce the recruitment of a Monitoring & Development Officer who will lead on regular project evaluation, donor reporting and developing new resources and activities to meet identified gaps in service provision. Whilst the post will not directly supervise any role within the organisation, except international volunteers s/he will work alongside every member of the team to instil a culture of effective planning, record keeping and outcome measurement, whilst supporting the implementation of new systems and processes to gauge the effectiveness of our interventions.

The post holder will share responsibility for communicating with donors and reporting on

organisational achievements, and therefore have excellent and fluent communication skills, in English. A working knowledge of Swahili is helpful, but beginner/elementary classes will be provided, where required. The successful candidate will also be expected to research new or unfamiliar topics and demonstrate sufficient competency to produce new resources, in particular learning materials for children and young people.

To apply for this role, please submit your CV and a covering letter of no more than 2 sides, explaining how you meet the job description and the person specification.

Your letter should be addressed to Mohammed S Mamdani, UK Director of Kijana Kwanza, by email to mohammed@kijana-kwanza.org.

There is no deadline for this role, as we are interviewing on a regular basis. However, we expect HIGH demand as there are few in-country, entry roles in the sector.

Job Description

The duties outlined below represent the post-holder's primary duties in relation to the advertised post. Additional duties will be set as required.

Monitoring & Evaluation

- Develop systems for monitoring and evaluating all services, projects and activities delivered by the organisation.
- Maintain accurate databases and spreadsheets of project outputs, outcomes and beneficiaries for the purposes of reporting and evaluation.
- Lead organisational discussions on monitoring and evaluating projects, activities and events and prepare reports thereof.
- Support continual improvements in the capacity of the wider team in these areas.
- Identify case studies for individual projects and activities to share with donors.

Donor Reporting & Resource Mobilisation

- Prepare child and student profiles for marketing, fundraising and internal record keeping.
- Collect and submit child and student letters to sponsors and donors on a bimonthly basis.
- Write annual report cards for all sponsored children and young people.
- Review and edit staff reports on projects and activities for bimonthly and quarterly reporting to the UK Board of Trustees and institutional donors.
- Work closely with the UK Director to identify and generate new donor resources.

Service & Organisational Development

- Research new projects and initiatives to further contribute to achievement of the organisation's mission and charitable objects.
- Prepare project and event plans for new and existing activities.

- Devise objectives, targets and outcomes for educational and vocational programmes.
- Create new curricula, educational resources and informal learning strategies to improve performance and advance skills development amongst children and young people.
- Prepare training resources for staff and volunteers.

International Guests & Volunteers

- Welcome foreign guests, sponsors and visitors to the organisation.
- Undertake public tours of our projects and premises.
- Support and assist international volunteers, as required.

General

- Take part in staff meetings and regular supervisions.
- Support marketing and fundraising initiatives.
- Proof-read and format administrative documents, in particular internal/external English-language resources and signage.
- Undertake any other tasks that reflect the needs of the organisation.

Person Specification

	Essential	Desirable
Educated to degree level	✓	
At least 3 years of experience in community development and/or administration		✓
Understanding of monitoring and evaluation principles and practice in the field of international development	✓	
Excellent research and content development skills	✓	
Excellent report writing, editing and proof-reading skills	✓	
Ability to plan, develop and design new projects, systems and procedures		✓
Project management skills	✓	
Change management skills		✓
Fluent in English (native)	✓	

Swahili Language Skills (conversation)		✓
Proficient in using all Microsoft Office applications	✓	
Honest, trustworthy and of good moral standing	✓	
Committed to the values and work of Kijana Kwanza	✓	

Conditions of Employment

This post is ONLY open to UK citizens.

You will be required to undergo an Enhanced DBS and sign the organisation's Code of Conduct. You will be provided with a staff handbook and relevant policies at the start of your employment.

Your probationary period will be based in the UK. Thereafter, the post will primarily be based in Tanzania (minimum 9 months per year).

Incentives Package

Your employment package will include the following:

- Support and assistance from local staff to assist with relocation, such as renting accommodation and immigration issues.
- Weekly classes in Swahili, where required, delivered by local staff.
- All meals and refreshments served on-site at one of our locations in Tanzania (local cuisine)
- 1 return flight between Tanzania and the UK per year, after completion of your probationary period.
- Work and residency permit in Tanzania (\$2,000). If you leave your post within 12 months of working in Tanzania, the cost of residency will be deducted from your final salary payment.
- An additional non-taxable monthly allowance of £200 for when you are working from Tanzania.
- An interest-free loan of up to £1,000, deducted from your salary, to assist with relocation costs.
- Expenses relating to travel and subsistence for work assignments off-site in the UK and Tanzania, with approval from your line-manager.

You may also receive an allowance for any additional time worked in lieu of paid holidays, subject to agreement with your line-manager.

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