

PO BOX 261

Ghala Road (Railway Street)

Moshi, Tanzania

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Email: admin@kijana-kwanza.org

Website: www.kijana-kwanza.org

**Supervisor for Primary School Children**

Contract: Fixed – 12 months

Working Hours: 45 hours per week (including evenings and weekends)

Accountable to: Children’s Services Manager

Salary: Band 3

Location: Moshi, Tanzania

Additional benefits: Extensive Incentives Package including rent, telephone and meals allowance and employee contributions towards family medical insurance

**Introduction**

Kijana Kwanza (Young People First) is a grassroots organisation based in Moshi, Tanzania that aims to empower disadvantaged children and young people with the skills and opportunities to prepare them for a future without poverty.

The organisation directly sponsors over 250 children and young people, most of whom are orphaned, abandoned or from single-parent families, who reside in the community, in foster care or on-site at one of our children’s homes or youth hostels. Most of our children and young people attend school, learn practical trades in our workshop or are enrolled at college to study towards a professional qualification. Outside of formal education, we deliver an extensive programme of extra-curricular learning, which emphasises soft skills development, leadership training and digital inclusion.

Aside from direct child and student sponsorship, Kijana Kwanza delivers a variety of day services and social welfare provision from its headquarters in Moshi Town, for the wider community of children, young people and their families. These include free Computer classes, a Study Café, hardship grants and interest-free loans, seasonal campaigns, community events and microfinance initiatives.

For a full list of our activities, visit [www.kijana-kwanza.org](http://www.kijana-kwanza.org).

**Post Summary**

The Social Welfare Officer is responsible for promoting and safeguarding the well-being of vulnerable children and young people at Kijana Kwanza by creating a safe, inclusive, and supportive environment where they can grow and flourish.

The role includes processing new referrals, investigating individual cases and recommending suitable children and young people for either sponsorship or other welfare interventions. When a child is selected for sponsorship, the Social Welfare Officer will ensure that all their essential needs are met, provide on-going counselling and support on-site and via home-visits and deliver life skills training and extra-curricular learning to advance their well-being and personal development.

The Social Welfare Officer will also lead on community outreach, respond to emergencies and safeguarding concerns and facilitate workshops and seminars for single-parents and foster families that care for vulnerable children and young people.

**Duties and Responsibilities**

* Research and investigate the circumstances of referred children and young people against selection criteria and make recommendations for sponsorship or other welfare interventions
* Conduct regular check-ins with sponsored children living on-site and surprise home-visits for sponsored children living in the community to assess their needs and ensure that they are safe, and all their basic needs are met
* Develop individualised care plans for sponsored children and young people to enhance their life skills and well-being
* Offer guidance, counselling and mediation to children, young people and families on personal, social and behavioural issues
* Collaborate with schools, community organisations and local government to ensure that there is a joined-up approach to improving the welfare of children, young people and vulnerable families
* Maintain accurate and up-to-date child profiles, histories and case notes for all supported children, young people and families
* Organise and facilitate workshops that support single-parents, guardians and foster families to provide a safe, stable and healthy environment for the children under their care
* Assist in planning and delivering community events, extra-curricular activities and informal learning opportunities for children and young people
* Monitor the progress and development of children and young people and prepare annual report cards for sponsors and donors
* Respond to emergencies or crises, providing immediate support and linking children, young people and families to relevant resources
* Advocate for the rights and welfare of children, young people and vulnerable families across the organisation and beyond
* Report any concerns related to child safety, neglect, or abuse to appropriate authorities in accordance with the organisation’s Child Protection Policy

Other

* Attend planning and supervision meetings
* Participate in training and development opportunities
* Undertake any other tasks relevant to the organisation's operational needs

**Person Specification**

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|  | **Essential** | **Desirable** |
| Diploma in Social Work, Child Psychology or similar relevant field | X |  |
| Training in child protection, counselling, or case management |  | X |
| Experience working with vulnerable children, families, or communities | X |  |
| Knowledge of Tanzanian child protection laws and policies | X |  |
| Strong understanding of child development, safeguarding, and welfare policies | X |  |
| Ability to assess children's needs and create care plans | X |  |
| Excellent interpersonal and mediation skills  | X |  |
| Strong report-writing and documentation skills | X |  |
| Ability to work with and foster good relationships with local authorities, schools, and community stakeholders | X |  |
| Experience of delivering training, workshops or extra-curricular or informal learning to children, young people and families |  | X |
| Willing to work flexible hours and respond to emergencies when needed | X |  |
| Proficient in using Microsoft Office (Word, Excel & Outlook) | X |  |
| Fluent in Swahili and English | X |  |
| Committed to Kijana Kwanza’s mission and working with vulnerable children and young people | X |  |

**[End]**