

Position	Jali Project Manager
Report to	Programs Manager
Duration	3-6 months
Time	0900 – 1700 and sometimes Saturdays
Job purpose	<p>The Jali Project aims at empowering girls who come from poor backgrounds in Tanzania. Girls tend to drop out of school even before completing secondary school and this often ends up in early pregnancies, early marriages, and low-income jobs. To overcome this we educate the girls and boys about reproductive health, how to stay healthy and clean, how to manage their menstruation and in general about the transition from childhood to adulthood which for many is a confusing time.</p> <p>We aim at supporting these girls with sanitary pads since this has shown to be a main obstacle for them attending school.</p> <p>And by making these girls aware of what is happening to their body during adolescence, how they can stay healthy, and what they should to expect from life – we hope to see them flourish and strive for a better future.</p>

Duties and responsibilities

1. Preparing and managing project mapping and budget
 - Manage implementation of all activities that are in the project mapping
 - Adjust budget and prepare monthly budget of expected project expenses
2. Class Facilitation
 - Work with HR team to create proper pipeline management of class facilitator volunteers
 - Keep contact with the schools in which the project takes place
 - Facilitate the project delivery in schools
3. Managing and leading the project team.
 - Provide clear tasks to the Jali trainings coordinator and Events and Supermarkets Coordinator
 - Follow up on project delivery in schools on a daily basis to assure volunteers get to use their full potential
 - Review performance of volunteers using tools provided by HR
4. Managing Partnerships
 - Initiate and maintain Jali Project partnerships for effective project delivery

- Participate in partnership meetings
 - Manage partnership with AIESEC from whom we receive international volunteers
5. Collecting sanitary pads from supermarkets (A part of the project is to partner with supermarkets. We place donation buckets there in which customers can donate sanitary pads)
 - Manage events on Saturday afternoons to promote Jali Project in the supermarkets
 - Manage the buckets, make sure they are in good state, and that the pads are picked up regularly
 6. Writing reports and documentation
 - Keep records on all project activities and write project reports
 - Make sure all records are available in the google drive and that other team members can easily find them. Everything from contact numbers of teachers, teaching instructions, feedback forms
 - Make sure there is always someone in charge of social media so you capture important moments
 7. Producing re-usable Sanitary pads (We are at the moment starting up a new business project at the office. An outside space is being built in order to start a production of reusable sanitary pads)
 - Finalize the project business plan
 - Keep contact with all the project supporters to move forward with execution of the plan
 8. Fundraising
 - Develop proposals for receiving funds and other support
 - Follow up with fundraisers who are raising funds for Jali project
 - Explore grants and funding opportunities for the project and document them
 - Filling in grant applications

Qualifications

Qualifications include:

- BA in a relevant field
- Experience working in a team
- Experience working together with people from different cultures
- Skills in managing volunteers
- Ability to work in a flexible environment
- Easy and outgoing
- Experience in working and living abroad
- Skills in handling many tasks at the same time

Key performance indicators

Element	Delivery
Reviewed project map to ED	1 per month
Reviewed budget to Finance	1 per month
Updated needs assessment to HR	1 per two weeks
Supermarkets campaigns	1 every week
Partners	10 project partners
Schools	5
Volunteers	72
Project business plan	Final Draft by 1 May
Reviewed Teaching Instruction	New Draft by 1 June

Working conditions

Most of your work will be taking place in the TAI Office. But you are also expected to go to the locations where the project is taking place. I.e. schools, supermarkets, offices. You will also attend meetings with partners around the town. Work on weekends can also occur i.e. if there is an event taking place.

Direct reports

You will be supervised and reporting to Executive Director.

About TAI Tanzania

TAI – Aspiring for change and growth is a youth led organization with a mission to empower young people to be socially responsible leaders through practical involvement, capacity building and policy advocacy in Tanzania. We believe that education is the powerful tool that can help young people fulfill their potentials. TAI was founded in 2012 and got registered 2013 (Reg: ooNGO/00006583).

Our mission

To empower youth in Tanzania by creating awareness, capacity building and practical engagement.

Our vision

A society where youth are responsible leaders in sustainable development

Our values

Integrity
Transparency and Accountability
Sustainability

Equality