

Position	Program Manager
Report to	Executive Director
Duration	6 months Renewable
Time	0800 – 1700 Monday to Friday
Job purpose	<p>The program manager is responsible for the delivery of the output/product of the program, which will involve managing a portfolio of projects and programs. To coordinate the teams which are working on the various projects. You will provide strategic guidance to teams and project managers in ways that promote the company's culture. You will also oversee the progress of operations.</p> <p>Program manager must be an excellent leader and will have experience in managing staff of different disciplines to produce results in a timely manner. He/she must also be able to develop efficient strategies and tactics.</p>

Duties and responsibilities

1. Resource Mobilization:

- Maintain regular contact with funding organizations and report on program activities in intervals mutually established between funder and Tai Tanzania
- Take a leadership role in seeking out and writing funding applications to guarantee uninterrupted delivery of services.
- Develop proposals for receiving funds and other in kind support
- Follow up with fundraisers who are raising funds for the project
- Take an active role in developing a financial sustainability model for the program/project.
- Seek contracts and partnerships and spearhead the development of proposals
- Design program/project that will create positive impact in the community and attract funding for sustainability.

2. Community Outreach and Engagement:

- Maintain strong communication and partnership with funder(s)
- Develop appropriate community partnerships and collaborations, and provide advice to the management related to the operationalization of those partnerships and collaborations
- Develop and maintain partnerships with key stakeholders that share the mission of Tai Tanzania ie. Schools, other NGOs, private companies, supporters etc.
- Analyze and mitigate risks.
- Work with the communication team to develop communication and advocacy strategies for the program.

3. **Operation Management:-**

- Ensure effective systems to track progress, and regularly assess program components, so as to measure successes that can be effectively communicated to the management, Board, funders, and other stakeholders
- Develop, implement and regularly review and update relevant policies and procedures
- Work with the Human Resources team to:-
- Create and update a recruitment plan for the program team members.
- Create and update plans and materials for the training and support of program team members in various roles.
- Deliver, or ensure the delivery of; recruitment, induction/training, performance management and coordination of program's team meetings.
- Document and address volunteer and staff concerns
- Develop opportunities for capacity building and personal development among program team members ie. volunteers;

4. **Monitoring, Evaluation and Documentation/Reporting:**

- Produce accurate and timely reporting of program status throughout its life cycle as required – including weekly reports; monthly reports for the Board and funding organizations/sources; final reports for funding organizations/sources
- In cooperation with the Treasurer, review and revise as needed the budgets and reporting for all operations of the program activities.
- Ensure that all important events/moments are captured and be shared on all social media platforms of the organization.
- Lead internal program evaluation activities and, where required, liaise with evaluation consultants
- Ensure 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 etc.
- Other duties, as mutually agreed upon by both parties

Qualifications

Qualifications include:

- BA in Education, social sciences or 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

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.

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