



Employment Opportunities

Pact Tanzania is a field office of “PACT” an international non-governmental and non-profit making organization with its headquarters in Washington DC. PACT Tanzania exists to build local capacity to enable systematic solutions that allow those who are poor and marginalized to earn a dignified living, be healthy and enjoy the benefit nature provides. For efficient execution of its duties, Pact Tanzania is looking for enthusiastic, creative, energetic individuals to fill the following vacant positions.

CHILD PROTECTION SPECIALIST

Reports to: Deputy Chief of Party

Job Objective: To coordinate the Child Protection program within Pact Tanzania with an initial focus on the Child Protection and the police program but integrating child protection into Pact’s OVC programs

Duties and Responsibilities:

- Coordinating the USAID-funded Child Protection and the police program.
- Develop training materials for the police and child protection teams in relation to Child Protection
- Provide pre and in-service training for the police as per the agreement under USAID / PharmAccess
- Provide Child Protection teams being established under the PharmAccess
- Integrating an effective approach to child protection within Pact’s OVC programs
- Represent Pact on Child Protection Technical Working Group
- Monitor the level of child abuse and exploitation within Pact OVC programs
- Review existing Pact OVC /MVC training and other materials to take greater account of children protection
- Work with the WORTH team to ensure that child care and protection materials and topics are being introduced and regularly discussed within WORTH groups.
- Identify and promote best practice across the team and across sub-grantees in relation to Child Protection
- Track progress towards increased child protection under the Pact OVC programs
- Work as part of a team with government ministries and civil society organizations in the promotion of child protection and its integration into the National Costed Plan of Action
- Contribute to general capacity-building strategy for targeted service providers and other local partners including participation in the development and delivery of training workshops and other capacity building interventions related to child protection

- Work closely with partners through the coordination units to identify and monitor targets in compliance with M&E plan, maintain and facilitate joint operational plans, and develop or refine methodologies to track child protection over time.
- Remain up-to-date with latest methodologies, best practices, and donor requirements in child protection
- Write manuals, booklets and stories for posting on the website related to Child Protection
- Gather and analyze data for Project Monitoring and Evaluation
- Compile regular status, progress and final reports regarding Pact's child protection work
- Seek out opportunities for extending or scaling up Pact's Child Protection work
- Work in partnership with other OVC technical experts in the implementation of the program
- Drafting a Child Protection policy and related procedures for Pact Tanzania and our partners, with the aim of promoting an understanding of the role of staff in protecting children from harm and abuse

Qualifications:

Education:

- Bachelors or Master's Degree in field(s) relevant to fulfillment of the duties and responsibilities as described above.

Experience:

- At least FIVE years of progressively responsible experience as a Child Protection Specialist which includes working with NGOs and Faith Based Organizations in Zanzibar and on the mainland.
- Energetic team player who enjoys working with CSOs and with government
- Experience in Program Management
- Experience in formulating training programs
- Preference to have been involved in donor funded development programs.

Skills:

- Creative thinker
- Ability to work in partnership with team members, partner agencies and community members of both the international and national communities
- Demonstrated understanding of the spectrum of OVC/MVC services and challenges faced in child protection service delivery
- Excellent written and oral communication abilities.
- Strong computer (word processing) literacy, skills in graphic/web design a plus.

Languages:

- Strong Language capability in both Kiswahili and English.

IT ASSISTANT

Reports to: Human Resource Manager

Job Objective: To provide support for PACT ICT Infrastructure - including hardware, software, communications and training to Pact Tanzania staff. Key responsibilities will include: Providing IT related support to all staff .

Main Duties and Responsibilities:

Software

- Install and test new software
- Make software available to appropriate users
- Ensure the anti-virus software is installed, kept up to date and working properly on all stations
- Share files as required by staff
- Set up and maintain user e-mail accounts

Hardware

- Check new computer equipment on arrival and install as appropriate
- Liaise with the designated person responsible for the maintenance of the inventory
- Liaise with the designated person responsible for portable appliance electrical safety testing.
- Maintain battery condition in notebook computers according to the manufacturer's guidelines, and ensure staff are aware of the importance of battery maintenance
- Maintain computer peripheral equipment such as scanners, printers, whiteboards, projectors; ensure that these are prepared and ready to be used
- Assist in the deployment of computer hardware around Pact Tanzania
- Keep a log of all technical faults
- Liaise with external suppliers for the repair of equipment under warranty or maintenance contract.

Network Management

- Check the network backup logs where appropriate
- Set up, maintain and remove user network accounts where appropriate
- Carry out routine network maintenance tasks
- Update Website regularly.

Qualifications and experience:

Holder of Advanced Diploma/ Degree in IT or equivalent qualification

Basic experience in IT field

A person who can work on his/her own initiative and with good inter-personal skills

Demonstrate practical knowledge and problem-solving strategies

Keep abreast of new developments in software and hardware

Pact is an international NGO, headquartered in Washington with programs in 24 countries in Africa, Asia and Latin America. Pact Tanzania provides a competitive salary, generous benefits and a pleasant working environment.

If you believe you are the ideal person we are looking for, submit your application letter describing why you are the right candidate for Pact and curriculum vitae detailing your experience with three referees to humanresourcesTZ@pactworld.org or by post/hand to: Pact Tanzania, 74 Uporoto Street Victoria P.O. Box 6348, Dar es Salaam, Tanzania

Closing date for applications: 18th December 2011 (only shortlisted candidates will be contacted)