



Employment opportunity

Program Officer Democracy and Governance

Pact Tanzania is implementing its activities under STAR program funded by USAID. We are looking for creative, energetic individual to lead the projects and to serve as a member of the program team on the implementation of the Pact's Democracy and Governance, STAR program. The person sought must have extensive experience in the field of participation and governance, advocacy and in information sharing and dissemination.

Main Responsibilities:

- Serve as a Program Officer providing support to Democracy and Governance, capacity building team
- Responsible for development of annual work plans and the monitoring and evaluation method of DG programs
- Work closely with partners through the coordination units to identify and monitor targets in compliance with the DG Monitoring & Evaluation plan, maintain and facilitate joint operational plans, and develop or refine methodologies over time.
- Gather and analyze data for project M&E activities and facilitate the regular reporting of the data and results to key stakeholders and donors through development of customised reports
- Work with NGO community and collaborate with various media professionals on the development of program content
- Formulate training plans and programs for Pact implementing partners
- Design and facilitate or co-facilitate training workshops in topics such as leadership, organizational management, fundraising, advocacy, management and networking
- Compile regular status, progress and final reports regarding DG training and support to NGOs
- Participate in Organizational Capacity Assessments of partner NGOs
- Along with other Pact program officers, serve as a mentor to Pact partner CSOs and make site visits to the organizations as needed
- Significantly contribute to the development and production of Pact training manuals and materials, including publications and writing of success stories for posting on the website
- Prepare regular status, progress and final reports in accordance to Pact donor reporting requirements.
- Synthesize and communicate key lessons emerging from research, learning and networking process

Qualifications:

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

Experience:

- At least three years experience of proven facilitation, training, and programmatic experience working with Tanzanian NGOs.
- Experience in organizational development, program management a plus
- At least one year of progressively responsible experience in M&E responsibilities
- Preference for candidates which have been involved in donor funded development programs and with demonstrated capacities in facilitating participatory workshops for NGOs.

Skills:

- Strong written and oral communication skills.

- Strong computer skills and language capability in both Kiswahili and English
- Creative thinker and good at expressing ideas
- Facilitation, training and public speaking skills
- Team player

How to apply:

If you believe you are the ideal candidate we are looking for please submit your application, and curriculum vitae detailing your experience with three referees to jobs@pacttz.org or by post to: Pact Tanzania, 74 Uporoto Street Victoria, P.O. Box 6348, Dar es Salaam, Tanzania

For more information on our organization visit www.pacttz.org

Closing date for applications: 18th March 2010 (only shortlisted candidates will be contacted)