

## EMPLOYMENT OPPORTUNITY

ActionAid is an international anti-poverty agency working in over 40 countries in Africa, Asia, America and Europe, taking sides with poor people to end poverty and injustice together. ActionAid started its operation in Tanzania in 1998. ActionAid's mission in Tanzania is to reduce poverty by empowering the poor, excluded and their organizations, to effectively claim their rights.

ActionAid International Tanzania is looking for qualified, experienced and self-motivated persons to fill in the following posts.

**Position: Fundraising Manager (Re-advertised)**  
**Reporting to: Country Director**  
**Based in: Dar es Salaam**

The Fundraising Manager will be a lead person for the management of fund raising initiatives, relationships and systems of the country program.

### Key Responsibilities:

- Develop ActionAid Tanzania's fundraising and resource mobilization strategy and plans and follow up implementation at all levels.
- Manage diverse fundraising sources, including, child sponsorship, institutional funds and other income of ActionAid Tanzania
- Coordinate the development of concept notes and project proposals, working closely with relevant programme staff and other units
- Network with relevant institutions to influence the donor environment.
- Work closely with other units within ActionAid International, including funding affiliates, regional office, etc, in the management of sponsorship and fundraising initiatives.
- Manage effective communication and relationships with donors and sponsors.
- Ensure quality and timely provision of required reports to respective funding partners.
- Monitor, evaluate and propose advanced mechanisms to increase efficiency and effectiveness in fundraising and sponsorship activities.

### Competency Requirements:

- Minimum Qualification Post Graduate, e.g. MBA
- Minimum of five (5) years working experience in fundraising and grant management.
- Have been in a managerial position for at least --- years
- Confident, articulate and competent proposal and report writer
- Sound project management, budgeting and financial acumen
- Good grasp of Human Rights Based Approach to Development would be a great advantage
- Demonstrated ability to network and to generate connections across a broad spectrum of individuals and donor organisations
- Good communication skills in both English and Kiswahili languages.
- Good interpersonal skills.
- Computer proficiency (word and excel)

- Self motivated and organised

**(Those who applied earlier for the Fundraising Manager position need not apply again)**

**Position: Impact Assessment and Shared Learning Coordinator**  
**Reporting to: Program Manager**  
**Duty Station: Dar es Salaam**

The impact assessment and shared learning coordinator will play a lead role in ensuring program quality processes and practices and to promote best results in poverty eradication processes, organizational development and learning.

#### **Key Responsibilities:**

- Play a lead role in the establishment and maintenance of ActionAid Tanzania program monitoring and evaluation systems
- Ensure institutionalization of ALPS and participatory program learning systems, approaches and tools within the organization
- Develop/consolidate ActionAid Tanzania program reviews, quarterly and annual program performance reports and annual plan and budgets.
- Provide support and build the capacity of country program staff, and partners on poverty and vulnerability assessment, strategic and operational planning, monitoring, evaluation and preparation of quality reports
- Coordinate program documentation processes and shared learning initiatives and practices

#### **Competency Requirements**

- Bachelor Degree in social science (Economics, poverty analysis, political science, Sociology). Masters Degree is an advantage
- 3 yrs relevant experience in program/project management, planning, monitoring and evaluation roles
- Broad understanding of poverty, M & E, impact assessment and program learning processes
- Good grasp of Human Rights Based Approach to Development
- Computer proficiency (word and excel)
- Excellent analytical and communication skills
- Good communication skills in both English and Kiswahili languages.

All applicants must apply, enclosing full curriculum vitae, copies of relevant certificates and testimonials, three names and addresses of referees, one of whom should be from current employer, and a day time telephone contact, by **9th July 2010**. Address your application to:

The Country Director, ActionAid International Tanzania  
Mikocheni Light Industrial Area (CT Building)  
Plot No 96 between TBC and Examination Council  
P. O. Box 21496

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**act:onaid**

End poverty. Together.

| Dar es Salaam

**OR**

Fax: 2700710,

**E-mail:** [jobs.tanzania@actonaid.org](mailto:jobs.tanzania@actonaid.org)

We thank all those who will show interest in working with us, but regret we will only be able to contact short listed candidates. **Qualified women are highly encouraged to apply.**