



HAKIKAZI CATALYST

Knowledge. Action. Change.

VACANT POST

Hakikazi Catalyst is a non-profit, non-political and non-religious organization committed to social and economic justice. We promote the rights of all people to fully participate in social, technical, environmental and economic decisions that affect their lives. Hakikazi Catalyst supports vulnerable people by facilitating a process that gives them an effective voice, *“the Right to a Say”*, which enables them to work towards:

- Reducing poverty.
- Achieving sustainable livelihoods through social, civil and economic rights.
- Enjoying equality with others at community, national and international levels.

We also support civil society organizations by providing social process skills, trainings, advice and advocacy.

We are looking for dynamic individual to join our highly motivated team in the following role:

Job title: Programme officer – Programme Development, M&E

Reporting: Programme Development Coordinator

Main Duties and Responsibilities:

- To assist in planning, organizing ongoing and special project funding initiatives.
- To work with Programme Development Coordinator in identifying potential contributors to special project funds and supporters of institution and corporate contracts and knowledge of community.
- To assist in informing potential contributors of special needs of Hakikazi Catalyst and encourage Individuals, Corporations and Foundations to establish or contribute to the programmes.
- To assist in implementing evaluation and monitoring of Hakikazi Catalyst programmes and to write specifications for evaluation or monitoring of activities by Hakikazi Catalyst staff.
- To assist in coordinating report writing activities by staff engaged in maintaining specified reports for government and donors

Qualifications

- University degree preferably to masters level in Social Sciences.
- Working experience of not less than two years in similar work
- Strong communication and interpersonal skills.
- Proficiency in written and spoken English and Kiswahili
- Ability to proficiently use different computer packages e.g. Microsoft word, excel, publisher.
- Ability to work under pressure and on a range of tasks and meeting deadlines
- Proven experience in writing reports for range of partners including donors, government and Non-State Actors
- Knowledge on Project Cycle Management, Result Based Management, Outcome mapping, and ability to document lesson learned or best practices
- Knowledge of evaluation and impact assessment methods including qualitative, quantitative, mixed and participatory methods
- Demonstrated experience of actively collaborating with both internal and external stakeholders

Mode of application and deadline:

Interested individuals should submit their applications with the following

1. Application letter explaining why you think you qualify for this post
2. Current CV, indicating relevant experience based on previous tasks; and skills that you are bringing into the organization

All applications should be submitted to the address below before 21st October 2011.

Executive Director
Hakikazi Catalyst
P.O.BOX 781,
ARUSHA
Email: hakikazi@cybernet.co.tz

Please note that only shortlisted candidates will be contacted