



**CIVIC SOCIAL PROTECTION
FOUNDATION**

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EMPLOYEMENT OPPORTUNITIES

Background

Civic Social Protection Foundation (CSP) is an individual membership organization drawn from different parts of Tanzania who has joined their efforts to fight for equity and equality among all citizens of Tanzania regardless of their social and economic status.

CSP envisions **“A Community which enjoys their rights and social wellbeing in Tanzania”** and aspires to attain its vision through **“preventing, managing, and overcoming situations that adversely affect people’s wellbeing in Tanzania”**.

Civic Social Protection Foundation (CSP) in partnership with Jhpiego is implementing the USAID Afya Yangu RMNCAH project in Mbulu and Simanjiro District Councils. CSP will basically support implementation of community level interventions (SBC, adolescent and youth and gender related activities) to increase the demand for and use of quality integrated RMNCAH services by women and their families. In this case, CSP will work with Community Health Workers (CHWs), Community Health Volunteers (CHVs), Peer Champions (PC) and other community stakeholders to address social and gender norms and inequalities to ultimately improve ability of individuals to practice positive health-seeking and self-care behaviors.

To achieve the above-mentioned aims and objectives, CSP is planning to recruit competent and qualified employees who will support implementation of USAID Afya Yangu RMNCAH in Simanjiro and Mbulu district councils in the following positions.

1. Monitoring, Evaluation and Learning (MEL) Officer.

Duties and responsibilities

The Monitoring, Evaluation and Learning Officer will perform the following duties:

- Develop and guide implementation of the organizational MEL/MIS systems.
- Monitor all project activities and progress towards achieving the project outputs, outcomes and impact.
- Guide, monitor, evaluate and advise on the implementation of organizational Strategic Plan.
- Develop monitoring and Evaluation plan of the organization and for the specific projects.
- Monitor the sustainability of the project's results.

- Lead other staff in the process of Developing and monitoring the implementation of organizational annual plan and budget.
- Develop and monitor the implementation of organizational risk management plan.
- Suggest strategies to improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Prepare and distribute quarterly, half-yearly and annual organizational progress reports.
- Conduct capacity assessment on existing gaps in monitoring and evaluation system;
- Support and facilitate project evaluation to see the effects and impact of the project;
- Assist in coordinating across the available components of the Project activities to ensure effective implementation of MEL/MIS;
- Collect and analyze data from the project implementation to inform project review sessions.
- Organize capacity building initiatives through training, coaching and mentoring on M&E/MIS for project staff and beneficiaries.
- Supervise all staff working under Her/Him and all the external consultants who will be working on behalf of organization/donor.
- Perform other duties as may be borne by the Chief Executive Officer.

Key qualification, skills and experience

- University Degree preferably in Monitoring and Evaluation, Project Management, Economics, research or any other related field.
- At least 2 years’ experience in the design and implementation of MEL/MIS in development projects implemented by NGOs/Donors;
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Proven ICT skills and experience especially in the development of MIS software and tools for data collection and analysis;
- Expertise in analyzing data using statistical software;
- Strong training & facilitation skills.
- Fluency in written and spoken Swahili and English.

2. Adolescence, Sexual and Reproductive Health Officers – Simanjiro and Mbulu District Councils – 2 positions.

Duties and Responsibilities.

The ASRH Project Officers will perform the following duties:

- Work with Girls mentors, Youth health champions, CHW, CHMT and other stakeholders to engage adolescence and young people in provision of Sexual and Reproductive Health (SRH) information.
- Link adolescents to SRH services at the health facilities.
- Support strengthening Youth life skills through various ways
- Identification of Adolescents and Youth with Sexual and Reproductive Health needs in the communities.
- Conduct Adolescent and Youth counselling and referral to the health facilities for those identified with SRH needs.
- Facilitate establishment of Youth and Adolescent school and out of school clubs where discussions about SRH will be held through.
- Facilitate and guide operationalization of school and out of school clubs/sessions.
- By using SASA! and Power to Girls methodologies Engage GMs/YHCs/CHWs to promote community events and improve uptake of community-based RMNCAH services and AYFHS in targeted Health Facilities.
- To track GMs & YHC's performances at community level
- Provide Technical assistance to GMs and YHCs during delivery of the AYFHS in targeted communities and health facilities.
- Facilitate community sensitization events and improve uptake of community-based RMNCAH services and AYFHS in targeted HFs e.g. youth bonanzas.

Key qualifications, skills and experience

- University Degree preferably in Sociology, Nursing and midwife and any other related field from reputable institution.
- Master's in Public health will be an added advantage and will be given high consideration.
- At least 2 years' experience in the community facilitation and engagement in health and/or youth social development.
- Experience in designing and using tools and strategies for supporting Adolescence and Youth in SRH services and life skills development.
- Proven skills and experience in working with local leaders, Community Health Workers and Community Health volunteers in health promotion.
- Strong and committed individuals who can work with minimum supervision and who can meet deadlines.
- Individuals who can travel regularly in the remote areas by public transport and who is willing to work in the remote areas and can comfortably work for and with poor and needy women, children and youth.
- Strong training & facilitation skills.

- Fluency in written and spoken Swahili and English.

Note:

- i. Qualified Women and Youth are highly encouraged to apply*
- ii. Indigenous qualified women and Youth from both councils (Simanjiro and Mbulu DC) who are fluent in Local language, conversant in traditions and local structures will highly be given priority.*

3. Social Behavior Change (SBCC) officer – Simanjiro DC - 1 position

Duties and Responsibilities.

The SBCC Project Officers will perform the following duties:

- Facilitate Community Health Workers (CHWs), Community Health Volunteers (CHVs), Peer Champions (PC), CHMT, community stakeholders and entire project team to conduct, document and follow community gender dialogues and couple's communication.
- To facilitate community through SASA! approach on gender transformation for Family Planning and Reproductive Health services.
- Support CHW and the project team to implement community score card (CSC) in selected wards/villages with poor RMNCAH indicators.
- To facilitate Community Health Workers (CHWs), Community Health Volunteers (CHVs), Peer Champions (PC), CHMT and other community stakeholders to implement interpersonal communication (IPC) activities to address barriers, harmful social and gender norms that hinder individuals from accessing and utilizing RMNCAH services.
- Support and facilitate dissemination of printed SBC materials.

Responsibilities

- She /He will be responsible with all communications and a liaison person between CSP office and donor in one side and Council CHMT on the other side in all matters pertaining activity implementation at community level.
- Must maintain high level of collaboration and cooperation with MEL officer, CHMT members and community leaders responsible in implementation of RMNCAH activities in the respective council.
- Must ensure all required duty deadlines are met.
- She/He will report directly to the CEO who will supervise her duties daily.

Key qualifications, skills and experience

- University Degree preferably in Community development, Sociology, Social development or any other related field from the reputable institution.

- Master's in Community development or sociology will be given high consideration.
- At least 2 years' experience in the community facilitation and mobilization.
- Experience in facilitating and supporting women and girls at community level especially in the health sector.
- Proven skills and experience in working with local leaders, Community Health Workers and Community Health volunteers in promotion of women, girls, youth and children health.
- Experience and skills in report writing
- Strong and committed individuals who can work with minimum supervision and who can meet deadlines.
- Strong training & facilitation skills.
- Fluency in written and spoken Swahili and English.

Remuneration

All positions are attached with attractive remuneration packages to the qualified and selected candidates.

Interested and qualified applicants should forward their applications including cover letter, CV, academic certificates and other relevant supporting documents before or on Friday 16st September 2022 at 16:00 to the following address.

The Board Secretary

Civic Social Protection Foundation (CSP)

Box 515, Babati

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