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| **This position is contingent upon donor approval and funding** | |
| **TITLE: Grants and Project Officer** | |
| **TEAM/PROGRAM:** Programme Operations | **LOCATION:**  Dar es Salaam |
| **GRADE**: 4 | **CONTRACT LENGTH:** 1 year, renewable |
| **CHILD SAFEGUARDING:**  Level 3: √ the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | |
| **ABOUT THE PROJECT:**  Save the Children is the world’s leading independent organisation for children. We work in 120 countries. We save children’s lives; we fight for their rights we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.  The objective of the “Vijana Plus” project is “to strengthen CSOs as independent actors of good governance and development in their own right, and to contribute to an enabling environment for sustainable development and growth in Tanzania”. Youth capacity strengthening and engagement in decision making: to strengthen capacity of youth organisations and enhance meaningful youth engagement in decision making processes. The Project is implemented in eight (8) targeted zones of Tanzania: Lake (Mwanza), Southern (Mtwara), Southern Highlands (Mbeya), Central (Dodoma), Northern (Tanga), Coastal (Morogoro), Zanzibar (Pemba & Unguja), and Western (Kigoma). | |
| **ROLE PURPOSE:**  Save the Children seeks **Grants and Project Officer** for EU Vijana Plus Project. The purpose of this post is to support the Program Manager in the managing of the award. Under the direction of the Program Manager, the **Grants and Project Officer** will be responsible for day-to-day project implementation. She/Hewill work with youth and youth Led organization, government actors, and other stakeholders in the project activities. This will include establishing partnerships with local organizations, project monitoring, financial and narrative reporting.  **Reports to:** **Programme Manager** | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Establishing partnerships**   * Coordinate partnership assessment and compile partner capacity assessment reports. * Share partnership assessment report with the relevant team internally and externally. * Work with the Awards team to ensure that partner project details are accurately captured in AMS from the onset to meet organizational standards and requirements. * Compile partner assessment reports and ensure they are updated on the AMS in a timely manner.   **Capacity Building**   * Facilitate the establishment of partner needs on technical aspects for implementation * Work with partners to identify needs for technical and organizational support and capacity building * Support the project partners with mentoring and coaching. * Assist in building the capacity of local sub-grantees to manage funds and comply with donor rules and regulations, including regular visits to monitor and support partners * With support from Program Manager solicit and conduct a preliminary check partner proposal and budgets   **Partner program management**   * Enhance awareness of child rights among all stakeholders (children, youth, religious leaders * To provide technical support to partner organizations in developing budgets and action plans to effectively implement proposed project activities. * Strengthen communication and collaboration with partners at all levels to ensure ownership and sustainability of the programme. * Support and ensure effective programme implementation and compile timely quarterly progress reports to donors. * Ensure synergies and shared learning from project between districts, regional and national level and other projects implemented and related. * Responsible for supporting partners to manage all aspects of project cycle including planning, implementation, monitoring and evaluation * Ensure that the quality of the project is maintained through an effective monitoring system and that accurate data and information on best practices is documented * Ensure project narrative reports are prepared and submitted on time using donor reporting requirements. * Coordinate with partners and relevant internal staffs in the contractual negotiations and enhance the understanding of the Sub Award Agreement. * The post holder will assist Awards Manager for conducting verification of Partner’s expenditure [according to SGAs] to ensure that they are properly supported and are in accordance with the approved work plan, EU and SC rules and regulation and statutory law. As part of the review process s/he will also assess internal controls and partner’s capacity for financial management. * On advice from Awards Manager and Programme Manager, S/he will follow up on any issues raised following these reviews and assessments to ensure that they are properly addressed. * Prepare sub-award agreements for local partners.   **Monitoring Evaluation Accountability and Learning**   * Track/monitor day-to-day progress against project milestones and activities, against scheduled work plans and overall project objectives * Promote shared learning and collaboration between partners by facilitating partner networks and meetings * Support in monitoring project expenditures and ensuring budget is strictly adhered to, financial procedures are observed, and all supporting documents are provided * Support the Project Manager to prepare periodic project reports based on accurate and evidence-based data/information * Support the Monitoring Evaluation Accountability and Learning team in the tracking of outcome of activities evidenced by accurate data to enhance quality of reporting * Contribute to baseline studies, assessments, project evaluations other research studies as well as learning events as part of annual plans.   **Additional job responsibilities** The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.  **Child Safeguarding**  All staff have an obligation to ensure they fully understand the provisions of the Child Safeguarding Policy, the Code of Conduct and related policies. They must conduct themselves in accordance with the rules of the Child Safeguarding Policy, in their personal and professional lives – which includes reporting suspicions of child abuse. All staff must ensure the way they are carrying out their work is not putting children at risk (or further risk). | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values. * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same. * widely shares their personal vision for Save the Children, engages and motivates others. * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters. * values diversity, sees it as a source of competitive strength. * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions. * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity; | |
| **QUALIFICATIONS AND EXPERIENCE**   * University degree in Business Administration, Finance or any relevant field. * Highly developed interpersonal and communication skills * A minimum of 3 years' experience in managing grants, contracts & sub agreements with knowledge of major funders and guidelines * Relevant experience managing donor funded projects with International NGO’s particularly those addressing human/children’s rights and those applying partnership approaches. * Strong analytical skills and strategic planning abilities. * Computer literacy and excellent documentation skills are a must. * Ability to proactively identify issues and solve problems. * Ability to establish and maintain conducive collegial relations and perform effectively as a member of a team. * Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures. * Excellent time management and planning capacity * Availability and willingness to work extra hours during times of humanitarian responses. | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures; | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | |