



Job Description

Job Title:	Project Coordinator
Job Location:	Morogoro, Tanzania
Reports to:	Programme Manager
Responsible for:	N/A
Job Holder:	Vacant
Department:	Sightsavers Eye Health

Job Purpose (the overall purpose and function of the job):

To provide timely support and work with Help Age and other partners in the region for enhancing equal accountabilities; and therefore play a key leading role in planning and reviews, implementation, continuous monitoring, reporting, documentation and advocacy. Hence communicate timely with Morogoro Regional authority, Country Office/donors on the policy influencing and implications as to foster change and sustainability

In collaboration with regional, district and other partners working in the same localities, facilitate the identifications of new opportunities that interlinks with the elimination of avoidable blindness for programme growth and development

Principal Accountabilities (specific activities and end results):

Strategic Planning and Programme Implementation

- Lead the planning and implementation of the MWANGAZA (Comprehensive eye health project) activities in collaboration with the regional and district eye health coordinators and Help Age International. Be fully aware of and actively participate in the development and review of plans in relation to the Country and donor reporting timelines.
- Build on technical knowledge, personal understanding of the new National eye health strategic plan (2018 – 2022) as to enhance the coordination and implementation of the projects in place.
- Ensure and maintain a gender sensitive lens and work towards gender equity during the undertakings of the activities. NOTE that project must reflect the Government of Tanzania's priorities (or influencing updates in policy) and be aligned to building their capacity (regional and district) to effectively provide eye health care services to all targeted communities; particularly people with disability and elders.
- Ensure that partnerships engaged with that include HelpAge International and Eye Care Foundation are reflecting programme quality and adhering Sightsavers and donor reporting standards.
- Using the right based approach, ensure that the project you are supporting is complementing the Theory of Change and aligns with Empowerment and Inclusion strategic framework
- Support partners in the identification of their own capacity building needs and help facilitate the provision of these needs.

- Disseminate information about Sightsavers, Eye Health project and its work to partners
- Promote shared learning and collaboration between partners by facilitating partner networks and meetings. Hence Coordinate joint advocacy work as outlined in the project document
- Supporting partners to manage all aspects of the project cycle including planning, implementation and monitoring & evaluation.
- Supporting the partner to ensure that all project documentation and reports are made available in a timely and accessible way.

Financial & Resource Management:

- Assist project partners in the preparation of budgets and forecasts.
- Monitor expenditure of project financial resources and liaise with the finance team where necessary.
- Ensure that partners submit timely financial returns.
- Ensure that partners manage and utilise project assets as per Sightsavers' and donor policies.
- Follow up with partners any actions arising from audits carried out by the finance officer or by external auditors.

Information & Communication Management:

- Be proactive in providing the programme manager and programme officer (M & E) with additional information, case studies, interesting news stories etc. relating to the project the officer is responsible for.
- Participate in all PR activities within Tanzania.
- Represent the project at various forums, meetings and advocate for the project aims and objectives
- Attend to visitors to and from the projects and partners.

The principle accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience):

- Degree in Relevant Field (Health Sciences, Social Sciences, Development Studies, economics).
- Post graduate studies in project planning and management is desirable
- Extensive work experience ideally gained in an NGO environment managing social development related projects
- Experience of health and social programming in partnership with government
- Experience of all aspects of project management in donor supported initiatives (especially multilateral donors (DFID, USAID, etc.).

- Experience of working with projects managed through partners (Consortium , civil society, government)

Skills (Special Training or Competence):

- Good understanding and hands on M&E tools and activities (especially project cycle management, log frame and donor reporting)
- Excellent project management skills including partnership management and team leadership
- Excellent interpersonal, analytical and communication skills (both oral and written) with strong command of written English skills.
- Good IT skills
- Ability to understand and work with project budgets, forecasts and reports.
- Good communication and facilitation skills in adult learning set ups
- Analytical skills and action research and documentation

Core Behaviours:

- Interpersonal and intercultural sensitivity
- Team Working
- Planning and organising
- High degree of integrity
- Good Listener
- Social and receptive
- Active listener

Key Relationships (Internal)

Country Director
Finance manager
Programme Manager/Officers
Office support staff

Key Relationships (External)

Partners
Consultants
Service Providers
Government agencies
Community leaders

Other Comments

Local terms and conditions will apply.