



Job Description

Job Title:	Project Assistant
Job Location:	Singida, 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 lead on project Implementation of Inclusive Eye Health project. Specifically responsibilities will include delivery of the DFID Inclusive Eye Health (IEH) known as “Boresha Macho Project” targets.

In collaboration with regional, district and other partners working in the geographical areas, facilitate the identifications of new opportunities that interlinks with the initiatives of enhancing eye health services and programme growth and development

Principal Accountabilities (specific activities and end results):

Strategic Planning and Programme Implementation

- Support planning and implementation of the DFID Inclusive Eye Health (IEH) known as “Boresha Macho Project” activities in collaboration with the regional and seven (7) district teams through the social welfare office and the health teams. Be fully aware of and actively participate in the development and review of plans in relation to the Country and donor reporting timelines.
- Ensure and maintain a social inclusion and gender sensitive lens and work towards social inclusion and gender equity during the undertakings of the activities. 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, Child Eye Health project and its work to partners
- Promote shared learning and collaboration between partners by facilitating partner networks and meetings. Hence support joint advocacy work as outlined in the project document. 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.

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.
- Participate in all Programme Review activities within Tanzania.
- Represent the project at various forums, meetings and advocate for the project aims and objectives as may be required
- Attend to visitors to and from the projects and partners.

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

Social inclusion know how

- At least 2 years' experience implementing programmes in Tanzania country contexts, rights based and social model approaches that foster the understanding and linkages of the needs of People with disabilities.
- Experience of designing/managing programmes designed to facilitate inclusion of marginalised groups and promote their empowerment at community, district, national or international levels.
- Experience of policy and advocacy work in social inclusion, particularly in relation to disability rights, UNCRPD implementation or social protection Knowledge of current issues and best practice in social inclusion, disability and development.
- Good knowledge of the key international networks and organisations working on social inclusion and disability.
- Familiarity with international legislation and policies in the field of disability and human rights – in particular the United Nations Convention on the Rights of Persons with Disabilities.

Knowledge (Education & Related Experience):

- Degree in Relevant Field (Health Sciences, Social Sciences, Education, and Development Studies).
- Minimum of 2 Years working experience, ideally in an NGO environment managing social development related projects
- Experience and understanding of government systems particularly the health sector through the local governments
- Experience in all aspects of Project Management in community level development programmes, monitoring and evaluation; report writing and working with a number of partners

Skills (Special Training or Competence):

- Strong interpersonal, communication skills
- Ability to work under minimum supervision Capacity building or facilitation skills
- Ability to work with project budgets, forecasts and reports
- In-depth knowledge of computer packages and Global ICT communication systems.
- Analytical skills and documentation

Collaboration:

- Builds and maintains effective relationships with 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 and Integrity:

- Develops and encourages new and innovative solutions
- Honest, encourages openness and transparency
- Ensures all expenditures and finances meet financial standards and policies

Key Relationships (Internal)

Country Director
Finance and Support Services Manager
Programme Manager/Officers
Office support staff

Key Relationships (External)

Partners (Regional and District based authorities)
Consultants
Service Providers
Government agencies
Community leaders

Other Comments: Local terms and conditions will apply.