



ACTION for COMMUNITY CARE

Employment Opportunities

Description

Action for Community Care (ACC) is a registered Non-Governmental Organization with its Headquarters in Dodoma Tanzania. The organization supports vulnerable groups in Tanzania access their needs and have good life by empowering them to gain full access of their needs. It works under four thematic areas which are Health, Education, Livelihood and Social Protection. It also works on environment as cross cutting issue.

The organization operates in Dodoma Urban (Dodoma Region) and small part of Chalinze district (Pwani Region). Previously the organization had interventions in Bahi and Chamwino districts (Dodoma region) and Manyoni district (Singida region).

Action for Community Care is an implementing partner of USAID Kizazi Kipya project in Dodoma City Council. In the year 2020/2021 the organization stands for implementation of one-year program named **Coaching Boys Into Men (CBIM) as an addition intervention for USAID Kizazi Kipya Project**. CBIM is an evidence-based prevention program that trains and motivates the school coaches to teach their young male athletes healthy relationship skills and that violence never equals strength. In fact Athletic coaches play an extremely influential and unique role in the lives of young men. Because of these relationships, coaches are poised to positively influence how young men think and behave, both on and off the field.

For efficient execution of its duties, Action for Community Care is looking for enthusiastic, creative, energetic individual to fill below vacant positions:

Monitoring and Evaluation Officer (1 position)

Location: Dodoma City

Agreement: One year contract

Roles and Responsibilities

- Coordinate implementation and provide oversight of monitoring and evaluation of activities including data collection, management, and reporting, ,
- Perform simple data analyses and visualization to promote data use at all levels
- Generate and contribute to quarterly or other reports, as needed
- Support the organization to conduct routine internal data quality assessments (DQAs))
- Conduct regular data monitoring site visits to coaches; review and provide feedback on coaches' performance
- Review critically reports submitted by coaches and perform data verification as needed
- Set up and maintain data entry and management systems including application
- Supervise data entry by data clerks
- Perform all other related duties as assigned by Supervisor.

Minimum Requirements

Bachelor's Degree in public health, sociology, demography, statistics, social science, M&E or economics (or equivalent).

Skills and Experience:

- The ideal candidate will have at least 1 year experience working in Monitoring, Evaluation and reporting
- Proficient with MS Excel
- Work experience supporting technical or programmatic activities in orphans and vulnerable children
- Experience with DHIS2 preferred other software a plus
- Experience with mobile data collection
- Report writing and publication skills
- Excellent written, oral and presentation skills in English and Kiswahili
- Ability to work effectively with multiple teams, partner agencies and community members

Availability and willingness to travel up to 50% time

Program Officer (1 Position)

Location: Dodoma City

Agreement: One year contract

Roles & Responsibilities:

- The Program Officer will serve as the first point of contact for all Faith- based Community Initiative interventions to reach beneficiaries
- Supervise and oversee the implementation of the FCI-CBIM work plan, provide continuous mentoring and support to ensure delivery of high quality education on Child protection during the CBIM session, coordinate frequent CBIM sessions and ensure the implementation of Coaching Boys into Men (CBIM) curriculum.
- Work in partnership with local government authorities as appropriate, Coaches, Head of Schools and Education Officers in the implementation of CBIM activities
- Assist Program Manager to lead and coordinate uniform communications among responsible Government officials and FBOs.
- Develop presentation, reports, articles, abstracts and publications, documenting best practices and lessons learnt from FCI-CBIM Implementation.
- Strengthen collaboration among L/CCWs and Coaches to support boys aged 9 to14 years on behavior changes and attitude towards girls and women.
- Work as focal person in building work relationship among coaches and CCW/LCW for facilitating referrals and linkage.
- Disseminate and ensure adherence to standard operating procedure (SOP) stipulated towards FCI interventions.
- Conduct quality step-down trainings to coaches and facilitate monthly meetings in the field to introduce new topics, improve quality, and reinforce guidelines and procedures.
- Supervise the coordination of technical activities as needed by ACC.
- Perform all other related duties as assigned by Supervisor.

Availability and willingness to travel up to 50% time

Minimum Requirements:

Bachelor's Degree with 1 years of experience in field(s) relevant to fulfillment of the duties and responsibilities as described above.

Skills and Experience:

- Minimum of one year of experience working in area of case management and child protection

- Progressive experience in program development professional, and include working with NGOs and Faith Based Organizations
- Experience in developing and facilitating interactive training programs
- Energetic team player capable of working with CSOs and government, Demonstrated understanding of the spectrum of OVC/MVC services and challenges faced in child protection service delivery
- Excellent written and oral communication abilities.

Data clerk (1 Position)

Location: Dodoma City

Agreement: One year contract

Roles & Responsibilities:

- Receive forms from coaches & program officer and punch data into the data base in the place before send to M&E for compilation and reporting.
- Maintain data entry requirements by following data program techniques and procedures.
- Secures information by completing data base backups
- Transferring data from paper formats into computer files or database systems
- Verify data by comparing it to source documents
- Update existing data.
- Retrieve data from the database or electronic files as requested
- Performed regular backups to ensure data preservation
- Sort and organize paperwork after entering data to insure it is not lost
- Responsible for insuring that the information is entered in to the system in a timely and effective manner ,while ensuring highest degree of data entry accuracy
- Performs other related tasks as required by the organization.

Minimum Requirements:

Diploma in Information Technology, sociology, community development or equivalent. Additional training in Monitoring and Evaluation, community mobilization, counseling is of added advantages.

Skills and Experience:

- At least 1 year demonstrated experience working in monitoring and evaluation activities related to health/ HIV prevention, Care and Treatment Programming.

- Experience in working with LGA, NGOs, CBOs and health facilities to implement public health projects, especially those working with vulnerable populations.
- Ability to manage tight deadlines and deliver high volumes of work with minimal supervision.
- High degree of proficiency in written and spoken English communication.
- Well-developed computer skills.
- Fluent in speaking and writing English and Swahili.

If you believe you are the ideal person we are looking for, submit your application letter to Executive Director, describing why you are the right candidate for this position and curriculum vitae detailing your experience with three referees to: info@actionforcommunitycare.org

Closing date for applications: Thursday November 05, 2020 at 16:00 Pm (only shortlisted candidates will be contacted)