

# JOB PROFILE

How to Apply for this Job



Tom Price/Tearfund

## Background on Tearfund

**Who we are:** We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

**Our vision:** To see people freed from poverty, living transformed lives and reaching their God-given potential

**Our mission:** We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

**Our values:** We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

*Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8*

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## Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact [recruitment@tearfund.org](mailto:recruitment@tearfund.org).

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

## Job Profile

<b>Job Title</b>	Programme Manager - Tanzania
<b>Group</b>	International group
<b>Team</b>	Southern and Eastern Africa
<b>Location</b>	Mwanza, Tanzania
<b>Responsible to</b>	(Interim) Country Director based outside Tanzania

### Part 1 – Job description

#### 1. Main purpose of the job

The Programme Manager (PM) will support the Interim Country Director (CD) in providing programme management support to partners ensuring that programmes are planned, implemented, monitored, evaluated and reported in accordance with Tearfund's Quality Standards and within Tearfund's management systems (IPMS1, IBIS2, and Quality Standards). In addition, the PM will contribute to building the capacity of Tearfund's partners (churches and civil society) in Tanzania to deliver excellent poverty reduction work in a cost effective and sustainable manner.

This post requires considerable travel to partner offices and project sites around Tanzania.

#### 2. Position in organisation

- Reports to the Interim Country Director
- Works closely with and assists the Interim Country Director in representing Tearfund's work in Tanzania both within Tearfund, and to external bodies.
- Supports the management of Tearfund's country programme office
- Collaborates and coordinates closely with the SEA Cluster Advisors (M&E, Church and Community Transformation, Advocacy and Campaigns, etc)
- Liaises closely with the following staff and teams in Tearfund; Cluster HRBP, Global International Finance & Logistics, Humanitarian Support Team, Impact and Effectiveness Team, Thematic Support Team, and the wider Southern and East Africa Team, Fundraising Group.
- Manages partner technical support work for our partners and stakeholders

#### 3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

#### **4. Organisational requirements**

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

#### **5. Scope of job**

Has responsibility to facilitate all aspects of Tearfund's Country Programme including:

- Overseeing of all programme implementation and providing/coordinating of technical support to partners
- Manage all thematic and technical support to the country programme
- Manage programme operation plans for country and partner programmes
- Assist in the decisions on the partner portfolio required for implementing the Country Strategy and annual plans
- Has overall management of accountability for approved allocation and management of annual budgets in accordance with Tearfund Global Process Systems (GPS)
- Negotiates with Thematic Support Team sector specialists to develop and support contextually appropriate and high-quality programming
- Manage restricted funding for the Country Programme.
- Assists in managing organisational risk in the Country Programme within the agreed corporate risk strategy
- Responsible for managing Tearfund's response in major/national disasters within the Country Programme
- Accompanies visits of Tearfund staff, consultants and visitors to ensure smooth delivery of programming

#### **6. Duties & Key Responsibilities**

##### **Capacity development of partners (Church and other civil society organisations)**

Based on partner capacity assessment, coordinate the design, implementation, monitoring and reporting of the partners' capacity building plan aimed at enhancing partners' capacity in programme management and organisational development and effectiveness. The specific duties and responsibilities will include but not limited to:

- Assess partner capacity needs, develop and implement a capacity-building plan to address the identified capacity gaps.
- In collaboration with the Interim Country Director, organise consultants to provide training in Organisational Development (including change management, board strengthening, change management etc.).
- Provide continuous follow up support to partners to ensure achievement of the intended objectives of the capacity building plan and actions.

##### **Monitoring and evaluation**

Through partner office and project site visits:

- Support the Southern and East Africa M&E Officer with the outworking of M&E work in Tanzania.
- Ensure all partners have clear and functional Monitoring & Evaluation systems in place and their staff are able to use the monitoring tools and analyse information appropriately
- Build partner capacity to do high quality M&E
- Organise/support and participate in mid-project reviews and end of project evaluations

Capture and document significant stories, key lessons and strategies that work for replication and dissemination

- Regularly report and provide feedback to Tearfund Tanzania about progress of projects and highlight concerns and problems as early as possible in the project cycle  
Participate in partners' fora and meetings to shape programme direction, improve on learning and programme accountability
- Participate in the writing and sharing high impact case stories on Tearfund work in Tanzania

#### **Provide support in resource mobilisation and management**

- In conjunction with partners, develops quality concept notes and proposals, and prepare reports, including supporting documentation, for submission to restricted funding donors
- Invests time and effort to support the Interim Country Director and Tearfund's global fundraising efforts
- Participate and contribute to the development of fundable concept notes and proposals to potential donors and supporters
- Review partner project reports before submission to donors and supporters
- Provide mentorship support to partners in the development of winning fundraising concept notes and proposals.
- Participate in organising supporter visits to partners and project sites
- Provides overall management responsibility for restricted funding donor contracts that are administered in-country
- Allocates, manages and reports on the annual budget of Partners
- Responsible for regular monitoring and reporting to Interim Country Director against agreed outcomes

#### **Promote Networking and Learning**

- Promote partner participation in a peer review/evaluation of other organisations
- Encourage partners to participate in relevant sector coordination meetings with government in order to influence policy
- Assist partners to document and communicate learning from their programmes, both to influence policy/other sector actors and to provide accountability and feedback to external audiences.
- Supports Tearfund teams (in particular Supporter-facing teams) are informed on Country issues and programming
- Actively promotes the capturing of learning from the Country Programme, and ensures that learning is used effectively in the country and transferred to the wider organisation.
- Strategy implementation: Responsible for Programme delivery of the annual implementation plans for the Country Programme to achieve what is laid out in the strategy
- Strategy tracking and performance reporting: Works closely with the Country Director and other Line Manager and relevant teams, to ensure objectives are set and performance/impact metrics against approved country strategy are agreed and reported on against an annual Implementation Plan.
- Coordinates appropriate Tearfund responses to requests for support, determining priorities and encouraging partners in implementing downwards accountability
- Assists in the monitoring emerging socio-economic and political developments and emerging humanitarian situations.

#### **Representation, Networking and Advocacy**

- Undertakes representation of Tearfund in partner-facing work externally through building relationships and networking with national Church leaders, government representatives within the country, as well as peer agencies, donors and strategic partner organisations.
- Facilitates coordination between the Tanzania Country Programme and Tearfund's global work on the 4 corporate outcomes and corporate priorities.
- Promotes Tearfund's interests and beliefs before appropriate government authorities, departments, banks etc for smooth running of country office

**Safeguarding, Health and safety**

- Responsible for adhering to Tearfund's Safeguarding (Protection of Children and Vulnerable Adults) Policy and reporting incidents appropriately as soon as being made aware.
- Responsible for adhering to Tearfund's Health and Safety Policy as it relates to areas such as fire safety, accommodation and vehicles
- Ensures that health and safety incidents are reported and logged appropriately

## Part 2 – Person specification

### Job title: Program Manager - Tanzania

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree or equivalent in development, management studies or related subjects</li> </ul>	<ul style="list-style-type: none"> <li>Post-graduate qualification in Development, Project Management</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Substantial experience in programme management and support, in particular local church-based community development in Tanzania</li> <li>Experience in Programme coordination in both regular development and humanitarian situations</li> <li>Substantial proven ability in community development and working through partners</li> <li>Understanding and ability to work in an organisation working on church based community development</li> <li>Understanding of Programme development strategies and operationalising thereof and ability to think strategically.</li> <li>Significant proven ability in project management and evaluation.</li> <li>Significant proven ability in capacity development of local partner organisations.</li> <li>Significant experience in budget development and management.</li> <li>Significant proven ability in leading and managing a team of people.</li> <li>Experience in leading DMEAL through partners</li> </ul>	<ul style="list-style-type: none"> <li>Experience in environmental sustainability including resilience building</li> <li>Experience in disaster risk reduction and disaster response</li> <li>Experience in developing and implementing advocacy programmes, at local and national level</li> <li>Proven ability of organisational development</li> <li>Proven ability in financial risk management</li> <li>Proven ability in managing an office</li> <li>Experience of security management</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>Oral and written proficiency in a primary working language of Tanzania</li> <li>Fluent and competent in written and spoken English</li> <li>Proven ability to build relationships with partners and work collaboratively with other agencies</li> <li>Strong awareness of gender and development issues</li> <li>Theologically literate and confident in reflecting on Scripture in relation to work</li> <li>A strong track record of working collaboratively with others to deliver shared goals</li> </ul>	<ul style="list-style-type: none"> <li>Ability to develop strategies to influence public policy and undertake local and national advocacy initiatives</li> <li>Presentation skills</li> </ul>



	<ul style="list-style-type: none"> <li>• Demonstrated ability to bring about change through coaching and mentoring skills</li> <li>• Very good interpersonal, facilitation and negotiation skills</li> <li>• Strong IT skills</li> <li>• Ability to work with children or</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Committed Christian with a personal relationship with God</li> <li>• Committed to Tearfund's Mission, Values and Beliefs</li> <li>• Self-disciplined with ability to work proactively, using own initiative</li> <li>• Highly reflective and committed to developing themselves and others through ongoing learning.</li> <li>• Ability to work effectively in a remote line management relationship, sharing information and seeking guidance where appropriate</li> <li>• Team player</li> <li>• Demonstrates sensitivity and skills in cross cultural communication</li> <li>• Demonstrates impartiality across potential ethnic, faith and political divides.</li> <li>• Ability to remain calm under pressure</li> <li>• Willingness to travel and lodge in basic conditions</li> <li>• A commitment to Tearfund's Values and Beliefs Statement</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of and interest in international affairs</li> <li>• Demonstrates personal interest and involvement in issues of justice, compassion and mercy</li> <li>• Creative and innovative approach to work</li> <li>• Flexible and adaptable</li> </ul>
<b>OTHER COMMENTS:</b> <ul style="list-style-type: none"> <li>• Regular travel across cluster countries is a requirement</li> <li>• All roles require a DBS/Police check</li> <li>• Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</li> </ul>		