



## THE FOUNDATION FOR AFRICAN EMPOWERMENT

### Volunteer Position

#### Program Officer

#### **Background**

Children with disabilities are the most stigmatized, discriminated and excluded in education and other aspects of society. They are the most vulnerable to violence, abuse, neglect and exploitation. Excluding them from realizing their rights to education makes them the most likely of all population groups to be living in poverty today and in the future.

The Foundation for African Empowerment (FAE) is a registered nonprofit organization founded in order to empower and change lives of children with disabilities. Its mission is to improve access to quality inclusive education for Tanzanian children with disabilities through providing support services, awareness raising and advocacy so that they can reach their full potentials and thrive in their communities. We work toward building a fully inclusive, supportive and protective Tanzanian society for children with disabilities. Our main office is located in Arusha, Tanzania.

FAE is seeking for a passionate, committed and skilled volunteer from within or outside Tanzania to join its management team in the capacity of Program Officer (PO) in order to assist in advancing its mission through programs management. Preference shall be given to a volunteer who is willing to join the management team based in Arusha, Tanzania. Additionally, preference shall be given to a volunteer who can commit to work in the organization for a minimum of twelve (12) weeks and who demonstrate a strong commitment to the FAE's mission and readiness to contribute in the strengthening of the department of programs. Any volunteer from outside Tanzania choosing to relocate to Arusha or already in Tanzania and in need of accommodation shall be facilitated with a free accommodation. Other further benefits shall be discussed with the right candidate.

#### **Role Summary**

The PO is part of the Programs Department responsible for ensuring that goals and objectives of programs and FAE are met. Also, s/he is responsible to contribute to overall technical projects/program related-issues including development, implementation, monitoring and evaluation. She/he will help to ensure that projects/programs are managed according to the FAE's and donors' standards, guidelines, policies and procedures.

S/he will assist in aligning program/project activities with the FAE Strategic Plan and that the work of the programs/projects responds to the Strategic Objectives of the organization. S/he will also participate in the resource mobilization activities by routinely scanning the environment and supporting the responses to RFAs and EOIs.

S/he will also be partnering with the senior leadership team in strategic decision making and operations as FAE continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a program officer to participate in maximizing and strengthening the internal capacity of a fast-growing organization.

## Minimum Qualifications

- Bachelor's degree in Social Science or other related fields.
- A minimum of (3) three years broad experience in projects/programs management and/or fundraising in an NGO sector or similar.
- Experience of working in the area of children and education is a plus.
- 18 years and above including semi-retired or retired professionals.

## Required Technical Skills

- Ability to assist in guiding implementation of activities and ensuring that the programs are technically sound, evidence-based and responsive to the needs of beneficiaries and donors.
- Ability to work collaboratively in a team to ensure that necessary planning, development, resource availability and management activities function smoothly and efficiently.
- Skills in public relations, advocacy, strategic planning, coordination, negotiation, and marketing.
- Ability to assist in grant/proposal writing and presentation.

## Behavioral competencies

- To adhere to the FAE core values.
- To have creativity and innovation.
- To be able and willing to align one's own behavior with the needs, priorities and goals of the organization, and to promote organizational goals to meet organizational needs. It also includes acting in accordance with organizational decisions and behaving with integrity.

## We Offer You

An interesting assignment, good working conditions in a fast-growing organization, free accommodation and a satisfactory and challenging role in a multicultural team. We also provide you with an opportunity to meet the real warm-hearted people of Tanzania and experience the astonishing natural beauty of the country. Moreover, you will sharpen your skills and knowledge as you create impact in the lives of children with disabilities. This position comes with an opportunity for career growth and development.

## Method of Application

We look forward to receiving your complete application in English which includes (1) a cover letter, (2) a statement of motivation stating why you want to join FAE and (3) an updated CV/resume. Do not send certificates at this stage. Also, let us know how soon you can join us if you are selected. Please send your application to the addressee below by **February 24, 2020**. Submission of applications by email is highly encouraged. Only applicants who best match the position needs will be contacted.

We are located at Kwa Pole Area near Tengeru, along Moshi-Arusha Highway, Opposite Vijiji Lodge in Arusha, Tanzania.

## Contact Details

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