ADD International

Working with disabled people for positive change

VACANCIES

ADD International is a British Founded international NGO working in Africa and Asia. It started working in Tanzania in 1997. Its current strategic objectives focus on ending exclusion, poverty and discrimination that people with disabilities face in developing countries. ADD Tanzania development programme is seeking to recruit qualified, motivated and experienced staffs to strengthen its country programme team for overall efficiency and effectiveness programme delivery. Below are detailed duties and responsibilities for each position:

1. Programme Manager (Inclusive Education) –Re-advertised

General scope of the position is to take lead in planning, organising and overseeing implementation of ADD Tanzania education programme bearing in mind approaches and strategies as detailed in the project proposals and the National Strategy on Inclusive Education (NSIE) that acts as an overall guideline to the programme given that the programme stems and is aligned to this strategy

Key duties and responsibilities include

- Participate in conceptualizing and designing cost effective, innovative projects to enhance inclusive education in Tanzania as well as other projects aimed at achieving ADD International globally and national aims and objectives of ending exclusion and addressing barriers to education for learners with disabilities
- Provide overall supervision for implementation and integration of activities in projects that make up education programme
- Ensure programme implementation is responsive to the needs and aspirations of the disabled learners in line with NSIE, and ADD values, strategic plan and other guidelines and procedures.
- Ensure preparation of programme and projects implementation reports as per ADD requirements and donor contracts.
- Under the guidance of the Country Director, identify, establish and maintain key contacts at Central and Local Governments levels in the project area and the country at large.
- Interacts regularly with DPOs, SHIVYAWATA, (I)NGOs and other stakeholders to enhance their awareness on ADD education programme and to collect information about other education actors and to participate in inclusive education technical forums and working groups.

Desired skills, knowledge and qualifications

- Bachelor's degree in education, development or other social sciences, a Masters degree would be an added advantage.
- Minimum of 3 years senior level programme management experience
- Good understanding of inclusive education programming
- Ability to analyse information, evaluate options and to think and plan strategically.
- Demonstrated experience in managing and developing a team and the ability to lead, motivate and develop others.
- Excellent interpersonal, communication and presentation skills.
- Fluency in written and spoken English and Kiswahili

2. Monitoring and Evaluation Coordinator (Re-advertised)

General scope of the position is overseeing implementation of M&E strategy, setting up and periodically reviews of the M&E system and ensuring it is implemented effectively by programme staffs, key stakeholders and implementing partners. This will be undertaken through the joint development of a shared M&E strategy that is based on existing projects and activities.

Key duties and responsibilities include;

- Develop the overall M&E framework for the programme, for example, annual project reviews, participatory impact assessments, process monitoring and operations monitoring.
- Guide staff and implementing partners in preparing progress reports. Together, analyse these reports in terms of problems and actions needed. Prepare consolidated programme progress reports and submit them to the relevant staffs for sign off and onwards actions.
- Guide the regular sharing of M&E outputs and findings with project staff, implementing partners and other stakeholders.
- Check that monitoring data are discussed in the appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussion forums to fill any gaps.
- Support external missions and facilitate mission team members 'access to M&E data and to stakeholders.
- Work closely with Development Manager in UK and participate in cross-country programme exchange and initiatives

Desired skills, knowledge and qualifications

- A degree in Social science, particularly research/statistics or equivalent qualification
- Knowledge of disability rights and experience in/understanding of disability issues
- Demonstrable experience in qualitative and quantitative social research techniques or M&E experiences in projects/programmes environment.
- Excellent communications skills in English and Kiswahili.
- Experience of developing, maintaining and manipulating large databases and using other analytical tools for research purposes.
- Highly developed analytical skills, with the ability to apply them in projects/programme monitoring and evaluations context.
- Understanding of Theory of Change the logical framework approach and/other planning approaches

3. Programme Officer Sensitisation and Awareness

General scope of the position is to develop a common understanding and articulation of the importance of inclusive education at all levels through sensitisation and awareness creation activities. This will lead to increased awareness of the importance of education for learners with disabilities and development of positive behaviours and attitudes at all levels in support of inclusive education. Building a body of allies at different levels in support of the project to tackle the root causes of the barriers to education for children with disabilities.

Key duties and responsibilities include;

- Translate inclusive education policy, strategies and project proposals into tailor made awareness creations materials such as leaflets, brochures and other IEC materials
- Take lead in the implementation of education campaigns at different levels
- Create and secure media partnership for positive reporting of issues around inclusive education, disability and coverage of the project
- Lead implementation of sensitisation and awareness creation activities at different levels

Desired skills, knowledge and qualifications

- A degree in education or mass communication or journalism
- Knowledge of disability rights and experience in/understanding of disability issues
- Experiences in implementing awareness creation activities targeting different stakeholders at different levels (aiming at positive behaviour towards education for disabled children)
- Excellent communications skills in both English and Kiswahili.
- Ability to work collaboratively, while taking a leadership role in specific interventions

4. Programme Officer Education and Training Support

General scope of the position is to provide technical and pedagogical support to inclusive education support facilities and teams. The incumbent will work with Local Government Authorities in the project area and other stakeholders on the required changes at school, ward and district level to make education system inclusive. This will also involve building into the project short term in-service teacher training and long term development of best practice for inclusive teacher education.

Key duties and responsibilities include;

- Support establishment of inclusive education support facilities and teams
- Ensure procurement of teaching and learning materials including assistive devices
- Organise teacher training and follow up coaching and mentoring in special needs such as Sign Language Interpretation, braille, intellectual impairment teaching, etc.
- Organise study visits to inclusive schools and projects
- Ensure identification, initial assessment, treatment/rehabilitation and enrolment of children with disabilities accordingly
- Establish various costs of resources-based education funding for inclusive education

Desired skills, knowledge and qualifications

- A degree in education, preferable in Special Needs Education
- Knowledge of disability rights and experience in/understanding of disability issues
- Experiences in implementing education activities targeting teachers and learners in primary schools
- Excellent communications skills in both English and Kiswahili.
- Ability to work collaboratively, while taking a leadership role in specific interventions

MODE OF APPLICATION

If you meet the criteria outlined above and you are interested, please apply in writing and send your application to;

The Country Director,
ADD International,
P.O. Box 33659,
Dar es Salaam.

Enclosing the following;

- A typed application letter stating why you think you are the best candidate for the post
- A fully typed C.V with two names of referees and contact details including telephone contact
- Copies of relevant certificates and testimonials supporting your application

Closing date for all applications is 30th November 2012. Please note that only shortlisted candidates will be contacted. Knowledge of disability rights and experience in/understanding disability issues is an added advantage. People with Disabilities are Encouraged to Apply.