



JOB TITLE: PROJECT OFFICER (PO)

REPORTS TO: PROGRAM MANAGER (PM)

POSITION TYPE: FULL-TIME

LOCATION: Afyaplus Headquarters, Iringa, Tanzania

APPLICATION DEADLINE: October 15, 2024

ABOUT AFYAPLUS ORGANIZATION;

Afyaplus is a non-profit organization operating under the NGO Act 2002, committed to improving public health through Water, Sanitation, and Hygiene (WASH) initiatives, Nutrition, as well as Adolescent and young women empowerment. In Tanzania, many communities face significant challenges in accessing essential services such as clean water, sanitation, education, and healthcare. Afyaplus strives to address these gaps by mobilizing resources, partnering with local communities, and advocating for sustainable change. By fostering behavior change, Afyaplus promotes improved hygiene practices, disease prevention, and social inclusion, with a particular focus on uplifting adolescent girls and young women to ensure a healthier and more empowered society.

POSITION OVERVIEW:

We are seeking a highly motivated, experienced, and dynamic **Female Project Officer** to join our dedicated team. The ideal candidate will hold a relevant degree and possess a minimum of two years' experience in project management, community development, or a related field. This full-time position requires a results-oriented individual with excellent organizational, leadership, and problem-solving abilities. As the Project Officer, you will play a key role in driving the success of Afyaplus' projects by ensuring timely execution, budget management, stakeholder engagement, and adherence to professional standards. This role demands a strategic thinker who can balance multiple responsibilities, develop innovative solutions, and lead project teams effectively.

The Project Officer will support the Program Manager in planning, implementing, and evaluating various projects. You will also be responsible for managing the day-to-day project activities, ensuring that projects meet set objectives and deliver positive outcomes for the communities served by Afyaplus.

KEY RESPONSIBILITIES:

1. Project Implementation:

- i. Lead the execution of project activities, ensuring that objectives are achieved within the allocated timeframes and budgets.
- ii. Collaborate with internal teams and external partners to develop detailed work plans and schedules for project activities.
- iii. Coordinate field visits, community outreach programs, and training sessions to promote awareness of WASH practices and assigned Afyaplus initiatives.
- iv. Ensure smooth and effective execution of projects in alignment with Afyaplus' mission and vision.

2. Budget Management:

- i. Monitor project budgets closely to ensure efficient allocation and use of resources.
- ii. Work with the Program Manager to track financial performance against budgets, identifying potential risks and proposing mitigation strategies.
- iii. Ensure all project expenditures are documented and reported in compliance with donor requirements and organizational policies.

3. Reporting and Documentation:

- i. Prepare high-quality narrative and reports, providing updates on project progress to management, donors, and stakeholders.
- ii. Document project activities, success stories, and lessons learned to share with both internal and external audiences.
- iii. Contribute to proposal development and grant applications, ensuring they align with Afyaplus' strategic objectives and donor expectations.

4. Stakeholder Engagement:

- i. Promote strong relationships with local government officials, school representatives, community leaders, and other Afyaplus stakeholders.
- ii. Represent Afyaplus in external forums, meetings, and networking events, advocating for the organization's initiatives and securing partnerships.
- iii. Engage with community groups and volunteers to encourage participation and ownership of WASH and adolescent health programs.

5. Training and Capacity Building:

- i. Provide training and capacity-building sessions for project staff, community volunteers, and school SWASH (School Water, Sanitation, and Hygiene) club members on best practices in hygiene, sanitation, and health promotion.
- ii. Strengthen the capacity of community groups to manage and sustain health and hygiene interventions beyond the project period.

6. Monitoring and Evaluation (M&E):

- i. Assist in the design and implementation of monitoring and evaluation frameworks to assess project performance.

- ii. Regularly collect, analyze, and report on key performance indicators to inform decision-making and improve program effectiveness.
- iii. Ensure that M&E data is used to adapt project activities and strategies, where necessary, to achieve better outcomes.

7. Project Planning and Administration:

- i. Support the Program Manager in the development of project proposals, including planning timelines, setting objectives, and defining resource needs.
- ii. Ensure that professional standards of work are maintained throughout project planning and execution.
- iii. Supervise and mentor project teams, ensuring accountability and clarity of roles.
- iv. Manage the day-to-day administrative functions related to project activities, such as coordinating meetings, tracking deliverables, and ensuring compliance with Afyaplus policies.

8. Resource Mobilization:

- i. Contribute to the identification of potential donors and funding opportunities to support ongoing and new projects.
- ii. Assist in developing resource mobilization strategies and participating in fundraising campaigns.
- iii. Support in writing funding proposals and developing budgets in collaboration with the Program Manager and other key staff.

9. Compliance and Accountability:

- i. Ensure that all project activities adhere to Afyaplus' internal policies, donor regulations, and relevant national laws.
- ii. Promote transparency, accountability, and gender inclusivity across all project activities, fostering an ethical and respectful working environment.
- iii. Regularly update the Program Manager on project risks and propose solutions for mitigation.

10. Any other duties assigned by Executive Director or any other supervisor:

Key Qualifications:

Education: Bachelor's degree in Public Health, Social Sciences, Development Studies, Community Development, or a related field.

Experience: Minimum of 2 years of experience in managing or coordinating projects, preferably in WASH, Health, Girl's empowerment initiatives.

Skills and Competencies:

- i. Strong interpersonal and influencing skills to build and maintain partnerships with key stakeholders.
- ii. Strong team-working skills, with the ability to lead, coordinate, and motivate diverse teams.
- iii. Excellent verbal and written communication skills in both English and Swahili.
- iv. Proficiency in project management tools and software.
- v. Experience in grant writing, budget management, and donor reporting.
- vi. Willingness to be trained in and implement Afyaplus' management policies and procedures.
- vii. Ability to multitask, manage competing priorities, and work effectively under pressure.

Desirable Traits:

- i. Previous experience in WASH and/or Girls -focused programs.
- ii. Demonstrated experience in community engagement and empowerment, particularly in working with Adolescent girls and young women.
- iii. Knowledge of monitoring and evaluation techniques and data analysis.

Application Process:

Interested and qualified candidates should send their **Application Letter** and **Curriculum Vitae** with three professional references as one pdf attachment to: hr@afyaplustz.or.tz with the Job Title as the subject line: ***Project Officer Application – (Your Name)***

Note:

- ❖ Afyaplus Organization is an equal opportunity employer and values diversity in its workforce. We encourage candidates of all backgrounds to apply.
- ❖ Only shortlisted candidates will be invited for assessment and interview.
- ❖ Applications not sent in the required format will not be considered