



VACANCY:

HEAD OF PROGRAMMES TANZANIA

Location: Tanzania, Initially in Mwanza
Reports: 3 direct reports, plus volunteers
Reporting to: East Africa Regional Director (EARD, UK based)
Budget: c. \$1.2m annually
Employment terms: Full time, permanent (after probation period)

Background to the role

Railway Children Africa works to create sustainable change for children that live on the streets. We do this through developing effective contact and reintegration services for children already on the streets, challenging attitudes and strengthening community responses towards children that are on the streets, and lobbying for appropriate policies and plans to protect street connected children. We have a wide range of stakeholders, implementing staff, implementing partners, local and national governments, local communities, children and families. The Head of Programmes will have a significant role to play in how our work is developed and implemented across each of these areas.

Purpose of the Role

The purpose of this role is to oversee the effective delivery of the Railway Children Africa (RCA) programme in Tanzania. In so doing the Head of Programmes will ensure that RCA continues to develop effective strategies for supporting children on the streets and that these strategies are made available to a greater number of beneficiaries. You will help ensure that RCA is recognised as the lead agency in the region working on the issue of street connected children.

Key responsibilities are as follows:

- a. Oversee the ongoing development of high quality evidence based programme methodologies and interventions.
- b. Responsible for the delivery of high quality programmes that drive impact in line with the Railway Children change agenda.
- c. Manage programmes in line with the RCA strategy and in line with donor commitments, analyse project performance and progress, resolve issues as they arise.
- d. Ensure all project risks are documented and assumptions revisited to ensure risks and mitigating factors reflect the current reality.

- e. Lead and manage Tanzanian based programme staff, ensure all resources are managed in-line with Railway Children Africa policies.
- f. Contribute towards fundraising in Tanzania and from the RC UK office to ensure the continuation and expansion of projects and plans.
- g. Ensure programme results are well documented with robust data systems in place across the programme and ensure internal and donor reporting requirements are met.

Specific Responsibilities:

Leadership and management

Line manage Tanzanian based RCA programme staff, namely Programme Development Officer and Kivuko Project Manager. Also line manage the RCA M&E Officer and any volunteers recruited in to the RCA team either within Tanzania or from the UK office, as agreed with the East Africa Regional Director.

Develop, manage and oversee RCA implementation plan, including ensuring all staff work plans and monthly progress updates are up to date and incorporated in to the overall planning document.

Conduct annual appraisals and agree annual performance objectives for direct reports, to be monitored during monthly one to one sessions.

Monitor and approve expenditure against agreed work plans within delegated authority limits.

Produce bi-annual programme reports for RCA Board.

Liaison with UK head office, in particular ensuring information required for UK office is provided in a timely manner and of a high quality.

Liaison with donors and partners, both RCA direct and via RC, ensuring all donor requirements are met on time and information is provided is high quality.

Partnership management

Supervise and support project officers to maintain and develop generative, participatory relationships with RC partners and collaborating agencies. Directly developing relationships with partner CEO;s/Directors and Board members where necessary.

Ensure all RCA due diligence, partnership agreement and partner review processes are fulfilled, and are executed to a high standard.

Provide an advisory role for RCA Programme Officers in all of their dealings with partners and actively support them in communications with partners where necessary.

Support in the delivery of training for partners based on identified training needs.

Manage RC East Africa programme budget and approve expenditures in coordination with Finance Manager and EARD.

Strategy

Actively engage in the Railway Children strategy review process and develop a strategy for 2017/18 and beyond that enables growth of RCA, through the development of effective quality programmes for children.

Support the development of partnerships that add value to the ability of RCA to deliver its strategy, both in terms of practice development and organizational capacity.

Linkages & Networking

Support networking and linkages with external organizations and technical experts on key programme priorities at local, national and international level.

Build a hub of external agencies and individuals useful for key programme priorities and develop good working relationships to be able to draw upon these resources as and when required.

Identify and contribute to external communications opportunities, which may include making presentations at conferences, holding briefings with donors and other stakeholders, participating in networks, and contributing to journals.

Accompany, or make arrangements for, Railway Children Trustees and or other visitors to partner organisations where required.

Maintain and build on working relationships with senior government departments and facilitate linkages with respective local departments both for RC and for our partners.

Strengthen linkages with other national and international agencies

Represent Railway Children in key local, national and regional networks and fora.

Manage activities as requested by your line Manager.

Fundraising

Actively seek out funding opportunities within East Africa and source funds to cover areas of planned activity.

Support UK office with all information needed to submit funding bids to UK based donors.

Operations management

Formulate annual plans in coordination with East Africa Regional Director and Finance Manager.

Strengthen systems and procedures for working with partners - assessments, planning, monitoring and evaluations, documentation etc.

Assess and make recommendations about potential/new partner organisations and initiatives.

Sharing knowledge and information throughout the organization

Learning and development

Proactively seek to increase learning and knowledge base and work on areas of development emphasized in appraisal as well as reviews.

Key Competencies

1. Five or more years of experience in a leadership or senior management role within an international development organisation.
2. Significant experience of working within child protection programming. Experience or knowledge of providing protection to street children would be an advantage.
3. Experience managing a £1m budget in the range of this role.
4. Experience managing and developing a small team.
5. Experience of building strategic networks, resulting in securing new opportunities for the organisation.
6. Experience of having managed programmes delivered with implementing partners.
7. Experience of solving complex issues through analysis, definition and a clear way forward, ensuring buy-in from key stakeholders.
8. Good understanding of key trends in international and humanitarian development.
9. Knowledge of child protection / street children in East Africa and the key actors in the region.
10. Experience of securing funding from local and International funders.
11. A fluency (both written and spoken) of English and Kiswahili.
12. Masters Degree in relevant field
13. A demonstrated commitment to Railway Children values.