



**JOIN OUR FIGHT  
FOR CHILDREN AT RISK  
ON THE STREETS**

**PROGRAMME OFFICER – DAR ES SALAAM**  
**RECRUITMENT PACK**

**RAILWAY**  
**children**  
Fighting for street children



## WE BELIEVE IN A WORLD WHERE NO CHILD HAS TO LIVE ON THE STREETS

At Railway Children, we fight for vulnerable children who live alone and at risk on the streets, where they face abuse and exploitation. They run away or are forced to leave homes where they suffer poverty, violence, abuse and neglect.

They find themselves living on the streets because they have nowhere else to go and nobody to turn to.

Every day we fight to change their story.

### OVER 10,000 CHILDREN SURVIVE ON THE STREETS OF TANZANIA

We work in East Africa, where children alone on the streets are frequently regarded by society as a nuisance that must be tolerated - a 'problem' rather than vulnerable children who desperately need help and support. Many are treated as criminals and locked up with adults, where they are subjected to further violence and sexual abuse.

Our pioneering work enables us to get to children before the streets get to them.



# WE KEEP CHILDREN OFF THE STREETS FOR GOOD

## WE DO THIS IN THREE WAYS

### ON THE STREETS

We race to reach a child on the streets before abusers, drug dealers and traffickers do. Finding them shelter, food and support is the first step.

### IN COMMUNITIES

We work with families, neighbours and wider communities to raise awareness, change perceptions and to help all children get the support they need to stay safe.

### WITH GOVERNMENTS

If the system doesn't change, nothing does. We lobby governments, pressurise and campaign until we get the policy changes that keep children safe, well and off the streets forever.



# WE WILL NEVER STOP FIGHTING FOR STREET CHILDREN. WILL YOU?

At Railway Children, we see ourselves as warriors, united in changing the long-term future for children living alone and at risk on the streets.

Our passion and values underpin everything we do. They unite us and provide the energy and optimism that drives us to work harder and harder for the children and young people we are privileged to help.

If you share our passion and our values, the chances are, you'll fit right in.

## Effectiveness

Our work is constantly judged on results and impact and then assessed to ensure maximum return on investment, both in our programme outputs and financially. Every penny of donors' money is invested with care and attention to detail.

## Innovation

We think outside the box, and are constantly reviewing our work to find new and improved ways of doing the best for our beneficiaries. We lead rather than follow and constantly push ourselves to deliver sector leading work.

## Bravery

We are not afraid to push the boundaries, ask the tough questions, try new things or challenge the norm in order to change the world.

## Honesty & integrity

We will always act with integrity towards our supporters, partners and peers, acting in the best interests of our beneficiaries at all times.

Sound like you? Then read on...



# THE ROLE

## PROGRAMME OFFICER – DAR ES SALAAM

**Salary:** Competitive  
**Location:** Dar es Salaam  
**Responsible to:** Strategic Liaison Manager

# JOB PURPOSE

To provide technical support and guidance in the delivery of RCA's De-Institutionalization of long-term shelters and Fit person programmes.

# KEY RESPONSIBILITIES

- Provide leadership in the day to day management of the De-Institutionalization (DI) of long-term shelters and fit persons workstreams.
- Foster and manage linkages with selected orphanage centres/ long term shelters and CSOs that will be involved in the de-institutionalization and Fit persons programme delivery.
- Provide technical support to selected long term shelters and CSOs in delivery of the DI and fit persons programmes.
- Work with the Strategic Liaison Manager to ensure long term shelters are supported to understand options and services available to facilitate access to legal aid for children in conflict with the law.
- Provide relevant training to partners in identified areas and/ or organise for this training to be delivered by other RCA staff and/or external and competent training bodies.
- Develop, review and modify training materials and other related products required for the successful delivery of the training sessions in line with RCA's approach.
- Liaise with RCA M&E staff to design and develop a framework for documenting learning processes under de-institutionalization and fit persons workstreams.
- Contribute to writing the RCA annual and donor reports as well as other communications to share our work.
- Contribute towards the flow of information to the UK office to enable effective fundraising.
- 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 visit partner organisations where required.
- Work in collaboration with the Strategic Liaison Manager to maintain and build working relationships with senior government departments and facilitate linkages with respective local government departments both for RCA and for our partners.
- Represent RCA in key local, national and regional networks and fora.

## LINKAGES & NETWORKING

- Support networking and linkages with external local organizations and technical experts on key programme priorities.
- Liaise and collaborate with relevant agencies to identify long-term residential centres that can be transitioned to short-term centres and provide alternative family-based solutions for children in their care.
- Explore and access local funding opportunities for financial sustainability of the programme.

## OPERATIONS MANAGEMENT

- Formulate annual plans in coordination with Programme Manager.
- Strengthen systems and procedures for working with partners - assessments, planning, monitoring, evaluations, documentation etc.
- Assess and make recommendations about potential/new partner organisations especially long-term shelters.
- Provide information as required for RCA donor reporting and M&E.

## GENERAL DUTIES

- Uphold and work within RCA's policies and procedures.
- Actively promote and embody RCA's core values of Integrity, Bravery, Innovation and Effectiveness across the organisation and partners.
- Travel to RCA's field operations as and when required.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

# PERSON SPECIFICATION

We are looking for an experienced Programme Officer with energy, determination, passion and flair. As well as a proven track record of supporting vulnerable young people, your values will match ours. Bravery, innovation, honesty and integrity will be at the heart of everything you do.

## EXPERIENCE:

- At least five years' experience in a programmatic role within an international development organisation with proven record and exposure in designing and delivery of trainings.
- A person who has experience and understanding of Child Protection and Safeguarding process who can handle sensitive and confidential issues with tact and diplomacy.
- Experience with start-up of programmes.
- Experience with managing and coordinating staff and partners.

## EDUCATION:

- Bachelor degree in social sciences, community development or equivalent from recognised university;

## KNOWLEDGE AND SKILLS:

- Excellent written and verbal communication skills with the ability to adapt style and messages to a range of audiences;
- Knowledge of organizational issues and working practices of NGOs, international funding agencies and government departments;
- Excellent project management and training development and delivery skills;
- Ability to be creative and find positive solutions to problems;
- Practical understanding of equalities and diversity and experience of applying its principles in the workplace;
- Knowledge and understanding of the issues facing vulnerable young people at risk in Tanzania;

- Knowledge of the range of support options and services for young people and families;
- Experience and understanding of Child Protection including Safeguarding processes and procedures;
- An understanding and experience of implementing health and safety, data protection and best practice procedures as they relate to working with children, young people and vulnerable adults;
- Excellent written, verbal and presentation skills.
- Good IT skills (Excel, Word etc.) and experience of using databases;
- Excellent interpersonal and influencing skills coupled with the ability to relate to children;
- Excellent networking and liaison skills with the ability to form positive relationships with a wide range of internal and external stakeholders;
- Ability to address complex issues through analysis, definition and a clear way forward, ensuring buy-in from key stakeholders.
- Fluency (both written and spoken) in English and Swahili.

## APTITUDE:

- Solution-oriented and flexible attitude with the ability to work proactively and take initiative
- Ability to build strong team relationships.
- Possess the requisite empathy, compassion and passion to address the needs and challenges of working with children and Young vulnerable adults.
- Demonstrable commitment to and the ability to uphold and promote RCA's core values of Integrity, Bravery, Innovation and Effectiveness in all activities.
- Willingness and ability to travel extensively whenever required.



# A GREAT PLACE TO WORK.

Railway Children Africa is an International NGO registered in Tanzania, no. 1563, as an affiliate of our parent company Railway Children UK.

Railway Children has been working in Africa for over 10 years. We continually strive to provide a positive work environment for all our employees.

This is an exciting time to be joining Railway Children Africa.

In the next five years we have exciting plans to upscale our work dramatically.

We will work in more locations than ever before, in Tanzania and across East Africa.

We will recruit more staff.

We will raise more than \$10 million.

And here's the best part, we will transform the lives of more than 12,000 of the region's most vulnerable children.

If you would like to be part of this exciting journey, we'd love to hear from you.



# STILL INTERESTED?

## HOW TO APPLY...

To apply for this position, please complete the application form at [www.railwaychildren.org.uk/jobs](http://www.railwaychildren.org.uk/jobs) and return it to [jobs.mwanza@railwaychildren.org.uk](mailto:jobs.mwanza@railwaychildren.org.uk). **Please note** that Railway Children will only accept applications made using this application form and will not accept CVs or Covering letters.

At Railway Children, we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of vetting checks including criminal records check.

Closing date:

Wednesday 15th April 2019 at 5pm East African Time

We regret that it is not possible to respond to every applicant and only those selected for interview will be notified.

**THANK YOU.**

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