



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

**PROGRAMME DEVELOPMENT OFFICER  
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 DEVELOPMENT OFFICER

**Department:** Programme  
**Salary:** Competitive  
**Location:** Dar es Salaam  
**Responsible to:** Programme Manager

# JOB PURPOSE

The purpose for this position is to manage Railway Children Africa's Partners including the contractual process of signing of partnership agreements, and reviewing progress overtime.

You will serve as an active member of the RCA team implementing the DFID project, specifically the Children Working and Living in the Streets (CLWS) component, with the primary responsibility of partnership management.

The person will be required to work flexibly, with at least 25-50% of significant travels

# KEY AREAS OF ACCOUNTABILITY

## 1. Partnership management

- Maintain and develop generative, participatory relationships with RCA partners.
- Assess and analyze partner work plans, budgets and negotiate what is in the best interests of the children keeping in mind partner and community capacities.
- Work closely with partners in project management - planning, monitoring and evaluation including assessments etc.
- Provide coaching and mentoring for key staff where appropriate.
- Act as trouble shooter for partner organizations and offer guidance as appropriate.
- Draft and negotiate partnership agreements with funded partners.
- Strengthen financial and human resource management including development of child protection policies at partner level.
- Coordinate technical support for partners based on identified needs.
- Ensure adequate documentation as part of partner support, due diligence, and partner support visit reports.
- Ensure fulfilment of commitments to partners as articulated in partnership agreements.
- Conduct bi-annual review visits to all RCA partners and ensure review visit reports and recommendations are shared with partners in a timely manner.
- Organize and coordinate with UK team to ensure quarterly partner fund disbursements are done on time.

## 2. Strategy

- Work with local partners where appropriate to support development of their own strategy and for city wide interventions.
- Assist in developing and reviewing RCA Strategy.

## 3. Linkages & Networking

- Support networking and linkages with external organizations and technical experts on key programme priorities at local, national and regional 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.
- Be alert to local funding opportunities for financial sustainability of the programme.
- 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 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 RCA in key local, national and regional networks and fora.

## 4. Operations management

- Formulate annual plans in coordination with Programme Manager.
- Strengthen systems and procedures for working with partners - assessments, planning, monitoring and evaluations, documentation etc.
- Assess and make recommendations about potential/new partner organizations and initiatives.
- Conduct due diligence exercise for potential partners.
- Manage activities as requested by your line manager.

# PERSON SPECIFICATION

We are looking for an experienced Programme Development 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.

## 1. Qualifications:

- Bachelor's degree in sociology, development studies, social work, project management, or other social science areas.
- Fluency in both written and spoken English language a plus.

## 2. Knowledge:

- Good knowledge of macro/micro development issues in East Africa.
- Knowledge of organizational issues and working practices of NGOs, international funding agencies and government departments.
- Excellent people and partnership management skills.
- Excellent written, oral and presentation skills in English and Kiswahili
- A person who has experience and understanding of Child Protection and Safeguarding process who can handle sensitive and confidential issues with tact and diplomacy.
- Some understanding of the psychology of child development.
- Knowledge about the issues pertaining to children living at risk without proper family care.
- Understanding about civil society responses to address the issues of children on the streets.
- Understanding of policy framework relating to children.

## 3. Skill sets:

- Excellent interpersonal skills and ability to relate to children.
- Excellent communication skills.
- Strong presentation skills.
- Strong documentation skills.
- Being analytical and having eye for detail.

## 4. Attitude:

- Flexible can do mentality.
- Alignment with core organizational values of mutual respect, collaboration, commitment to learning and integrity.
- Commitment to working on the cause of children in difficult circumstances
- Willingness and ability to travel extensively



# 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.or.tz](mailto:jobs.mwanza@railwaychildren.or.tz). 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:** Thursday, 14th November 2019 at 5pm East African Time.

Due to the number of applications often received, only those to be invited for interview will be informed of the outcome of their application. Applicants who have not heard within two weeks of the closing date should assume they have been unsuccessful.

**THANK YOU.**