



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

**PROJECT MANAGER (1 POST)  
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 found alone and at risk on the streets, and around railways, where they face abuse and exploitation.

They find themselves living on the streets because they've 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 are a leader, not a follower 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

## PROJECT MANAGER (1 POST)

**Salary:** Competitive  
**Department:** Programme  
**Location:** Mwanza, Tanzania  
**Responsible to:** Programme Manager

# JOB PURPOSE

The role of the Project Manager is to oversee the planning, implementation, day-to-day management, quality assurance and reporting requirements of the Project under RCA. The project manager will ensure that that specified deliverables are met both within budget and time frame allocated. The Project Manager will directly supervise a team of outreach project staff working directly with children, youth and families. He/She will also line manage project section leads within the project.

# KEY RESPONSIBILITIES

## PROJECT PLANNING AND DEVELOPMENT:

- Develop a detailed and costed annual work plan for the project, including activities,, human resource and timeline of implementation to be approved by the programme manager.
- Review and approve monthly activities schedules for the team.
- Contribute toward development of project proposals for fundraising.

## PROJECT IMPLEMENTATION, M&E AND LEARNING:

- Provide technical and programmatic leadership to ensure the quality implementation of project activities and achievement of objectives for the project in general;
- Ensure smooth working relationship between Project workers;
- Ensure staff is supported to deliver quality results in all project implementation activities;
- Provide management support, supervision and direction to the section leads.
- Provide mentoring and guidance to team members and builds awareness on organization policies, procedures, tools, and methodologies, as needed.
- Plan and coordinate any technical support required for the project from RCA team and other external trainers.
- With support from M&E Officer design, establish and manage appropriate tools, documentation and timeframe for monitoring and evaluations.
- Ensure M&E systems are functioning to meet project needs and all activities are accurately recorded within this system in a timely manner;
- Review the quality of work completed with project team you are managing and other department to ensure it meets the project standards on a monthly basis.
- Produce monthly KPI report,, quarterly project report and annual project report that meet the requirements of RCA or other donors as required;

- Identify areas of good practice and high impact and work together with RCA Programme manager to ensure sound documentation of this to enable practice to be shared elsewhere.
- Assist in evaluation of project outcomes at end of the project.
- Ensure the way you are carrying out your work is not putting children at risk (or further risk).
- Ensure that your staff are providing all beneficiaries of your programme with ongoing, age-appropriate verbal or written information in relevant languages about Railway Children's Child and Adult Safeguarding, Code of Conduct and Whistleblowing policies.

## FINANCIAL MANAGEMENT AND ADMINISTRATION

- Oversee project budget including tracking spending including approval of travel requests, activity requisitions, business advances, staffs' liquidation, reviews and approval of all project expenses as per RCA approval matrix and procedures.
- Work with Project Accountant to ensure that project expenditure remains within budgetary line items and according to contractual agreements.
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# KEY RESPONSIBILITIES

## HUMAN RESOURCE MANAGEMENT

- In consultation with Programme Manager and HR department assist in recruitment process of staff and/or volunteers with appropriate skills for the project;
- Support in tracking performance of project staff (Legal & Child protection Officer, Outreach department lead and Family department lead) by proactively addressing performance issues through regular 1 on 1, providing constructive and honest feedback, coaching and identifying staff development needs.
- Ensure that staff reporting to you are aware of and complying with the Safeguarding and Adults policy and the Code of Conduct and that a managerial environment is created where these policies are effectively implemented.
- Ensure that safeguarding is integrated in all management processes including recruitment, induction, performance management, team meetings, annual planning processes, field level monitoring, etc.

## LINKAGES & NETWORKING

- Work within and in partnership with other RCA project partners to support Children and youth living and working on street (CYLWS) work in Mwanza;
- Promote the message of child safeguarding to colleagues in other organizations and government ministries, children and beneficiary families, and community members in general
- Establish and maintain strong working partnerships and relationship with educational, social, business, NGO's and government to enhance opportunities for children & youth living and working on the streets in Mwanza;
- Support networking and linkages with Social welfare department and other stakeholders to support in programme implementation;

- Accompany Railway Children Trustees and/or other visitors in field visits;
- Represent RCA in key local, national and regional networks.

## GENERAL DUTIES

- Uphold and work within RCA's policies and procedure;
- Conduct yourself in accordance with the rules of the Child and Adult Safeguarding Policy and Code of Conduct in your personal and professional life – which includes reporting suspicions of child abuse or any other breach of these policies.
- Actively promote and embody RCA's core values of Integrity, Bravery, Innovation and Effectiveness across the organisation and partners;
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

# PERSON SPECIFICATION

We are looking for an experienced Project Manager with energy, determination, passion and flair. As well as a proven track record of supporting vulnerable young people.

## EXPERIENCE:

- Experience in a development context, preferably with experience working with Children and Youth working on streets (CYLWS) or other vulnerable children and young persons projects.
- Ability to present information in a succinct and compelling manner;
- The ideal candidate will have solid professional experience working in Project management and reporting, preferably working with USAID or FCDO funded programs;
- Excellent written, oral and presentation skills in English and Kiswahili
- Excellent people and partnership skills.
- Experience in training or coaching others is desirable
- Someone who can maintain effective work relationships with government and other NGO counterparts.
- At two year experience in Project Management role or similar working with vulnerable children and families.
- 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 and application of Health and Safety and risk management procedures.

## EDUCATION:

- Bachelor degree in social sciences, community development, project management, youth work, social care or equivalent from recognised university or college.

## APTITUDE:

- Strong relational and communication skills
- Non-judgmental and open minded
- Ability to be creative and find positive solutions to problems;
- 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;
- Understanding of Child Protection including Safeguarding processes and procedures;
- Fluency (both written and spoken) in English and Swahili.
- 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.



# 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: Friday, 2nd Apr 2021 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.**