

## JOB DESCRIPTION



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| <b>Job Title:</b>     | Programme Officer, Uhakika wa Maji Programme                        |
| <b>Place of Work:</b> | Morogoro, Tanzania  |
| <b>Reports to:</b>    | Programme Manager   |
| <b>Travel:</b>        | Frequent travel, specifically to remote field locations in Tanzania |
| <b>Term:</b>          | 2 years, extension subject to performance and funding               |

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### Job Summary and Purpose

The Programme Officer will ensure the successful delivery of the Uhakika wa Maji Programme and contribute to improved water security for all in Tanzania through support, guidance and co-ordination of social accountability monitoring, climate vulnerability analysis, budget tracking & advocacy. By helping communities who face severe water and climate related challenges to document the issues, and to understand and to activate their rights, the programme will drive improvements for many thousands in both rural and urban settings. The post holder will support engagement with duty bearers in government, and will support evidence-based advocacy to improve policy, plans and practice on water and sanitation services, water resource management, pollution control and the management of floods and droughts.

The Programme Officer will work at the front line of Shahidi wa Maji's (SwM) programme implementation. Under the leadership of the Programme Manager, the post holder will build relationships and lead training for communities, helping them to develop and deliver focused action plans to improve their levels of water security. They will be responsible for accurate documentation, evaluation, and learning, and ultimately, will ensure the positive impact of the programme. Effective planning, co-ordination, and communication will be required, alongside an ability to work independently in line with the programme design and guidance. The Programme officer will be based at SwM's office in Morogoro and will regularly visit project areas across Tanzania. Working closely with the Programme Manager they will be responsible for building and maintaining strong relationships with a wide range of government, non-governmental organisations and donors.

SwM is looking for a dynamic person with exceptional organizational, analytical, and written and oral communication skills, who has the experience, energy and confidence needed to succeed in this important role. With an excellent work environment, remuneration and benefits package, this is an exciting opportunity to work on water and development to drive real change in sustainable development and social justice in Tanzania.

## Duties and responsibilities

The objective of this role is to support the co-ordination and delivery of the SwM's urban and rural water security and climate resilience programmes in Tanzania. This includes working with vulnerable communities to help them develop, execute and monitor water security plans, and documenting lessons to support improved sector processes, practices and policy. Specific responsibilities include:

### 1. Programme planning and coordination

- Coordinate community engagement and capacity development of community change agents (Mashahidi) to understand laws and policies related to water with emphasis on their rights and responsibilities in attaining improved governance and service delivery.
- Support planning processes with Mashahidi to ensure they are inclusive (e.g. gender, disability) and lead to equitable and measurable benefits.
- Programmes monitoring, evaluation and learning plans are appropriate and implemented.
- Support the coordination of research and baseline data collection to generate strong evidence, and justification for case study selection and evidence-based advocacy.

### 2. Programme delivery and management

- Carry out social audits, case studies and water security assessments that demonstrate the social, environmental, and economic value of water resource management (WRM) and improved water security.
- Help the most vulnerable communities, small farmers and businesses to understand the value of water use permits, pollution control, Water User Associations, user fees and the role of Basin Water Boards in sustainable Water resources management.
- Facilitate community action for disadvantaged communities in Tanzania to obtain legal entitlements and statutory protection of the water resources they need to escape poverty.
- Support and facilitate local advocacy and community awareness on water issues to trigger and sustain their economic growth.
- Contribute to development and dissemination of popular versions of water law and policy, and media packages to help citizens understand their rights, their responsibilities and obligations relating to water.

- Facilitate and support budget and public expenditure tracking survey (PETS) to identify barriers and opportunities for pro-poor delivery in WRM.
- Coordinate delivery of water security, social inclusion and community Climate Vulnerability and Capacity Assessment (CVCA) studies.
- Provide technical support as required to LGAs and other partners to facilitate improved water security, water services and responsive governance.

### 3. Programme Monitoring, evaluation and reporting

- Guided by the MEL plan, collect and analyze monitoring data on material improvements resulting from programmes' contribution and/or attribution
- Provide capacity support to Mashahidi on monitoring and reporting of progress on key mashahidi actions
- Monitor and document progress and results of Mashahidi wa Maji's actions to improve water security and resilience at case study sites
- Develop, monthly, quarterly, bi-annual and annual progress report that are assessed against related action plans and budgets

### 4. Programme learning and communications

- Coordinate project's quarterly reflection sessions and document key lessons for programmes' improvements and sector update
- Collate communities' feedback on organizational and programmes operations
- Assess, collect and analyze key programmes's lessons (at both process and outcome levels) to inform internal and external actions.
- Support sector engagement and uptake of key lessons

### 5. Programme collaboration and support

- Manage inclusive planning processes to enhance support and buy-in of key stakeholders in communities, BWBs and others
- Nurture and manage close working relationships with Mashahidi and communities in case study sites, acting as an effective liaison between SwM and communities/Mashahidi in case study sites.

Programme Officer

## Person Specification

The successful applicant will be able to demonstrate commitment to SwM values and ways of working that reflect our organizational values.

### Experience and qualifications

#### Essential

- Minimum of a bachelor's degree in a relevant subject (sociology, environmental sciences, rural and/or community development studies).
- Formal training and /or qualifications in project cycle management, community engagement, monitoring, evaluation, and learning.
- Minimum of 3 years relevant work experience in project management on water and/or sustainable development programmes.
- Demonstrable knowledge of the water sector and specifically water resources management issues and solutions.
- Significant experience in participatory planning methodologies, and of training and working with communities.
- Significant experience in project planning, implementing, monitoring and evaluation.

#### Desirable

- Demonstrated experience in managing community-based action research and support on issues of water, good governance and climate resilience interventions.
- Skills on gender analysis and gender-based programming is an added advantage
- Demonstrable experience in advocacy or sector support programmes which improve responsiveness and services for citizens.

### Skills and attributes:

- Excellent written and verbal communications skills in English and Swahili, including producing analytical and learning reports, and other documents.
- Demonstrated interpersonal skills, including the ability to collaborate effectively with communities and other key stakeholders
- Skilled in delivery of training to communities.
- A flexible and resourceful attitude with the ability to manage and prioritize an unpredictable workload.
- High integrity with commitment to SwM's vision and values
- Dynamic, creative, and passionate about delivering positive impact, social justice and sector change.
- Familiar with current concepts and approaches within social accountability and advocacy and /or water resource management, climate resilience and WASH.
- Good networking, facilitation and co-ordination skills.
- Commitment to addressing issues of equity & inclusion and pro poor approaches.
- Excellent working knowledge of computer packages e.g. Excel, MS Word and Access, SPSS and MS Projects.

Interested applicants should send the following items to the Director-SwM, email: [info@shahidiwamaji.org](mailto:info@shahidiwamaji.org) under the subject heading of 'PROGRAMME OFFICER APPLICATION' by the 22nd January 2021:

1. A cover letter which sets out why you want to work in this position, how your skills and experience match with the requirements of the person specification, and your salary expectations.
2. Your current CV which will be a maximum of 3 pages.
3. A 2-page paper written by the applicant entitled 'Methodologies for effective community engagement in Tanzania' which demonstrates your experience and understanding of community mobilization.

Applications will be reviewed on an ongoing basis until the position is filled. Applications which do not comply with the above requirements will not be accepted, and only shortlisted applicants will be contacted.