



**TANZANIA LAND ALLIANCE**

# **Call for Application**

## **1. Introduction**

Tanzania Land Alliance (TALA) is a coalition of 14 Civil Society Organizations namely; (1) Land Rights Research and Resources Institute (LARRRI/HAKIARDHI), (2) Legal and Human Rights Centre (LHRC), (3) Lawyers Environmental Action Team (LEAT), (4) Pastoralists Indigenous NGOs Forum (PINGOs Forum), (5) Women Legal Aid Centre (WLAC), (6) Ujamaa Community Resource Team (U-CRT), (7) Mtandao wa Vikundi vya Wakulima Tanzania (MVIWATA) i.e. a National network of small scale farmers' groups in Tanzania, (8) Tanzania Natural Resources Forum (TNRF), (9) Tanzania Women Lawyers Association (TAWLA), (10) Tanzania Grass Roots Oriented Development (TAGRODE), (11) Parakuiyo Pastoralist Indigenous Community Development (PAICODEO), (12) Pastoral Women Council (PWC), (13) Community Research and Development Services (CORDS) and (14) Morogoro Paralegal Centre (MPLC).

It was founded in 2010 aiming to undertake joint advocacy activities to spearhead the attainment of land rights for marginalized rural based and peri-urban communities (especially peasants, pastoralists, artisan miners, and hunter-gatherers) in Tanzania.

The idea behind TALA's formation is to enable its members to implement joint land and natural resources rights advocacy interventions in a strategic and collaborative manner to improve the rights and livelihoods of the majority marginalized rural based and peri-urban communities in Tanzania

TALA is currently coordinating CSOs and members in the implementation of the Land Tenure Support Programme (CSO component) in three districts of Kilombero, Ulanga, and Malinyi in Morogoro region. To enable smooth operationalization and coordination of this program, TALA seeks to recruit staff who will assist the Secretariat to coordinate LTSP's implementation by its members. Thus, TALA invites suitable and competent candidates to apply for the positions listed below:

### **1. MONITORING AND EVALUATION OFFICER (1 Position)**

#### **Qualifications for the post:**

- (i) Holder of Bachelor degree in social sciences such as Public Administration, Sociology, Human Resource Management, Geography and Environment Studies, Community Development and any other related disciplines from a reputable university or institute;

- (ii) Post-Graduate Diploma in Monitoring and Evaluation;
- (iii) At least 4 years and above working experience in development projects or donor funded NGOs projects;
- (iv) Excellent skills in report writing, presentation, and publication;
- (v) Excellent computer skills and advanced knowledge of various database packages, qualitative, and quantitative skills.
- (vi) A knowledge on land matters in the Tanzanian context and beyond is an added value;
- (vii) Fluent in English and Kiswahili is essential.

### **Duties and responsibilities;**

- (i) To develop and coordinate the implementation of participatory learning, advocacy and monitoring approaches and processes by specifically making strategic use of log frame, outcome mapping, and relevant methodologies to track project results.
- (ii) To collect, analyze, monitor, process information and write appropriate reports from time to time.
- (iii) To develop and maintain outcome monitoring journals, update and maintain a monitoring database system.
- (iv) To oversee proper use of the M&E tools by the programme team, and other stakeholders.
- (v) To organize internal training and other interactive sessions to build capacity of the project staff and programme implementers within the interventions logical framework of TALA.
- (vi) To ensure quality assurance of all reports such as activity reports, monthly reports, quarterly and annual reports, donors narrative reports and relevant publications before being submitted to appropriate authorities.
- (vii) To analyze information and document lessons learned from monitoring reports and relevant reports so to suggest areas for improvement.
- (viii) To initiate, coordinate and advice on periodic and holistic evaluation of TALA programs;
- (ix) To undertake institutional performance audit and advice the management on its direction to achieve the intended strategic objectives.
- (x) Report to the TALA Coordinator and perform any other duties assigned to him or by the Coordinator and the Board

### **Important attributes**

- (i) Willingness to accept responsibility and be held accountable;
- (ii) Organizer, collegial, honest, creative, self-motivated, highly disciplined and able to work for longer hours;
- (iii) Able to travel to remote areas for project supervision;
- (iv) Ability to write project proposal, technical reports, and financial reports;
- (v) Ability to maintain confidentiality.

## **2. PROGRAMME OFFICER (1 Position)**

### **Qualifications for the post;**

- (i) Holder of Bachelor degree in law, Post Graduate in law, social sciences degree such as public administration, sociology, community development, project planning and management, rural development and any other related disciplines.
- (ii) At least 4 years and above working experience in development projects or donor funded NGOs projects.
- (iii) Excellent in report writing and report presentation.
- (iv) Excellent computer, organizational, interpersonal communication skills, and knowledge of financial and administrative functions.
- (v) Ability to work independently with minimum supervision together with strong problem-solving skills.
- (vi) Excellent networking skills with different stakeholders including local communities, government, CSOs and the public at large.
- (vii) Skills and ability to form strong team work in project implementation.
- (viii) Excellent project planning and proposal writing skills.
- (ix) Understands and able to apply principles and practices related to alliance management.
- (x) Fluent in English and Kiswahili.

### **Duties and responsibilities:**

- (i) Initiate activities and prepare scheduled project implementation plan.
- (ii) To plan, initiate, coordinate, and execute project activities.
- (iii) Prepare reports (activity, monthly, quarterly and donors narrative reports) and submit to respective authorities.
- (iv) Document project best practices and share to respective stakeholders.
- (v) Maintain TALA website updates and library.
- (vi) Programme Officer shall report to the TALA Coordinator and perform any other duties assigned to by the Coordinator from time to time.
- (vii) Make an oversight on the quality and usefulness of all materials (books, articles in the newspapers, brochures, training manuals, project reports) and other project materials written and published under the project;
- (viii) Communicate with the donor regarding the progress of the project and any challenges encountered and propose ways to overcome them;
- (ix) Communicate with the heads and program officers of the 14 national CSOs on project implementation;
- (x) Prepare and submit quarterly, semi-annual and annual technical project report and submit them to the Coordinator and the donors;
- (xi) Ensure that project funds are spent as per the grants terms and conditions and that they are properly audited;
- (xii) Provide technical advice to the Coordinator, the project implementing team, and the Board on how the project could be implemented smoothly.

### **3. DRIVER (1 Position)**

#### **Qualifications for the post;**

- (i) Holder of Certificate of Ordinary and/or Advanced Secondary Education.
- (ii) Attended training in relevant field.
- (iii) Holds a NIT driving certificate and Class C driving license.
- (iv) Worked as a driver for not less than 4 years
- (v) Ability to demonstrate good interpersonal skills and flexible with working hours.
- (vi) Fluent in Kiswahili. Fluency in English is an added advantage.

#### **Duties and responsibilities;**

- (i) Driving TALA's motor vehicle(s) in line with assigned duties.
- (ii) Undertake regular vehicle maintenance and services.
- (iii) Maintain mileage logbook and fuel consumption.
- (iv) Maintain the vehicle's cleanliness.
- (v) Advise the Coordinator regarding proper vehicle maintenance and services.
- (vi) Ensure that all office vehicles are parked in safe and designated areas.
- (vii) Ensure that office vehicles are insured and have functional road licenses.
- (viii) Ensure that TALA's vehicles are only used for official purposes.

### **4. SECRETARY (1 Position)**

#### **Qualifications for the post;**

- (i) Minimum qualification shall be a Diploma in secretarial course with 3 year experience
- (ii) Administrative writing skills, reporting skills, Microsoft office skills, professionalism, confidentiality, typing and verbal communication
- (iii) Familiarity with office organization and optimization technique
- (iv) High degree of multitasking and time management capability.

#### **Duties and Responsibilities:**

- (i) Answer phone calls and direct them when necessary
- (ii) Handling and distributing emails
- (iii) Filing and photocopying maintaining records, including minutes of the meeting.
- (iv) File and updates contact information of stakeholders, members, suppliers and external partners.
- (v) Maintains office supplies inventory by checking inventory register to determine inventory level.

## **5. OFFICE ATTENDANT (1 Position)**

### **Job Purpose:**

To serve all employees and visitors as needed.

### **Major Duties & Responsibilities:**

- (i) To perform activities such as receiving and delivering documents or items, including correspondence, memorandum, publications, records, files, packages, and other similar material within office as per superior's instruction.
- (ii) To assist with basic office duties such as photocopying, filing and assisting superior's upon their demand.
- (iii) To maintain cleanliness of offices, office equipment and furniture and clean those as and when required.
- (iv) To perform other related tasks upon demand to support all office employees and assist them in performance of their official duties.

### **Key skills**

- (i) Ability to handle multiple tasks efficiently
- (ii) Ability to prioritize work and assignments effectively
- (iii) Good communication skills
- (iv) Time management skills.

### **Minimum Qualification**

- (i) Holder of Certificate of Ordinary Secondary School.
- (ii) Attended training or course in relevant field.
- (iii) Experience working on similar position in a busy office setting or organization.

**Apply by 13<sup>th</sup> February 2018;** all application should be addressed to: **The Coordinator, Tanzania Land Alliance, P.O.Box 75885 Dar es Salaam, or [tanzanialandalliance@gmail.com](mailto:tanzanialandalliance@gmail.com)**