

## City Coordinator (2 positions)

Location: [Africa] [Tanzania]

Town/City: Dar es Salaam

Category: Field Operations

Job Type: Fixed term, Full-time

### **JOB PURPOSE** *(Limit 750 characters)*

World Vision Tanzania seeks highly qualified candidates for an anticipated five-year donor funded project with key objectives to increase empowerment, reduce exploitation and abuse, increase uptake of ASRHR services, including Nutrition & HIV and Increased Economic Opportunities through skills development, job creation, policy and capacity building. The project is anticipated to be implemented in Dar es Salaam and Dodoma.

The anticipated project aims:

- To Improve enabling environment to advance gender equality and rights and protection from SGBV and adverse SRH and Nutrition outcomes
- Improved capacity of youth/CBOs to meaningfully participate in and engage local decision-making structures to advance gender exploitation, adolescent girls' and boys' SRHR, and prevent and respond to SGBV.
- Increased access to improved ASRHR and nutrition services for adolescent boys and girls in and out of schools.
- Increased gender equitable participation of female and male youth from 16-19 years in the labour market.

The City coordinator assists the Project coordinator and/or Project Manager with the coordination of resources, equipment, meetings, and all project information in the CITY where the project is implemented. S/He has the overall responsibility to organize and coordinate project activities with the goal of getting

them completed on time and within budget. S/he ensures project deliverables i.e outcomes and outputs through systematic joint planning, implementation and reporting based on the project annual work plan. Maintaining and monitoring the project plans, schedules, work hours, budgets, and expenditures.

The incumbent staff will assign responsibilities to project officers, monitor, compiles and summarize project reports and provide regular updates to the project manager. S/he will ensure coordination, linkage and strategic engagement with government and partners in consultation with the project manager to ensure all aspects of the project are compatible with donor, government and WVT standards.

**This position is contingent on the confirmation of funding from the donor.**

## MAJOR RESPONSIBILITIES

% of time	Activity	End Results
40%	<p><b>Technical support and Strategic engagement:</b></p> <ul style="list-style-type: none"> <li>Assist the Project manager and PC to develop a detailed project plan to monitor and track progress to meet budgetary objectives in the city</li> <li>Supervise each NCG Supervisor using QIVCs and completing all Checklist sections every month.</li> <li>Coordination of internal</li> </ul>	<ul style="list-style-type: none"> <li>Established and maintained meaningful partnerships, collaborations and networks in support to the project.</li> <li>Manages local stakeholder relationship: develops and maintains contacts of key stakeholders, meeting schedules and minutes</li> <li>Established and</li> </ul>



	<p>resources according to donors and organization standards</p> <ul style="list-style-type: none"> <li>• Organize, attend and participate in stakeholders meeting in the respective city</li> <li>• Work with the project city M&amp;E, Manager and PC to measure project performance using appropriate tools and indicators in the city</li> <li>• Coordinate effective monitoring of the project activities in the city</li> <li>• Work closely with project finance officer to ensure smooth project activities and effective utilization of financial resources.</li> <li>• Coordinate sharing of city project best practices internally and externally.</li> </ul>	<p>maintained relationships with the community, government, project staff and World Vision Canada.</p> <ul style="list-style-type: none"> <li>• Attends conferences, meetings, trainings as required at district, and regional level, or as required by Project manager</li> <li>• Supports the project manager to manage changes to the project scope, project schedule and project costs using appropriate verification techniques</li> </ul>
35%	<b>Project</b>	<b>Reporting</b>

## **Compliance, and Stewardship of Resources.**

- Ensure timely reporting of project activities and escalate to management whenever needed
  - Measure city project performance using appropriate tools and indicators.
  - Ensure project resources (equipment, materials and finance) are used for intended purpose and as per approved policies and guidelines
  - Work closely with project finance officer to ensure smooth implementation of project activities in the city
  - Ensure that the Project develops results, indicators and targets as well as an annual work plan, which reflect
- NCG register are compiled on timely manner
  - Quality of implementation assured at all level of the project

	<p>the objectives of the project. (gathering, reporting and analyzing performance data for impact and sustainability of project implementation in the city)</p> <ul style="list-style-type: none"> <li>• Lead in tracking project performance in the city, analyses and maintains open communication with the project management to ensure successful completion of project short and long-term goals</li> </ul>	
15%	<p><b>Capacity Building</b></p> <ul style="list-style-type: none"> <li>• Ensure at the city level, project officers, government staff and partners engaged are capacitated to handle project activities effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity gap for city staff addressed and communicated to the project Coordinator/Manager</li> </ul>
10%	<p><b>Networking and external engagement</b></p>	<ul style="list-style-type: none"> <li>• Project is represented in all occasion within the city of</li> </ul>

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|  | <ul style="list-style-type: none"> <li>• Support the Project coordinator to strengthen relationships with government, district teams, within the education, health sectors and community while implementing project activities</li> <li>• Build positive work relationship with project collaborators in the city maintaining unity and trust</li> <li>• Participate in city/district and community level meetings and engagements in consultation with and feedback to the Project coordinator.</li> </ul> | <p>implantation</p> <ul style="list-style-type: none"> <li>• External engagement tracker is up to date</li> </ul> |
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## KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

### Required Professional Experience

- Remarkable experience in implementation international donor funded project
- At least five years' experience in implementing Public health project such as RMNCH project

Required Education, training, license, registration, and certification	Bachelor Degree or higher in the fields of Social Science, Human Nutrition, Nursing, Public health. MPH and MD is preferred
Preferred Knowledge and Qualifications	<ul style="list-style-type: none"> <li>• Excellent communication skills; Ability to communicate with internal and external stakeholders,</li> <li>• Excellent presentation skills</li> <li>• Excellent coordination and planning skills</li> <li>• Report writing skills: Ability to write complex reports</li> <li>• Demonstrate high levels of integrity</li> <li>• Strong analytical and problem-solving skills</li> <li>• Excellent team player with minimum supervision</li> <li>• Significant experience of working with government officials, multiple partners, community groups and communities.</li> <li>• Proven experience in facilitating effective project documentation and dissemination of results to a wide range of audiences.</li> <li>• Experience in working with international donor funded grants</li> </ul>

- Ability to maintain effective working relationships with all levels of staff
- Good planning and Excellent organizational skills, ability to determine priorities and attention to detail a must
- Work in a multisectoral/ multicultural team- patience, cultural sensitivity and application of contextual understanding in day to day work
- High-level of knowledge and practice with Word, Excel, Outlook, etc. required
- Ability to work with tight deadlines for information needs

Travel and/or

Work  
Environment

Requirement

- The position requires ability and willingness to travel domestically up to 60% of the time and occasionally internationally.

- Ability to

Physical

Requirements

The position is based in Dar es Salaam or Dodoma

Language

Requirements

Excellent written and spoken English and Swahili language



work in a  
multicultu  
ral  
context  
as a  
flexible  
and  
respectfu  
l team  
player

Willingness to  
travel to the  
field as and  
when needed

## KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)	Reason for contact	Frequency of contact
Project staff	To monitor the progress of implementation in each respective Area	daily
LGA	Engagement in project activities	Day to day

## DECISION MAKING

All Decisions will be escalated through the Project Coordinator to the Project Manager

## CORE COMPETENCIES – For all positions, select the top 3 prioritized competencies from below.

Click [here](#) for a quick overview of our Core Competencies.

? Be Safe and Resilient	? Build Relationships	? Learn and Develop	? Partner and Collaborate
? Deliver Results	? Be Accountable	? Improve and Innovate	

? Embrace Change

For Management positions only, select the top 2 prioritized competencies from below.

? Model Self-  
Management

? Engage, Influence,  
Lead

and Grow Others

? Run an Effective  
and Agile  
Organisation

? Develop the  
Organisation

for the Future