Tanzania Gender Networking Programme (TGNP)

Vacancy Announcement

1.0 Background

Tanzania Gender Networking Programme (TGNP) has been in existence since 1993, during which time it has built itself into a leading member of the women feminist movement for social gender transformation and women empowerment within Tanzanian, Africa and beyond. Its overall goal is to contribute to increased gender responsiveness of policy formulation and implementation of various policies. The approach of the organization is enhancing strategic linkages, networking and coalition building among like-minded civil society organizations, grassroots groups and key networks and coalitions. Over the years, TGNP has made a substantial contribution towards developing a critical mass of organized civil society with the capacity to critically analyze and stimulate public debate, and to carry out activism and collective action on pertinent social, cultural, political and economic development issues.

To adequately fulfill its objectives and in line with the expansion of its activities in the country, TGNP is inviting applications from suitably qualified and self motivated Tanzanians of high personal integrity to apply for the vacant positions existing within the organization:

2.0 Vacant Positions

2.1 Programme Officer: Communication for Movement Building
The Programme Officer: Communication for Movement Building will be responsible for coordinating the production, distribution, dissemination, utilization/consumption of TGNP publications with aim to educate society about
how to adhere to gender equality, equity and human rights in campaigning for policy change and building the women’s movement. Specific activities will include:

i. Build and generate high-quality evidence-based documentation for women’s movement: will collaborate with other programme staff to plan, coordinate and develop original communications materials and publications to inform Organisation Programme and women’s movement, for special initiatives and events, to showcase best practices and programs.

ii. Develop content and review and edit drafts of diverse publications, prepare information brochures and factsheets; draft articles and re-package reports to communicate the achievements of major initiatives for distribution to various audiences.

iii. Produce transformative stories of programme/project activities and initiatives for internal and external use.

iv. Assist in developing and or update communications and advocacy strategy and plans that will guide TGNP in its external relations and internal communications. (mainstream media, social and infotainment).

v. Work on organizational visibility, media relations: develop and support implementation of effective media relations plan at all levels to engage more effectively on issues of women and other marginalized groups.

vi. Assist in the development of advocacy oriented communications to support evidence based advocacy campaigns and movement building activities

vii. Build capacity on communications of TGNP key actors and selected members of women’s movements.

viii. Participate in ensuring brand visibility and enforce quality and standards Develop and/or update and implement TGNP branding guideline

ix. Working with other programme staff to ensure consistency and compliance with TGNP branding guidelines for all project related communication materials and products.

Qualifications and key competencies:
A minimum of Bachelor’s Degree in Social Sciences mass communication, public relations and/or journalism with specialization in information
communication/media or equivalent and not less than three (3) years working experience in creative writing, editing, translation, publishing and marketing. A master’s degree in similar field is an added advantage.

Key Competencies
- Ability to edit and write a wide range of materials, for a variety of target audiences;
- Highly organized, detail-oriented and team-player with ability to manage outsourced work;
- Advanced knowledge of desktop publishing & creative designing and productions of information related products
- Demonstrable excellent verbal and written communications skills.
- Strategic and credible use of social media and other alternative media

2.2 Programme Officer Human Resource and Administration
The Programme Officer: Human Resources and Administration will directly assist the Head of Programme Finance and Administration in HR related functions which will include recruitment, staffing, training and development, performance monitoring and employee counseling. Specific activities will include:
- Recruiting and hiring process, including: advertising vacant positions, reviewing resumes, assist in conducting telephone and in-person interviews, making job offers and negotiating starting salaries.
- Preparing all new employees paperwork and creating new personnel files, proper maintenance of employee files, and forms management
- Ensuring compliance of Labour Regulations especially regarding employment eligibility, confidentiality,
- Assist in managing performance management processes including organizing quarterly and annual employee performance reviews.
- Plan and administer training and development programs for the purpose of developing/improving employees’ performance
- Supporting in administering the payroll issues and use of a payroll management database, and report generation.
- Provide team building and development solutions to strengthen teams and improve productivity
• Coordinate development and implementation of HRD strategy and plans
• Provide support to employees in various HR related issues such as leave, compensation and any other issues that may arise.
• Administer employee compensation and benefit plans
• Working on logistics and other administration duties

**Qualifications and key competencies:**
Bachelor’s degree in social sciences with focus on HRM or equivalent with an interest and aptitude to work in Human Resources, or non-profit management/administrative fields and a working experience of not less than three years.

**Key competencies**
- Ability to prioritize tasks and handle a number of assignments simultaneously (Multi task);
- Understanding Labour Laws and disciplinary procedures;
- Excellent in Microsoft Office and other relevant applications;
- Excellent oral and written English,
- Inter-personal and team building skills

2.3 **Interns in Following Positions:**
TGNP runs a nine months’ internship programme which aims at fulfilling the following objectives:
- To broaden the base of transformative feminists among young socially conscious professionals, intellectuals, social activists and practitioners;
- To provide a base for young scholars and researchers to acquire social action experience and on the spot guidance;
- To provide a forum for intergenerational mutual learning, dialogues and networks through internship alumni and twinning projects between interns and seasoned activists; and placements in other activist organizations;

Currently the organisation has the following vacancies existing in the organizations
2.3.1 Intern Information Communication and Technology
Intern Information and Technology will, her/his duties and responsibilities will be:

- Assist in review and develop/update data in various database in collaboration with ICT and M & E team.
- Assist in operationalization and use of ICT in innovation hubs.
- Assist in strategic us of ICT for movement building and capacity building of TFMB stakeholder.
- Assists in the daily support on the usage of software and hardware to the end-users;
- Assists on network infrastructure administration, updating network asset and diagram;
- Support the IT office in maintaining hardware, software, and other systems
- Assist with troubleshooting issues and provide technical support
- Perform software configuration on stand-alone computers and laptops

Requirements
Bachelor’s degree in Computer Science, Information Technology, Management Information Systems or any related field

- Familiar with PHP, HTML5, CSS3, MySQL, JavaScript and any PHP Framework. i.e. Laravel
- Familiar with WordPress CMS
- Good verbal and written communication
- Skills in analytical and problem-solving
- Ability to work well in teams and able to work without supervision
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Energetic and eager to tackle new projects and ideas

2.3.2 Intern Research and Analysis
The Knowledge Research and Analysis department coordinates and facilitate periodic analysis/reviews of information related policies, contextual and methodological trends for repackaging. This may include: engaging in general and
background research and conducting literature reviews, and editing other outputs of the research team. The Inter KRA will be responsible

- Monitor inclusion of women concerns during parliamentary sessions
- Assist in finalization of women gender issues in full council meetings linking with community animators
- Assist in research and analysis activities
- Assist in monitoring of utilization of research and analysis findings and recommendation

2.3.3 Intern Responsible for movement building and Knowledge Centres

- Support in monitoring KC performance
- Liase with Knowledge Centres and hold conference to track on progress and implementation of KC activities
- Assist in conducting training to elected and appointed women leaders (councilors, Village/Street chairpersons, VEO, WEO and committee members
- Support in keeping data base of KC in terms of individuals, groups and issues addressed.

Qualifications and key competencies:
A minimum of Bachelor’s Degree in social sciences for Interns on Research and Analysis movement building and Knowledge Centres. For IT Intern Bachelor’s Degree in Information Technology

Key competencies
- Excellent in Microsoft Office and other relevant applications;
- Excellent oral and written English,
- Inter-personal and team building skills
4.0 Mode of Application
All applications supported with CV and other supporting documents to be submitted within 7 working days from date of first appearance this advertisement which is 11th February 2020. Application should be sent through the postal address below or delivered by hand at TGNP office.

The organization is an equal opportunity employer however women and youth are highly encouraged to apply. Applications should be addressed to:

The Executive Director,
TGNP,
Plot 22/3/1 Ubungo Industrial Area,
Mabibo Road,
P.O. Box 8921,
Dar es Salaam, Tanzania.
E-Mail: info@tgnp.or.tz
Website: www.tgnp.org
Note: Only short listed applicants will be contacted