

HakiElimu Job Description

Job Title	Gender and Development Expert.
Department	Leadership and Quality Assurance
Reports to	Executive Director
Location	Dar es Salaam, Tanzania
Supervises:	Dotted line management of Program Officers responsible for Gender Programs.
Key relationships	Head of Program, Managers, Program officers

A: CORE PURPOSE OF THE ROLE

The Gender and Development Expert is a key senior role within HakiElimu. The Gender and Development Expert will provide strategic leadership and oversight for gender mainstreaming efforts and gender transformative at within HakiElimu. This will involve building a strong organizational infrastructure to facilitate effective gender mainstreaming and transformative both institutionally and across programs and projects.

B: MAIN RESPONSIBILITIES

1. Programme development and Support (40%)

- Provide leadership in the designing and implementation of the gender equality strategies and programs and ensure effectiveness and efficiency gender mainstreaming in all programs and projects.
- Strengthen staff capacity on gender stages and gender issues in general
- Work closely with the Monitoring, Evaluation, Accountability and Learning (MEAL) team to refine quality benchmarks, standardize gender transformative indicators, evaluation and accountability tools and processes;
- Work closely with the Head of Programmes, managers and programme staff to implement gender transformative interventions.
- Support the HR unit to promote gender and diversity equity in recruitment, retention and career development processes, including systematic integration into job descriptions and performance reviews.

2. Partnerships, Representation, Advocacy & Organizational Learning (25%)

- Map out potential strategic partners to collaborate in the design, implementation and advocacy to promote gender equality, protection from GBV and girl's empowerment especially in schools.
- Represent the organization in developing and strengthen partnerships with strategic stakeholders working on education sector to address special issues and concerns of gender equity and gender transformation in education sector.
- Excellent conceptual and analytical skills, creativity, ability to see the 'big picture', to synthesize and understand complex issues quickly.
- High level representation of HakiElimu in national and international meetings and events related to gender.

3. As a member of the Management Team, contribute to (25%)

- Provide a leadership in the development/implementation of the organization gender policy and strategy.
- Ensure that the required gender advice to the management and staff is provided promptly in line with HakiElimu Policies and guidelines.
- Support the Management Team to strengthen a gender-transformative and non-discriminatory work environment, including promoting zero tolerance to sexual exploitation and abuse (SEA)
- Support the Management Team to institutionalize gender equity and equality within the organization strategies, programs and plans
- Analyze donor priorities and positions on gender, identifying institutional funding opportunities and developing/maintaining contacts with potential donors, and key partners.
- Lead on fundraising for gender transformative and girl's empowerment programming, including development of high-quality concept notes and proposals, and engagement with donors.

4. General responsibilities (5%)

- Successfully implement above responsibilities and assigned activities (and associated budgets) in work plans, consistent with HakiElimu Policies
- Implement and foster adherence to the established HakiElimu policies, regulations, guidelines and procedures.
- Participate actively in organization wide learning and other joint activities.

5. Other duties as required (5%):

- The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience
- Other duties as assigned by the supervisor, including occasional work on weekends for which in time off in lieu can be taken

C: PERSONAL SPECIFICATIONS, BEHAVIOURS AND CONDUCT:

1. Minimum Skills and Experience-Essentials

- Master's degree or post graduate degree in Gender Studies, Human Rights Law, International Relations, Development Studies or similar, or equivalent field experience
- At least 5 years of work experience on gender mainstreaming (preferably in education sector)
- Strong organizational and management skills, ability to multi-task, and manage and motivate staff to deliver quality results on time; to learn and develop, as well as hold staff accountable for performance.
- Excellent writing and communication skills, ability to quickly summarize complex issues and communicate in an effective, clear and accessible manner.
- Outstanding knowledge of education, democracy and related issues.
- Keen appreciation of quality and standards and high personal integrity; able to take responsibility for delivering quality results despite challenges, and serve as role model for others.
- Strong computer skills, including MS Office, email and internet.
- Fluency in English and Swahili, both written and spoken.
- Experience in managing large gender and education related programs is an added advantage.

2. Personal Attributes and behaviors

- Proactive and able to self-manage
- Highly organized and detail conscious
- Energetic and inspiring to young people
- A team player

- Able to communicate clearly to diverse audiences, including donors, private sector partners, staff, management and government officials

3. Code of Conduct

- To uphold HakiElimu’s financial policies and procedures, staff code of conduct and values at all times during the course of the post with the organization, acting as a role model in the course of these duties

D: CHANGES AND AMENDMENTS:

This job description may be amended by HakiElimu after consultation with the employee and the supervisor

We the undersigned fully understood and agree to the fore going Job Descriptions and agree with the content entirely.

Approved by:

_____	_____	_____	_____
Employee’s Name	Employee’s Signature	Date	Executive Director

_____	_____	_____	_____
Supervisor’s Name	Supervisor’s Signature	Date	Date

**HakiElimu
Job Description**

Job Title	Program Officer RIPA
Department	Research Innovation and Policy Analysis - RIPA
Reports to	RIPA- Manager
Location	Dar es Salaam, Tanzania
Supervises:	Usually none, may at time supervise interns and assigned staff
Key relationships	Head of Programs, Managers, Program officers

A: CORE PURPOSE OF THE ROLE:

The Program Officer – RIPA; is responsible for coordinating the generation of HakiElimu’s evidence-based advocacy information through conducting researches and surveys, monitoring implementation of education policies and guidelines, conducting education policy analysis and writing policy briefs, organizing education policy dialogues to influence policy implementation. The PO – RIPA is further, responsible to organize and conduct strategic engagement with key education actors including LGAs, MDAs, MPs and the MEDIA for advanced education agenda. The Program Officer is also be responsible for Monitoring and Influencing government’s transparency and accountability in planning, allocation and utilization of education sector’s financial resources.

B: MAIN RESPONSIBILITIES

1. Monitoring and Influencing Government’s Transparency and Accountability in in the Education Sector (25%)

- a) Monitoring and Tracking education financing; Track government’s financial resources planning and allocation for the education sector; including breakdowns for specific programs and initiatives and analyze how funds are disbursed and spent for respective education plan and service delivery.
- b) Data Availability: Monitor and ensure accessibility and availability of education-related data and information from the government and other education sources. Develop or utilize established metrics to assess educational progress and identify areas needing improvement. This includes data on education provision, performances and plans.
- c) Work with other HakiElimu Departments such as LQA and MEA to disseminate obtained findings through reports, infographics, and public awareness campaigns.
- d) Collaboration with Stakeholders: such as CSOs, education stakeholders and general public to hold the government accountable.
- e) Technology and Data Analysis Tools: Leverage technology to collect, analyze, and communicate educational data efficiently.
- f) Identify major issues, challenges and opportunities, brief to RIPA Manager and partners of these in a timely manner, and advice on actions to be taken to further HakiElimu interests.

- g) Design, implement, monitor and write credible national, local government and sectoral budget analyses, including reports, policy briefs, opinion columns, and another advocacy material.

2. Education Policy, Monitoring, Analysis and Advocacy (25%)

- a) Responsible for critical analysis and evaluation of education policies and their implementation.
- b) Responsible for Writing and developing of critical working and position papers, statements and policy briefs that are necessary for HakiElimu's advocacy approach.
- c) Responsible for day today monitoring of education performance and analyses results to establish trends, and develop advocacy messages accordingly.
- d) Responsible to review existing plans, literatures, case studies and practical experience from different actors within and outside Tanzania on implementation of basic education and establish Tanzanian position on the same.
- e) Monitor and tracking all emerging and current issues in education and developing HakiElimu response and reactions.

3. Strategic Engagement with MDAs& Oversight Bodies (25%)

- a) Promote broader public participation, debate and transparency in policy engagement at different levels.
- b) Prepare and lead all pre-budget planning engagements and meetings to share and influence planning with MDAs, Parliamentary Committees, MPs and other oversight bodies such as the office of Controller and Auditor General (CAG).
- c) Lead strategic engagements with the Ministry of Education, Science and Technology, the President Office-Regional Administration and Local Government and other government related government institutions/ministries.
- d) Actively participate in key coalitions, particularly Budget Working Group, upcountry coalition/partners meetings, foster learning and joint action, and promote HakiElimu interests.

4. Research and Innovation (15%)

- a) Participating in organization and coordination of research works and mediation in the supplying of evidence-based information for HakiElimu's advocacy works.
- b) Participating in supervising research consultants and provide them with technical advice on the design and branding and ensure relevance and compliance to Strategic plan and objectives of HakiElimu.
- c) Responsible for creating or proposing innovative approaches around research works by bringing in new ideas, creative thoughts and new imaginations on how HakiElimu conducts studies or collect its relevant evidence-based information.

5. General Responsibilities (10%)

- a) Contribute effectively to planning, monitoring and reporting of HakiElimu's work
- b) Implement and foster adherence to the established HakiElimu policies, regulations, guidelines and procedures.
- c) Participate actively in organization wide learning and other joint activities.
- d) Undertake any other lawful tasks as may be assigned by the Supervisor.
- e) Other duties as required, including occasional work on weekends for which in time off in lieu can be taken.

C: PERSONAL SPECIFICATIONS, BEHAVIOURS AND CONDUCT:

1) Minimum Skills and Experience-Essentials

- BA degree in Research and Policy Analysis, Sociology, Law, Economics, Development or other social sciences is minimum, master's degree preferred.
- At least Five (5) years' experience in Public Finance Management
- Specific experience in public resources monitoring, public expenditure tracking, Budget transparency and Social Accountability Monitoring
- Experience in facilitating strategic engagements with executives and oversight bodies in policy influencing
- A very good understanding of education sectorial programs and a working knowledge of the HakiElimu program priorities
- Excellent conceptual and analytical skills, creativity, ability to see the 'big picture', to synthesize and understand complex issues quickly.
- Excellent writing and communication skills, ability to quickly summarize complex issues and communicate in an effective, clear and accessible manner.

2) Personal Attributes and behaviors

- Proactive and able to foresee events and policy implications
- Highly organized and detail conscious
- Energetic and inspiring to young people
- A team player
- Able to communicate clearly to diverse audiences, including donors, private sector partners, staff, management and government officials

3) Code of Conduct

- To uphold HakiElimu's financial policies and procedures, staff code of conduct and values always during your post with the organization, acting as a role model in the course of your duties
- You will Sign these documents upon joining the organization and be accountable to meet the standards

D: CHANGES AND AMENDMENTS:

This job description may be amended by HakiElimu after consultation with the employee and the supervisor. We the undersigned fully understand and agree to the foregoing Job Description and agree with the content entirely.

We the undersigned fully understood and agree to the fore going Job Description and agree with the content entirely.

Approved by:

_____ Employee's Name	_____ Employee's Signature	_____ Date	_____ Executive Director
_____ Supervisor's Name	_____ Supervisor's Signature	_____ Date	