



### **Position Description: Wezesha Vijana Program Manager:**

Asante Africa Foundation's mission is to educate and empower the next generation of change agents, whose dreams and actions transform the future for Africa and the world. We know that enriched minds collectively create better solutions to whatever challenges their communities face. Therefore, our work addresses the root causes of why children are not in school and paves the way for success in the classroom and beyond. Rooted in the UN Sustainable Development Goals, Asante Africa Foundation achieves results through a set of interconnected programs designed to alleviate poverty by fostering the development of educated resilient youth. Our programs are inclusive of academics and age appropriate life skills development.

- 1) Scholarships.
- 2) Accelerated academic learning in the classrooms through hands-on training leveraging digital and STEM tools.
- 3) Keeping at-risk adolescent girls on the path to learning through social, reproductive health, and financial literacy assets trainings and peer mentoring.
- 4) Training and hands-on practice for leadership development, job-readiness, and entrepreneurship skills in secondary schools.

Youth peer-to-peer mentoring, boy inclusion and community, parent and stakeholder engagement. Each of these programs has three intertwined stakeholders to achieve sustainable change: local and national government, community, and the youth themselves.

The “Wezesha Vijana” Adolescents Program eliminates barriers that keep girls, and boys from attending and excelling in school, and gives them tools they need to become confident, self-sufficient young women and men. A primary strategy is through an integrated design linking development of complementary assets to the empowerment of adolescent girls and boys.

- **Health Assets:** Educate adolescents about their maturing bodies, hygiene and sexual and reproductive health to keep them in school longer.
- **Financial Assets:** Provide financial literacy training in goal-setting, planning, budgeting and saving to build girls' financial autonomy.
- **Social Assets:** Build peer support networks and mentorship, self-esteem, awareness of rights, understanding of sexual violence and foster greater communication with elders.

The “Wezesha Vijana” Program is a comprehensive curriculum delivered in a school-based “safe space” by young women/men “mentors” from the community/Teachers. Mentors use participatory techniques to engage girls in topics and model interactive facilitation to participants who are expected to share their knowledge as peer educators in the future. The program also involves parents in discussing barriers to adolescence success and brainstorming ways to support them. Through this approach, “Wezesha Vijana” fosters the development of financial, health and social assets to help adolescent children from rural communities build healthier, more secure futures for themselves and their families.

### **Essential Functions:**

The ‘Wezesha Vijana’ Program Manager is responsible in program strategy development and managing the implementation; planning, budgeting, managing and reporting on girl-focused programming. This role will be pivotal in grant writing, and supporting evaluation data as needed.

This role requires an experienced, motivated, “start-up” type of leader to create structure, organization, content and processes for the “Wezesha Vijana” Program, sustaining/scaling it geographically to rural locations through community-based initiative and growing new initiatives related to Empowering and Skill Building Adolescents for successful life and school transitions. This position reports to the Asante Africa Foundation-TZ Program Manager.

### ***Program Design, Planning Implementation, Monitoring & Evaluation***

- Lead and collaborate in program design and development as well as support the monitoring and evaluation plan.
- Coordinate and facilitate/co-facilitate Training-of-Trainer workshops and parents meetings using participatory techniques.
- Lead development/adaptation of training materials and workshop content for program regional coordinators, program mentors and adolescent girl participants.
- Coach regional coordinators, program mentors and girls in primary and secondary schools and out of school, as well as at any other institution in which Girls’ Advancement Program activities are carried out.
- Develop and sustain key relationships with government education officials, school administrators and teachers, CBO/NGO partners, local community leaders, parents and other relevant stakeholders.
- Visit and assess progress of after-school programs coordinated by CBO/NGO partners and facilitated by program mentors as outlined in formal agreements/grant proposals.
- Supervise activities of the Girl’s Advancement Program regional coordinating team and program mentors.
- Identify the key program actors/stakeholders to be involved in the programs in the different program levels- village, wards, and district.
- Setting up the criteria for selecting the school/communities to work within the program.
- Development of the sustaining & the scaling up strategy for the last year 15 piloting schools and the whole program as whole.
- Preparation of the program monthly, quarterly and annual reports.
- Manage and operate the program M & E plan and strategy.

### ***Budget Management, Reporting & Documentation***

- Plan, manage and track project-specific budgets and expenses, including supervising.
- Develop monthly expense forecasts and participate in regular financial reviews with the organization Finance and Administrative Manager to ensure effective planning.

- Collect, compile and submit monthly activity retirements on and submit to the Finance and Administrative Manager.
- Prepare and submit progress reports including, monthly, quarterly and annual project reports.
- Collaborate in preparing status reports required for donors, including financial summary and impact analysis.
- Update program progress via relevant forms of social media (blogs, Face Book etc.)

### ***Project Monitoring & Evaluation***

- Work with the EA M & E manager to ensure that assigned projects achieve set goals, objectives and outcomes.
- Prepare annual work plan, & KPI with program milestones and detailed activity-based monthly work plans and ensure the implementation of all approved project activities in line with budgets and the wider organizational strategy.
- Conduct regular monitoring as well as periodic reviews of the Program and/ or undertake action on operational procedures affecting program work
- Provide regular feedback/updates on all activities citing strengths and weakness in overall strategy and how this can be improved.
- Assist in developing evaluation tools and accurate codebooks and datasheets, with the support of the Director of Research and Evaluation and participating individuals.
- Track program outputs and collect qualitative and quantitative data concerning program impact through survey implementation, key informant interviews, etc.
- Manage and participate in data entry and cleaning as necessary.

### ***Resource Mobilization:***

- Develop strategic partnerships with relevant governmental, teachers/ educational officials, intergovernmental, non-governmental and private sector agencies for program support and sustainability.
- Identify and pursue in-kind giving sources of donations (services, products) as appropriate.
- Assist in the development and writing of project proposals.

### ***Other Responsibilities***

- Manage and respond to inquiries related to the Wezesha Vijana Program.
- Build relationships with other NGOs conducting similar work, as appropriate to supporting and expanding the Wezesha Vijana Program.
- Maintain organizational credibility, transparency and strong relationships by representing the organization accordingly.
- Participate actively in regular staff meetings and other organizational meetings and activities as needed. These activities include, but are not limited to, Youth Leadership and Entrepreneurship Incubator, Leadership Clubs and Public Debate Program.
- Any other duties that may be assigned from time to time

- Represent the organization on Health and Hygiene national and international summits

### **Background and Qualifications:**

The candidate should have three or more years' work experience with CBOs/NGOs conducting grassroots, workshop-based interventions with a focus on Adolescence/ girls' empowerment, financial literacy, savings group formation, sexual and reproductive health, rights and hygiene, or other related topics targeting adolescent girls and boys as beneficiaries. The candidate should be gender sensitive and have the ability to lobby and advocate for marginalized and vulnerable groups, particularly rural girls.

- A degree in community development, education, public health or a related field is required.
- This position is Arusha-based but initially **will require most of the time in rural community of Lushoto Tanga (Manager will need to reside in Lushoto Tanga)**. Frequent travel by public or the candidate's own private transportation to surrounding rural communities in Lushoto Tanga, Kilimanjaro Arusha, Manyara, and Dar es Salaam and Kenya.
- Comfort working in a startup environment is essential as well as communicating with East Africa and Globally.
- Fluent in both professional written and spoken Swahili and English.
- Ability to write clear and concise project reports and updates for a wide variety of audiences including donors and other stakeholders.
- Fluency/expertise in Microsoft suite of programs including Word, Excel, PowerPoint. Desired: experience with Sales Force and Epi Info.
- Experience in field data collection using quantitative and qualitative evaluation methodologies.
- Experience in training and supervising teams. References from subordinates will be requested.
- Cultural sensitive, willing to work and live under sometimes demanding and harsh environment;
- Able to exercise fair and balanced judgment; Perceptive and discerning in handling matters;
- Candidate must be adaptable and maintain a positive attitude; comfortable working in a flexible work environment and coordinating among several partner entities.

### **Communications**

- A. Excellent verbal and written communication skills are essential both in English and Kiswahili.
- B. Writing samples will be requested of Grants written, Project reports, Donor reports, and Budgets developed.

### **Managerial Competencies**

- C. Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- D. Non- hierarchical in management style is mandatory for a small team.
- E. Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

**Values:**

- F. Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- G. Integrity and transparency: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- H. Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

**Core Competencies**

- I. Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- J. Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- K. Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- L. Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- M. Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way

**REMUNERATION:**

Gross Salary of up to 1,500,000/- Tshs per month but based on competencies and experience.

All the applications should be sent to: [humanresources@asanteafrica.org](mailto:humanresources@asanteafrica.org) on or before 30<sup>th</sup> December 2019.