



CAMFED (the Campaign for Female Education) is internationally recognised as a leader in education for girls, for its child protection policy and practise, and as a voice for girls' education and women's empowerment at the highest levels. Founded in 1993, CAMFED supports young women throughout their primary and secondary school's years, into economic training and further education, and onto leadership, as role models, activists, and philanthropists. CAMFED Tanzania is looking to recruit District Program Coordinators based in various districts.

1. Job Title : Business Skills Officer.

Reporting to : Program Manager Enterprise Development.

Job Purpose:

As Program Officer guided by CAMFED 's organizational policies and procedures, you are responsible for building capacity of the CAMFED stakeholders in the operationalization of the CAMFED strategic plan, Specifically the third imperative on enterprise development. This will include Program design, adaptations, coordination, planning, implementation, monitoring, evaluation, and reporting of all enterprise programs in the partner districts which are anchored towards our core mission: to multiply educational opportunities for marginalised children (especially girls) and to develop the CAMA Association network as a vehicle for young women's empowerment.

Key Accountabilities:

- Oversee the implementation and management of the CAMFED Loan Program, this includes the design of loan products, management of repayments and delinquencies, Maintain an to update records of clients

loans and ensure there is adequate support system and structure for the delivery of the program at national and district level.

- Take lead in the establishment and development of CAMA business enterprises, Ensure the business acquire legal status, Support the business acquire market and cease business opportunities national and international.
- Support young women to develop robust business and marketing plan this includes the establishment of CAMA value chains to cease in house market in the network, expand their market base and boost their production for sustainable and durable businesses.
- Build and develop effective relationships with stakeholders – CDC, District CAMA Chairperson, other CAMA Guides and CAMFED District Coordinators to create a better business environment for Business Guides and CAMA entrepreneurs.
- Creatively introduce and/or apply technology to bring innovative solutions to the challenges faced by marginalized young women in the enterprise sector, Collaboratively work with partners and leaders of CAMA network to bring these solutions to young women in a practical and friendly approach that address the needs of the young woman
- Liaise with District Business Committees to develop and deliver needs-based training to CAMA entrepreneurs. And support young women to cease financial capital resources within the district and outside from public and private partners.
- Proactively research and understand the options available for market/supply chain linkages in the districts and identify the best fit for CAMA

entrepreneurs. Work with CAMA members in other districts and CAMFED countries to identify and share such opportunities.

- Build capacity and provide the technical support to the District Business Committees to understand the business finance options available, identify the best fit for CAMA entrepreneurs, and assist young women to access these affordable business loans.
- Manage donor work plan, budget, and provide prompt quality donor reports supported with robust evidence of the achieved work.
- Explore partnership with other existing private sector supporting organizations and identify opportunities that fit the needs of CAMA entrepreneurs.
- Custodian of enterprise related Case studies and building team capacity to document best practice
- Coordinate the implementation of the of Business Guides Program, Document best practices and lessons for wider sharing, Ensure the salesforce has up to date guides and entrepreneurs' data to supporting organization programming adaptations.
- Build the capacity of the business guides to form and grow a mentorship program within CAMA to facilitate business peer learning with in the network and outside the network via internship and apprenticeship from established partners
- Build and manage relationships with partners and stakeholders from private and public sectors and institutions to support the implementation of the organization strategic plan.

- Create awareness and sensitize young women on the country business relations, Policies and procedure, ensure there is enough information to inform young women to make informed business decisions, keep the department up to date with government policy or relation changes which impact country business context specifically the targeted young women group.
- Build capacity of CAMA leaders and district staff in the establishment and supervision of district CAMA centers and ensure resources are available for the use of CAMA members, proper documentation is kept on the usage of the centers.
- Carry out any other duties as assigned by your supervisor.

Person Specifications Essential:

A relevant degree or professional qualification in Community development Business administration, Innovation and Entrepreneurship, agriculture economics and agribusiness and any other relevant.

Desired Skills and Experience

- Project management, including planning, working to deadlines, budgeting, collaborating, and risk management.
- Strong interpersonal and communications skills, including qualitative data collection skills through interviews, site visits, etc.
- Training facilitation skills.
- Strong research and analytical skills.
- Very strong writing skills and the ability to match writing style to audience.
- Experience of inter-agency/ inter-disciplinary work.

- Knowledge of Tanzania's women- led rural enterprise (including key stakeholders and familiarity with related initiatives)
- Knowledge of climate change and climate education.
- Ability to work independently and meet deadlines.
- Full working proficiency in both Swahili and English.
- Ability to periodically travel domestically and internationally.
- Excellent negotiating, networking, and presentation skills.
- Ability to work within a multi-cultural team with diverse experience including government.

Application Details

Do you feel you meet the criteria for this exciting job opportunities? If so, please send your CV, academic certificates and covering letter to hrtanzania@camfed.org on or before 21st February 2024

2. Job Title : District Program Coordinators

Location : Various Districts in Tanzania.

Accountable to : Regional Program Officer

Job Purpose:

As District Programs Coordinator, guided by CAMFED 's organisational policies and procedures, you are responsible for supporting the CDC's operationalization of the CAMFED strategic plan in the designated district. This will include co design and jointly implementation of programs in alignment with the government priorities and CAMFED mission. Among others you will also be responsible to work with government in monitoring, evaluating, and reporting of all CAMFD Operations in the district towards our core mission: to multiply educational opportunities for marginalised children (especially girls) and to develop the CAMA network as a vehicle for young women's empowerment.

Specific Accountabilities:

A comprehensive support system targeted at the most marginalized girls.

- Identify, recruit, and support the marginalised girls to learn and thrive in school, implementation of education program
- Mobilize communities and build their capacity to support more children and respond to challenges faced by students in and out of school; you will work closely with government and private institutions to bring solutions and support to Community led interventions to support the implementation of education program.
- Creatively bring solutions and lessons from the CAMA fund & Community and school support to girl's education socially and financially, ensure there is adequate evidence of support for reporting purposes.
- Prepare and provide capacity building programs to key CAMFED stakeholders, supporting teaching and learning at school and district level such CDC, TM, HoS and Parents to ensure 100% attendance, retention and performance of the girls supported through CAMFED education programs.
- Facilitate preparation and submission to National Office work plans, budgets, activity reports, expenditures and financial statements on CAMFED operations in the district e.g. for education program, community outreach and capacity building meetings and training and young women post school programs.
- Promotion, implementation, observance, and adherence with the CAMFED and government Child Protection Policy in all district operations.
- Promotion, implementation, observance, and adherence with CAMFED Procurement Policy, and other policies as guided by the organization.

- Young women transition to secure livelihoods and join a powerful peer network of leaders.
- Work with CAMFED Association leaders to recruit new young women to join the network after completing secondary education. Ensure the recruitment is adhering to CAMA constitution.
- Recruit, Organize, coordinate and facilitate trainings of guide programs in the district including maintaining up to date database of guides, write reports, case studies and lessons emerging from guides and ensuring guides have access to the available incentive packages in the district e.g. Learner guides, Transition guides, Business guides, Agriculture guides, BTEC, CAMFED and government loans.
- Follow up and ensure My better world sessions are in school timetable, Guides are attending their sessions regularly and monthly reports from guides are collected and submitted in the system on monthly basis working and other available facilities in the school& district.
- Follow up and monitor the delivery of the enterprise program outreach sessions with entrepreneurs, this includes timely recruitment of entrepreneurs, timely reporting and keeping an up-to-date database of the enterprise data in the district.
- Support CDC on the formation and implementation of district business committee, provide secretariat support to the committee and ensure there is timely and active provision of technical support to business guides and entrepreneurs.

- Facilitate the provision and repayment of both CAMFED and government loans and grants to guides and other CAMA members which includes providing data base information.
- Build CAMA leaders capacity to be able to identify skills, talents and interest in the network and maintain active membership in at village, ward and district levels.
- Technically support CAMA leaders to secure space for the establishment of CAMA centres as village to district level, Ensure the centres have adequate information and appropriate management system to render services to CAMA members regularly.

Adoption of best practices in national education systems at scale

- Work with the government at the district, ward, and community to co-designing the implementation of programs.
- Document lessons learned, best practices and case studies to influence policy change to reach more marginalised girls and young women with support.
- Share the approved information with the district, ward, schools, and villages administration to inform the implementation of programs.
- Forge partnerships with public and private organizations/institutions to leverage on the existing programs and resources to support the sustainability and growth of guide programs and young women incentives through availability of technical trainings, financing capital, access to market.
- Facilitate CAMA to CAMA business collaboration, trade, and marketing strategy; for example, by connecting new CAMA entrepreneurs to more

experienced mentors/partners and supporting CAMA entrepreneurs in complementary sectors to work together.

- Stay up to date with Government policies and opportunities within the district regarding education, youth and enterprise opportunities and share insights with the wider CAMFED team to ensure alignment.

Other duties

- Logistical arrangements/support for all district operations in the district o E.g. Invitations, accommodation, and transport arrangements for workshop participants
- Conduct routine meetings, monitoring, and verification exercises, o Scheduling appointments, meetings, and personal appearances by the CDC/ any such persons as requested by organisation, o Coordinating donor, government, and external visits in the district: evaluators etc
- Participate as CAMFED staff member in provincial, national, regional and international engagements as requested.
- Management of all CAMFED assets at the district office and Cama Centres
- Other duties as assigned from time to time.

Person Specifications

Essential:

- Any bachelor's degree.

Desired Skills and Experience

- Practical business experience and understanding of core business skills including financial record-keeping.

- Ideally first-hand experience of launching / growing your own business and/or of mentoring other businesses.
- Previous experience in supporting your community is an added advantage.
- Must have skills in using Microsoft office package.
- Strong training skills and the ability to build a positive, supportive training environment.
- Must have a proactive and problem-solving approach.
- Robust planning, management, and reporting skills; experience of line management a bonus.
- Excellent communication skills to liaise effectively with CAMFED Enterprise Development teams and external partners.
- Must have strong relationship management skills and the ability to connect with different people at all levels in society – particularly deepening partnerships within government entrepreneurship structures, private institutions, and successful individual entrepreneurs for the benefit of CAMA.
- Able to work under pressure and as part of a team.

Application Details

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