

PROGRAM MANAGER (TO51) JOB DESCRIPTION

Salary: TZS 70,815,290 gross per annum. Please see our [Global Salary Scales](#) for more information. This role will be paid at the rate for Grade E in these scales.

Location: Shinyanga, Tanzania

Reports to: Programme Team Leader, Tanzania

Contract: Fixed term contract to January 2026. Full-time, (though we are open to considering applications from those who want to work on a part-time or job-share basis)

As an organisation that works with disability activists in Africa and Asia we are clear that lived experience of disability is hugely important to our mission. Priority for this role will be given to disabled people. We want to see you at your best and so please let us know if there are any adjustments at all that we can make to the recruitment process to ensure that it works for you. We are also committed to ensuring that we continue to review and make adjustments throughout your employment with ADD.

Job Purpose.

To manage the Inclusive Education program, by delivering high-quality programme work that is developed and delivered with full inclusion and involvement of organizations of people with disabilities, reflecting their priorities and delivered in ways that strengthen their organisations so that they are better able to represent the needs of all learners with disabilities.

About ADD International.

ADD is a participatory grant-maker for disability justice. Our Vision is for a world in which ableism no longer exists, and in which disabled people can access their full rights and experience justice. Our Mission is to resource disability justice activists and organisations, nurture lived-experience leadership, and influence fairness in funding so that disability justice movements thrive.

ADD works in solidarity with disability justice movements. We use our position and our networks to make sure resources and opportunities flow to disability justice movements in Africa and Asia.

ADD works with organisations led by people with lived experience of disability and we seek to centre that lived experience in everything we do.

We support disability justice organisations and activists with funding and nurture their lived-experience leadership to build powerful movements for change.

About Task Order 51 – Inclusive Education Project

Task Order 51 is a two and a half -year Inclusive Education program implemented as a consortium between three Organizations that is ADD International, Sense International, and Leonard Cheshire, targeting children with disabilities.

Through the developed and proposed PPPIET model previously, this Task Order 51 will demonstrate the effectiveness of the proposed PPPIET model for potential adoption

nationally by the Government of Tanzania, The project will be involved in strengthening the identification, and assessment of children with disabilities through multidisciplinary teams; increasing community awareness on disability and inclusive education through OPDs; strengthening Parent Teacher Partnerships, School Management Committees and school clubs; training teachers in screening and identification, inclusive pedagogy, adapting teaching and learning materials; improving infrastructure and safeguarding through SMC training and funding for renovations.

The project aims at ensuring that no child with disability is left behind, regardless of the type of disability, So part of the focus of the program will be on changing the discriminatory attitudes of the community as well as of teachers and school stakeholders towards children with disabilities. More efforts will be put into deepening and improving approaches to working with schools and communities.

Key Responsibilities

Programme Management

- Ensure project outcome is delivered to the quality required by the programme (with specified risks and benefits), to schedule, within set budgets and scope. Provide a key co-ordination and implementation role, ensuring project management standards are followed and deadlines met.
- Prepare management products - including project implementation plan, Activity vs Budget plans, quarterly and annual reports as per ADD and donor requirements in the agreed contracts.
- Provide supervision for the implementation and integration of activities that make up the inclusive education programme.
- Ensure programme implementation is responsive to the needs and aspirations of learners with disability as in line with NSIE and ADD values, strategic plan, and other guidelines and procedures.
- Ensure that all projects are gender-sensitive and that through the analysis of the intersecting factors of exclusion, focus on some of the most marginalised, and specifically women and girls with disabilities.
- Manage high-quality delivery of To51 project, ensuring effective project plans and processes, and monitor progress, working closely with the Country Director to ensure project relevance, efficiency, effectiveness, impact, and sustainability.
- Ensure project compliance with donor requirements as well as legal and ADD safeguarding requirements.
- Support the project officer in managing programme learning, the documentation, and dissemination of findings and ensure all reporting, including to donors, is of the highest standard.
- Working closely with MEL Officer and partners to develop a baseline, final project review and undertake the ongoing project data collection.
- Ensure all programme activities are sensitive to and responsive to changes in the political, social, and economic environments.

Policy, Research and Influencing

- Participate in the development of research opportunities that inform ADD Tanzania on its influencing work

- Manage ADD Tanzania's policy and influencing work, including supporting Disabled People's Organisations to engage with both local and national level officials on the Rights of Persons with disabilities inclusion.
- Participate and advocate on matters concerning disability inclusion at the local to national level

Financial Management & Control

- Oversee the programme team's expenditure and the disbursement of resources in accordance with ADD International procedures and national regulatory frameworks and ensure compliance with all local statutory and legal obligations
- Ensure programme budgets are well designed, delivering value for money, and maximising full cost recovery

Recruitment, Staffing and Team Management

- With the support from the Country Director, manage the recruitment of new programme officers.
- Coach the newly recruited officer and ensure that they deliver at the highest level of quality
- Set the performance objective indicators for your team,
- Ensure regular progress review meetings take place and behavioural expectations are established.

Partner Management & Communication

- Ensure partner management is properly followed up by working with all members of the programmes team and other departments to support and maintain a culture of partnership between stakeholders and the Tanzania Country Office.
- Provide respect and meaningful participation and engagement of persons with disabilities, and their organisations, in programme development, planning, implementation, and review
- Build effective working relationships with project stakeholders, engaging them at each project stage, ensuring communications have appropriate content and tone.
- Manage information flows between the directing and delivering levels of the project. Ensure organisational communications about project benefits, progress and outcomes suit the audience and are timely. Anticipate project risks and issues, communicate them to stakeholders, taking action to resolve.
- Establish and maintain up to date key program stakeholders' contacts at Local and Central Government levels in the project area and the country at large.
- Popularize and enhance project visibility to all project stakeholders at the Local, District, and National level

Safeguarding.

We are committed to ensure we are a safe organisation, delivering safe programmes that ensure we do no harm to people we work with. Our processes ensure all posts are graded, based on interaction with children and vulnerable adults. This post is a **Level 3** post. See outline of all levels below:

- **Level 1** - HQ based, no real direct access to children/vulnerable adults
- **Level 2** - a travelling role, possible access to children/vulnerable adults but unlikely to be alone
- **Level 3** - regular access to children/vulnerable adults including on their own, or lead responsibility for safeguarding within office/location

In addition to the responsibilities listed above, this role like all at ADD, will also have specific responsibilities relating to safeguarding:

- Ensure familiarity, and compliance with, ADD's child and vulnerable adult safeguarding policy and undertake training as required
- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of ADD's policy
- Report any concerns or suspicions regarding safeguarding violations by an ADD staff member or associated personnel to the child and vulnerable adult focal person or appropriate Government reporting channels.
- Identify training needs and train staff and partners on ADD's child and vulnerable adult safeguarding policy. Ensure training is regularly updated and all new staff receive training promptly
- Ensure all stakeholders are fully briefed on ADD's safeguarding policies and procedures, including reporting mechanisms
- Responsible for ensuring ADD implements safe programmes including identifying areas of need for adaptation in the design and implementation of projects.
- Develop publicity materials on ADD's safeguarding policies to be shared with communities with whom ADD works
- Provide advice and guidance to members of staff, contractors, partners, people in our projects (i.e. direct beneficiaries and caregivers as appropriate), or the general public (as appropriate) on issues of safeguarding
- Ensure safeguarding activities are budgeted for in project proposals to enable new projects to fulfil ADD's safeguarding requirements

Person specification

- Bachelor's degree in education, Inclusive Education or Special Needs, Social Science Community or Development studies, or equivalent level of experience
- Minimum of 5 years senior level programme management experience, ideally within the INGO sector
- Prior job experience with organizations working with vulnerable or marginalised groups
- Experience in planning and implementing Inclusive education programs/ projects targeting different stakeholders at different levels (including teachers and learners with disability)
- Lived experience of disability (desirable)
- Human resource and financial management experience
- Excellent written and verbal communication skills
- Experience in developing and maintaining relationships with a variety of stakeholders, at the local, district, and national level
- Experience of safeguarding policy and practice related to children and/or vulnerable adults
- Demonstrated experience in managing and developing team working and the ability to lead and motivate others to work
- Excellent interpersonal communication and presentation skills
- Fluency in written and spoken English and Swahili
- Commitment to equality and diversity
- Demonstrated ability to align to value for money approach through increased transparency and accountability in all project operations

How to apply.

Interested applicants should send the following attachments by email:

- Their **CV** (max 3 pages)
- Your **answers to the below 3 questions** (maximum 1,000 words)
- Completed [equal opportunities form](#)
- The names, contact numbers and addresses of **2 referees** (please state if you are not happy for them to be contacted at this stage)

Please also send your answers to the following questions in no more than 1,000 words or in an audio or video recording of no more than 6 minutes. Please note these will be anonymised and reviewed before we look at the CVs of candidates (so please send as a separate document within the same email, but do not include your name on this document). Audio/video recordings will be transcribed before being shared with the recruiting panel to maintain anonymity.

- Why do you believe you are the ideal candidate for this role?
- Can you provide specific examples of your experience and achievements that demonstrate your ability to lead and manage this role?
- How do you envision leveraging your skills and expertise to address the unique challenges and opportunities in promoting inclusive education initiatives?

Please send your application to: recruitment@add.org.uk by the closing date specified below.

If you need an accessible format, please contact recruitment@add.org.uk and specify which format you require.

Application deadline: 10 April 2024 9am EAT

Interviews will be held: **22/23 April 2024**

Incomplete applications will not be accepted. We are unfortunately only able to reply to those shortlisted.

Equal opportunities.

We are keen to promote strong principles of equality and diversity and would welcome applications from all backgrounds. Disabled people are strongly encouraged to apply and as a 'disability confident employer' ADD guarantees to interview all disabled candidates who meet the minimum criteria. For more information on this please see our [Equal Opportunities Policy](#).

Safeguarding.

The nature of ADD's work is as an ally to the global disability movement promoting the rights of all people with disabilities. It does mean that our staff, consultants, trustees and volunteers may come into contact with children and vulnerable adults in some capacity or another. ADD is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all staff, consultants, trustees and volunteers to share this commitment.

At ADD, we're committed to creating a safe and rewarding environment for all of our people to work and volunteer, as well as for those we come into contact with through our work.

This means we have robust safeguarding policies and procedures to ensure everyone is

treated properly, and a whistle-blowing policy and process so people can raise any concerns they have, confidentially.

For more information on this please see the [safeguarding pages](#) on our website.

Data Protection.

ADD International is aware of its obligations under the General Data Protection Regulation (GDPR) and the UK Data Protection Bill and is committed to processing your data securely and transparently. For more information on this please see our ['Job Applicant Privacy Notice'](#).