Career with BRAC International

BRAC is an award-winning international non-governmental development organization, with the vision of a world free from all forms of exploitation and discrimination, where everyone can realize their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programs to assist poor and disadvantaged communities in low-income countries, including in conflict- prone and post-disaster settings. It is an organization of and for the people of the Global South, pioneering new development and social enterprise approaches to equip communities to achieve prosperity. As well as being the world's biggest NGO by number of staff and people directly reached, BRAC has regularly been ranked the number one NGO in the world by the Geneva-based NGO Advisor, an independent organization committed to highlighting innovation, impact, and governance in the non-profit sector. BRAC retained the top spot in 2020 among the top 500 NGOs for the fifth consecutive year. BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed. It started its first program outside of Bangladesh in Afghanistan in 2002 and has since reached millions of people in 11 countries in Asia and Africa. BRAC has a holistic approach to development that uses a wide array of programs and social enterprises, including microfinance, education, health, agriculture, gender, and human rights. BRAC believes that every person has inherent potential, and when an enabling environment is created and that potential is unleashed, even the poorest can become agents of positive change in their own lives, for their families and their communities.

BRAC Maendeleo Tanzania is part of a leading development organization that started its operations in 2006 in Tanzania, focusing on thematic areas of Agriculture, Youth and Women Empowerment, Food Security and Livelihood

About the Programme
The Mastercard Foundation in partnership with BRAC International (BI) has initiated its Project to create a positive and measurable impact for 1.2 million adolescent girls and young women and 9.5million people across seven countries in East and West Africa, including Ghana, Kenya, Liberia, Rwanda, Sierra Leone, Tanzania, and Uganda.

There is mounting urgency to support adolescent girls and young women (AGYW) living in poverty, which has been further amplified by the global pandemic. Through this partnership, scalable economic development approaches are delivered in communities to foster the agency and voice of AGYW. They have the opportunity to fulfill their aspirations, achieve sustainable livelihoods, and engage in advocacy issues.
BRAC Maendeleo Tanzania is seeking applications from competent, dynamic, and self- motivated individuals to fill the following position:

Position: Program Assistant – Social Empowerment and Program Assistant Livelihoods.

Job Location: Dar es salaam, Tanga, Pwani, Mbeya, Iringa, Songwe, Mwanza, Dodoma, Singida and Tabora .

We need a competent person to support AIM project operations and administration. The desired personnel will have the ability to comprehend and process instructions and be able to communicate in a clear and concise manner. Must be proficient with MS office applications, a pleasant personality with strong communication skills and who is able to act quickly and get results fast.

MAIN JOB RESPONSIBILITIES:

- Lead the AIM program inception activities including community mobilization and participant selection, club selection and setup, mentor selection and onboarding, community mobilization, mapping and establishing social empowerment linkages for participants.
- Lead the implementation and supervision of social and economic empowerment activities in assigned clubs as per program design, activity plan and budget
- Organize and support Youth Development Committees in the target communities
- Ensure achievement of club-level program targets as per Implementation Guideline and report any operational/management issues to BM
- Coordinate closely with the Technical Sector Specialists (TSS) to seek technical guidance and knowledge; provide support to TSS as needed
- Guide and supervise mentor activities under the social empowerment component and develop their capacity by providing regular coaching, mentoring, and training
- Attend monthly coordination meetings organized at the branch level and provide updates on club activities, flagging any issues needing attention from the branch/area manager.
- Support BM with all branch level procurement and logistics and other tasks, as required
- Ensure cash flow by submitting cash requisition timely for smooth day to day operations
- Organize and facilitate social empowerment trainings for participants; provide support to connect program participants with broader linkage services
- Follow-up closely with participants to minimize attrition and prepare monthly attendance reports and bi-monthly drop-out reports
- Prepare MIS and financial reports and other reports and ensure timely submission
- Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitation to achieve the project goals on safeguarding implementation and act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do the same.

SAFEGUARDING RESPONSIBILITIES:

- Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitationto achieve the programmer's goals on safeguarding implementation.
- Act as a key source of support, guidance, and expertise on safeguarding for establishing a safeworking environment.
- Practice, promote and endorse the issues of safeguarding policy among team members andensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place andencourage others to do the same.

REQUIRED SKILLS/CAPACITY:

- At list 1-year experience in the international/national development sector, including experience working with marginalized communities to implement community development programs.
- Good communication, facilitation, and representation skills
- Report writing and skills on staff capacity building.
- Proficient in using mobile devices, and computers, particularly with Microsoft Office.
- Strong sense of teamwork and collaboration and demonstrated ability to build relationships with individuals from diverse backgrounds.
- Personal qualities of integrity, credibility, and dedication to the mission of BRAC

EDUCATIONAL REQUIREMENTS

- **Bachelor degree in Social Work and any related field**

- At list 2 years post-secondary diploma in relevant subjects

EMPLOYMENT TYPE: CONTRACTUAL

If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

Candidate needs to email their CV with a letter of interest mentioning educational grades, years of experience, preference region, current and expected salary   **bimcf.tanzania@brac.net**

Only complete applications will be accepted, and shortlisted candidates will be contacted.

Application deadline: 12 August 2024

BRAC is committed to safeguarding children, young people, and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.

BRAC is an equal opportunities employer.