



UNITED REPUBLIC OF TANZANIA

MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

UNIVERSITY OF DAR ES SALAAM
INSTITUTE OF RESOURCE ASSESSMENT



VACANCY ANNOUNCEMENT

POST TITLE	TPP In-Country Program Coordinator
ORGANIZATIONAL UNIT	University of Dar es Salaam Institute of Resource Assessment
DUTY STATION	Dar es Salaam

BACKGROUND: PROGRAM OVERVIEW

The Partnerships for Sustainable Community Development – Tanzania Partnership Program (PSCD-TPP) was established at Michigan State University (MSU) as a collaborative alliance of local and international organizations working together to make communities more sustainable in their economic, health, education and general well-being. PSCD-TPP establishes long-term collaborations among scholars, development professionals, government and non-governmental organizations, and local people to improve local livelihoods and strengthen local capacity. These broad-based collaborations seek to explore and address the complex, interconnected, and ever-changing nature of development. PSCD-TPP initial key international partners are: The University of Dar es Salaam (UDSM) - Institute of Resource Assessment (IRA), and the Dar es Salaam University College of Education (DUCE), and Sokoine University of Agriculture (SUA). The implementation of all PSCD-TPP projects and activities in Tanzania is coordinated at the TPP In-Country Office at the Institute of Resource Assessment, University of Dar es Salaam.

1. ROLES AND RESPONSIBILITIES:

The PSCD-TPP In-Country Coordinator will guide and facilitate the implementation of TPP core projects in Tanzania, including community development, research and student engagement activities. The successful candidate will support the IRA Director in the intellectual leadership of the program and will be responsible for the day-to-day operational management of the in-country TPP Office and coordination of all TPP activities. The TPP In-Country Coordinator reports to the Director of the Institute of Resource Assessment (IRA), University of Dar es Salaam and will work closely with the TPP MSU office to ensure alignment of program objectives and cohesive project management. The position involves local and international travel in relation to the following key responsibilities:

1.1 Strategic Leadership

- Provide intellectual support to the IRA Director and TPP MSU program on the strategic direction of the program. This includes collaborating with TPP MSU Office

and in-country partners and affiliated faculty to design cost-effective and sustainable projects, actionable annual work plans, and efficient strategies for monitoring, evaluating, and documenting processes, procedures and progress towards impact.

- Provide support and advice to TPP partners and staff on program implementation, growth and sustainability.
- Participate in the development and implementation of TPP program policies and procedures to maintain an effective and efficient program.
- Work with TPP partners to identify new TPP collaborators and strategic areas of opportunities.

1.2 Administration Leadership and Coordination

- Oversee day-to-day management and implementation of project activities including setting priorities, supervising and coordinating TPP personnel and resources to achieve program goals.
- Collaborate with TPP MSU, Tanzanian partners and Village-based Officers, SPOs and other implementers to ensure effective implementation of TPP development projects and related activities for sustainability.
- Work with MSU TPP Assistant Director to coordinate quarterly reporting on the progress toward program goals, achievement of program indicators, and overall program impact as well as, in a timely manner, inform the Director of any challenges or delays that might impede the accomplishment of program goals.
- Collaborate with TPP MSU Assistant Director and Tanzanian partners on student engagement matters, including Scholarships for Masters Completion and needy students, and internships.
- Make site visits as needed to monitor progress towards project goals and objectives and to ensure quality program activities.
- Monitor project expenditures to ensure compliance with program budget and donor requirements

1.3 Research Coordination

- Provide strategic thinking to TPP Leadership Team on policies, procedures and processes of TPP research, research fund distribution, monitoring and reporting.
- Co-design and implement an interdisciplinary and integrated research plan in collaboration with TPP Tanzania and TPP MSU partners.
- Ensure that TPP research informs development activities, is collaborative and is interdisciplinary.
- Advise on and oversee compliance with institutional and governmental policies and procedures for human subjects, research clearance; and in-country governmental relationships, including district and village level.
- Advise TPP faculty on research opportunities and support TPP research teams and individual researchers to secure external funding. The Program Coordinator will work TPP MSU Director to leverage grant development support from MSU's research support units such as Global Innovations in Development, Engagements and Scholarships (GIDEAS)

1.4 Stakeholder Relations

- Build and maintain strong collaborative relationships, good relations and communications with TPP partners, TPP collaborators, local TPP teams, central

and district government, village leaders and non-governmental organizations that are involved in TPP projects and community development.

- Represent TPP at key meetings in collaboration with the In-Country Program Officer including TPP meetings at MSU in East Lansing, Michigan, U.S.A.
- Maintain clear and regular communication between the coordinator, TPP MSU, Tanzanian partners and other stakeholders to ensure alignment on strategic goals and operational activities.
- Other duties as assigned by the Director, Institute of Resource Assessment.

2. QUALIFICATIONS:

- Ph.D. degree in international development or community development, sociology, development studies or related field.
- Excellent leadership skills (interpersonal and facilitation).
- At least 5 years of experience in project management including planning, budgeting and reporting, preferably of international or community development projects and/or international development organizations within Tanzania.
- Excellent written and verbal communication skills.
- Fluency in English and Swahili (verbal and written).
- Ability to work as part of a team and independently.
- Demonstrated cross-cultural competence and experience in local engagement, with the ability to communicate with a diverse network of partners, collaborators, government and villages.
- Strong work ethic, capacity to work effectively and be a self-starter.
- Ability to foresee problems and address them before they occur.
- Ability to listen to constructive ideas.
- Patience and tolerance for other perspectives.
- Ability to work long hours including some weekends and travels - supported through compensatory time off.

3. POSITION LOGISTICS:

The Program Coordinator will:

- Travel to program sites including district headquarters in Monduli and Lindi, program wards and villages, and stakeholder organizations as needed.
- Be available to attend TPP meetings at Michigan State University.

4. DURATION:

The TPP In-Country Coordinator position is a **three-year** position with a probation of six months. The contract for the position is renewable upon successful performance of roles and responsibilities as determined by a comprehensive performance review.

5. REMUNERATION:

TPP will determine, negotiate and offer an attractive remuneration package to the right candidate depending his/her qualifications and experience.

6. MODE OF APPLICATION:

Interested and qualified applicants should apply to the addresses provided below enclosing: -

- (i) Signed Application letter addressing the list of competencies;
- (ii) Curriculum Vitae (CV) with names and Addresses of three (3) Referees;

- (iii) Certified copies of relevant Certificates and Transcripts;
- (iv) Recent one (1) Passport Size Photo.

NOTE:

- (i) Only shortlisted candidates will be contacted for an interview;
- (ii) Incomplete applications will not be processed;
- (iii) Applicants must indicate their National Identification Numbers (NIDA Number).
- (iv) Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU).
- (v) A signed application letter should be addressed to:

Director of the Institute of Resource Assessment,
University of Dar es Salaam,
P. O. Box 35097,
Dar es Salaam.

- (vi) Soft Copies of the application letter and documents should be emailed to:

IRA Director: E-mails: ira@udsm.ac.tz
nobert@udsm.ac.tz

MSU TPP Director: E-mail: yeboahfe@msu.edu

DEADLINE:

The deadline for application is 21 days from the first appearance of this advertisement.

ISSUED ON 2 JULY 2024.