



JOB DESCRIPTION

POSITION: PROGRAM MANAGER

TYPE OF POSITION: FULL TIME

REPORT TO: EXECUTIVE DIRECTOR

About Afyaplus Organization:

Afyaplus is a non-profit organization operating under the NGO Act 2002, focusing on disease prevention and control through Water Sanitation and Hygiene (WASH) initiatives, as well as empowering adolescents and young women. In Tanzania, there is a gap in social and economic services such as health, education, water, sanitation, and nutrition, prompting the government to call for assistance from individuals, groups, and communities. Recognizing the potential of health and community development professionals to address these challenges through community involvement and participation, Afyaplus aims to mobilize these resources to provide essential services for the welfare and development of all Tanzanians.

Position Overview

We are seeking an experienced and dynamic Program Manager to join our team. The successful candidate must have a Master's degree and at least 5 years of experience in resource mobilization, administration, management, or organization development. This role requires a strategic thinker with excellent organizational and leadership skills to manage and develop our Afyaplus programs effectively.

Major Responsibilities

01. Program Development and Management:

- Design, implement, and oversee health programs aligned with Afyaplus's mission and goals.
- Monitor and evaluate program performance to ensure objectives are met.

- Develop program budgets and manage resources effectively.

02. Resource Mobilization:

- Identify and secure funding opportunities through grants, partnerships, and donor engagement.
- Prepare and submit high-quality proposals and reports to donors and stakeholders.
- Develop and maintain relationships with funding partners.

03. Administration and Organizational Development:

- Oversee administrative functions to ensure the smooth operation of programs.
- Implement policies and procedures to enhance organizational effectiveness.
- Lead organizational development initiatives to improve capacity and performance.

04. Team Leadership and Development:

- Supervise and mentor program staff, fostering a collaborative and productive work environment.
- Conduct performance evaluations and provide ongoing feedback and support.
- Facilitate professional development opportunities for team members.

05. Stakeholder Engagement:

- Collaborate with government agencies, NGOs, and community partners to advance program goals.
- Represent Afyaplus at meetings, conferences, and other forums.
- Communicate program impact and outcomes to stakeholders through presentations and reports.

Qualification: Education, Experience, Technical Skills and Personal Attributes

Education: Master's degree in Public Health, Business Administration, Management, Organizational Development, or a related field.

Experience: Minimum of 5 years of relevant experience in resource mobilization, administration, management, or organization development.

Technical Skills:

- Strong leadership and organizational skills.
- Proven ability to manage complex projects and multi-disciplinary teams.
- Excellent communication and interpersonal skills.
- Demonstrated success in securing funding and managing donor relationships.
- Proficiency in project management software and tools.

Personal Attributes

- Strategic and innovative thinker.
- Results-oriented with a strong focus on achieving goals.
- High level of integrity and professionalism.
- Ability to work independently and as part of a team.
- Commitment to Afyaplus's mission and values.

Method of application

Interested and qualified candidates should send their Application Letter and Curriculum Vitae with three professional references as one attachment to: hr@afyaplustz.or.tz with the Job Title as the subject of the "Program Manager Application – (Your name)"

Note:

- Afyaplus Organization is an equal opportunity employer and values diversity in its workforce. We encourage candidates of all backgrounds to apply.
- Only shortlisted candidates will be invited for assessment and interview.

Application closing date: 24th June 2024