



### **About Amani Foundation, which leads Amani Initiatives**

Amani Foundation is transforming child welfare in Tanzania. We believe children belong in families (not institutions) and we partner with caregivers, schools, and community leaders to make that possible. Through our Families First model, we help reunified and at-risk children thrive at home through education access, psychosocial care, and women-led livelihoods.

### **JOB TITLE: Program Manager (Tanzania)**

**Location:** Baraka Village, Monduli District

Organization: Amani Initiatives

### **Position Summary**

We are seeking a results-driven Program Manager to lead our in country office, which implements our Live-Out and Livelihood Programs to support +50 children and their caregivers across Monduli District. The position reports to the Amani Foundation Director and collaborates closely with Amani Initiatives' local board. Program Manager will oversee the implementation, coordination, and evaluation of Amani's education-support and family-strengthening initiatives. The Manager will supervise a ~10 person team, manage budgets and records, liaise with local government and schools, and ensure donor-ready reporting. Ideal candidates will be able to support grant writing and visibility efforts, and have experience in the Tanzanian NGO sector. We expect an early-stage and driven candidate, willing to help grow the organization.

### **Key Responsibilities**

## **1. Program Coordination & Implementation (40%)**

- Lead daily operations across all departments, overseeing staff schedules, transport, task completion, and adherence to organizational policies, while ensuring timely and effective communication with the Director.
- Supervise the Live-Out team (education and psychosocial support for children) and the Livelihoods team (agriculture and livestock programs), ensuring both deliver services effectively, monitor outcomes, and maintain accurate documentation in paper and digital systems.
- Plan and execute community events—including data collection activities, beneficiary training sessions, family seminars, and graduation ceremonies—that strengthen beneficiary wellbeing and enhance the visibility of Amani’s work.

## **2. Community Engagement & Relationship Management (30%)**

- Serve as Amani’s liaison with ward, district, and regional officials, schools, and community leaders to strengthen collaboration around child welfare and family-based care.
- Represent Amani professionally in government and NGO forums, assisting in the production and presentation of impact and advocacy documents.
- Build and maintain partnerships with schools, faith leaders, and service providers to support education access, family resilience, and livelihoods integration across key stakeholders in the area.

## **3. Administration, Compliance & Reporting (20%)**

- Oversee accurate financial and program documentation in coordination with the finance team, maintaining transparent, audit-ready records and ensuring clear communication with both the U.S. and Tanzanian Boards.
- Produce monthly reports integrating narrative summaries, data, and photographs that capture progress, challenges, and outcomes, while ensuring the timely submission of departmental reports.
- Ensure full compliance with legal, safeguarding, and organizational policies; manage secure data systems; coordinate annual staff trainings in safety, ethics, and child protection; and uphold all Tanzanian regulatory requirements, including NSSF and TRA compliance.

## **4. Grantsmanship & Growth (10%)**

- Support proposal development and budget preparation for new and renewed funding, providing accurate field data, photos, and case examples. Actively contribute ideas and facilitate connections with partner stakeholders to strengthen proposal design and alignment with community priorities.

- Identify and track new RFP (Request for Proposals) and CSR (Corporate Social Responsibility) opportunities, summarizing findings for leadership and initiating outreach to introduce Amani's work to potential partners and funders.

## **Qualifications**

### **Required**

- Bachelor's degree in Education, Social Work, Community Development, or related field.
- 3–5 years' program management experience in education, child welfare, or community development.
- Demonstrated leadership abilities and management training; willingness to continue managerial professional development.
- Experience coordinating with local government and schools.
- Strong record-keeping, communication, and reporting skills in English and Swahili.
- High integrity and understanding of safeguarding obligations, no conflicts of interest.
- Competence with Microsoft Office or Google Workspace; comfort with digital data tools.

### **Preferred**

- Master's degree in a relevant field.
- Experience with donor-funded programs or small-grant administration.
- Prior work in Monduli District or similar rural settings.
- Basic photography and story-capture skills for communications.

## **Core Competencies**

- Leadership & Initiative: Plans independently, sets standards, and follows through.
- Accountability: Maintains transparent systems for finance and documentation.
- Community Engagement: Builds trust with families, schools, and officials, specifically the candidate should be experienced in working with government in program management and coordination.
- Communication: Writes clear reports and represents Amani professionally to visitors and donors.
- Problem-Solving: Anticipates issues and addresses them early.
- Integrity: Protects confidential data and uses resources responsibly. Non conflicts of interest.

## **Work Schedule & Conditions**

- Full-time (~40 hours/week) with flexible scheduling.
- Frequent field visits within Monduli and Karatu districts.
- Occasional evening or weekend meetings.
- Three-month probation period at 50% salary; renewal subject to performance and funding.

## **Compensation & Reporting**

- Approx \$3,414.6 (USD) per year; paid as seven hundred thousand Tanzanian shillings per month (adjusted for benefits).

**Reports to:** Amani Foundation Director

## **Application Process**

**Please submit:**

- A cover letter describing your experience leading community-based programs and approach to management.
- A CV (max 3 pages) with three professional references.
- Please send email applications to [info@childrenofamani.org](mailto:info@childrenofamani.org) with the subject line “Application: Manager”