



## **Job Description**

**Position Title:** Project Officer

**Location:** Dodoma, with frequent travel within Tanzania

**Reports to:** TECDEN Programs Manager

**Duration:** Full-time, 1 -year contract with possible renewal based on performance and funding

### **1. Background**

The Tanzania Early Childhood Development Network (TECDEN), as part of a consortium with OPM and CHODAWU under the CARE Initiative funded by ECDAN, is implementing a strategic advocacy project to strengthen home-based and informal childcare systems in Tanzania. The project aims to integrate childcare into national policy frameworks, strengthen caregiver capacity, and build political and public support for inclusive childcare systems, thereby improving child development outcomes and enabling women's participation in the workforce.

TECDEN seeks to recruit a Childcare Advocacy and Policy Officer to lead day-to-day coordination, advocacy, coalition building, and policy engagement efforts under this project.

### **2. Purpose of the Role**

The Officer will be responsible for driving TECDEN's advocacy, coalition coordination, and policy engagement work within the project. This includes leading stakeholder engagement, coordinating multi-sectoral dialogues, supporting coalition-building, ensuring evidence is translated into advocacy tools, and advancing childcare as a national development priority.

### **3. Key Responsibilities**

#### **A. Advocacy and Policy Engagement**

- Lead TECDEN's role in integrating home-based childcare into national policy frameworks (ECD, gender, labour, and social protection).
- Disseminate policy briefs, position papers, and advocacy messages based on evidence generated by the consortium.
- Support national dialogues with policymakers, Parliamentarians (including ECD Champions), and line ministries (MoHCDGEC, MoEST, PO-RALG, Ministry of Labor, etc.).

#### **B. Coordination and stakeholders' engagement**

- Facilitate formation and strengthening of the National Childcare Coalition, including convening members and supporting joint advocacy actions.
- Ensure strong collaboration with consortium partners and civil society actors.



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- Support community dialogues, open days, and grassroots engagement, ensuring inclusive participation (women, youth, people with disabilities, rural/pastoralist communities).
- Work closely with partners to amplify voices of informal caregivers and domestic workers in advocacy campaigns.

### **C. Communications and Public Awareness**

- Lead childcare advocacy communication campaigns, including radio, social media, storytelling, and media partnerships.
- Document and share lived experiences of working mothers and caregivers to strengthen public discourse.
- Ensure communication materials are translated into Kiswahili and tailored for grassroots accessibility.

### **D. Project Management and Reporting**

- Support TECDEN's role in project coordination, planning, and reporting to the consortium and donor.
- Contribute to the development of workplans, advocacy strategies, and monitoring frameworks.
- Maintain accurate records of activities, outputs, and results for donor compliance and learning.
- Support budget alignment for advocacy, coalition-building, and communication activities.

### **4. Qualifications and Experience**

- Bachelor's degree in social sciences, Public Policy, Development Studies, Early Childhood Development, Gender Studies, or related field.
- Minimum 5 years' experience in policy advocacy, coalition building, or child rights programming.
- Proven experience in multi-stakeholder engagement, including government ministries, CSOs, and development partners.
- Strong understanding of Tanzania's policy environment on childcare, gender equality, ECD, and social protection.
- Excellent communication and advocacy skills, including policy writing and public speaking.
- Experience coordinating national campaigns, community mobilization, and media engagement.
- Strong project management, facilitation, and reporting skills.

### **6. Competencies**

- Strategic thinker with ability to translate evidence into advocacy action.
- Coalition-building and consensus facilitation skills.



- Strong interpersonal and relationship management.
- Results-oriented, adaptable, and able to work under pressure.
- Commitment to child rights, gender equality, and social justice.

## **7. Contractual Details**

- Type of Contract is a full-time, renewable based on performance and funding.
- Duty Station is Dodoma with up to **40% travel** within Tanzania.
- Remuneration is competitive, commensurate with experience and TECDEN's salary scale.