



Career with BRAC International

BRAC is an award-winning international non-governmental development organisation, with the vision of a world free from all forms of exploitation and discrimination, where everyone has the opportunity to realize their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programmes to assist poor and disadvantaged communities in low-income countries, including in conflict-prone and post-disaster settings. It is an organisation 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 organisation 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 programme 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 programmes and social enterprises, including in 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) is implementing an initiative that will create a positive and measurable impact for 1.2 million adolescent girls and young women and 9.5 million 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 will be delivered in communities to foster the agency and voice of AGYW. They will have the opportunity to fulfill their aspirations, achieve sustainable livelihoods, and engage in advocacy issues.

BRAC International is implementing an integrated and holistic model to address the various life cycles of a young woman living in poverty, ensuring she is able to transition safely from adolescence to adulthood. She will be equipped with the appropriate skills, tools, and access to finance to effectively exercise her agency and build a fulfilling and productive livelihood.

Position: Program Assistant – ECD (3)**Job Location: Dodoma Mwanza and Iringa****Purpose of this job:**

The Project Officer will provide supervision to Play labs designated for him/her in the ECD project activities in the field in liaison with other project staff and the target beneficiaries to ensure that the project's objectives and results are achieved in a timely manner and according to the agreed standards in the project framework and in the grant agreement document. The Project assistant will be accountable for daily supervision of play labs, children's performance, and the quality of play labs and quality assurance of the early childhood component with a focus on ensuring equitable learning opportunities and outcomes for most vulnerable children.

Responsibilities:**Community mobilization and facilitation**

- Achieve dissemination of project objectives, priorities and approaches defined within the project among the communities, government and other stakeholders
- Apply participatory approaches /techniques to facilitate children, government and communities in identifying their own problems and development priorities in project activities
- Facilitate community ownership of projects and participation in play lab projects.
- Ensuring the overall management of procurement, logistics and administration of ECD project in the area based on BRAC policy
- Collaborate with project staff to implement internal controls systems and resolve day to day issues in at field level

Effective project activities delivery based on standards

- Ensure close consultation with street authorities, play lab leaders, children and BRAC`s technical staffs during project implementation
- Ensuring survey, children selection and play leaders, play lab house selection according to set criteria
- Ensure children attendance at play lab to be more than 90%
- Organize monthly parents and community meeting at play lab centers
- Ensure play lab materials and equipment are with quality and well maintained to enhance the overall quality of play labs
- Maintain the caseload of the enrolled children at the play lab centers and ensure children are well performing in the centers
- Monitor all project activities closely on regular basis, document and share monitoring reports to Area Manager
- Conduct field visit to play lab centers by 100% of the work
- Attend staff meetings and develop monthly refresher module
- Effective monitoring the works done by play leaders
- Ensuring the recruitment and development of staffs and play leaders
- Appraising job performance of play leaders

Coordination, Networking and Advocacy to project

- Establish good working relations with project team, government and stakeholders at districts and regional level
- Participate and organize project meetings and stakeholder meetings at streets and play lab centers
- Enhance self - empowerment of children, parents and communities in play lab centers
- Ensure effective advocacy with local authorities at district and regional level, ensure that they are embedded in program delivery
- Linking the children under play lab centers with available services surrounding them
- Adhere to high ethical standards, and comply with all regulations

Child Protection

- Promote and ensure child rights based programming at field and office level
- Promote and abide by internal policies and procedures including child protection policy
- Ensuring mandatory reporting of child abuse cases in play lab project operation
- Promote and facilitate child rights and gender inclusion based on play lab project at field level
- Ensuring Child Protection Committees at play lab centers are fully functional.
- Ensuring all project team and relevant others, including play lab leaders, parents and project stakeholders are aware and have access to child protection policy, contents and their responsibilities it places on it.

Reports and documentation

- Develop and submit to Area Manager monthly, field progress in timely manner
- Document well project success stories/ case study/ best practices/ lesson learned and submit to Area Manager
- Ensure and monitor downward accountability to stakeholders especially children and communities including documenting what works for wider sharing across BRAC, government and donor
- Ensuring the project properties are well kept at play lab centers and office

Safeguarding job responsibilities

- Read, understand, 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 so.
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Required Experience.

- At least 1-2 years' practical experience working with NGOs, Education, Early Childhood, child protection or related programs.
- Teaching experience in early years will be an added advantage.
- Experienced in Administration and leadership
- Have soft skills like teamwork, communication and flexibility
- Little bit knowledge on monitoring and evaluation
- Knowledge on the Tanzanian education system mainly about the available service of early learning opportunities, government policies, departments and institutions in the education field etc.

Skills and Competencies

- Bachelor Degree in Early Childhood Care and Development, Education Management, Sociology, Social Work, Development Studies, Community Development

Employment Type: Contractual

Salary: Negotiable

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, current and expected salary at: bimcf.tanzania@brac.or.tz

Please mention the name of the position in the subject bar.

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

Application deadline: 17th January, 2026.

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

<https://career44.sapsf.com/sfcareer/jobreqcareer?jobId=1603&company=brac>