



VACANCY ANNOUNCEMENT

SOS Children's Villages Tanzania is a local non-government organization affiliated to SOS Children's Villages International, a worldwide childcare and protection organization that provides orphaned and destitute children with a permanent home and educational opportunities. Established 60 years ago, SOS Children's Villages International, the umbrella organization, currently has Children's Villages and other projects in 135 countries around the world. Globally, it runs the SOS Children's Village Programme which has two main arms, i.e. Family Like Care based at SOS Children's Villages and Family Strengthening Programmes supporting families in local communities. SOS Children's Villages has been working in the United Republic of Tanzania since 1991. Our programs are in Zanzibar, Arusha, Dar es Salaam, Mwanza, Dodoma and Iringa.

Job Title: Head of Programs
Duty station: National Office- Dar Es Salaam
Reporting to: National Director

JOB SUMMARY

The Head of Programmes provides strategic leadership, technical direction, and oversight of all programme interventions of SOS Children's Villages Tanzania. The role ensures high-quality, relevant, and sustainable programmes that align with the MA Tanzania and Zanzibar's Strategic Plan 2024-2028, SOS CV global strategies, national child protection frameworks, and donor requirements.

The position plays a critical role in advancing care reform, family strengthening, Children in Street Situations (CISS), advocacy, and systems strengthening, while ensuring accountability, impact, and learning across all programmes. As the direct supervisor, the Head of Programs leads the National Programme Development Department staff members. Content-wise, the Head of Programs receives guidance and technical support from the SOS Children's Villages ESAR Regional Director of Programme Development. As a member of the Regional Heads of Programs network, s/he shares good practices and experiences with colleagues from other National Associations (NAs) within the Federation. s/he also works with other program technical teams across Funding Associations.

MAJOR RESPONSIBILITIES

- Lead the design, implementation, and monitoring of all programmes in line with the 2024-2028 Strategic Plan and SOS CV 2030 Strategy.
- Drive the transition from residential care to family- and community-based care models, ensuring quality and safeguarding standards.
- Translate strategic objectives into annual operational plans, results frameworks, and budgets, while providing strategic input for national planning, fundraising, and partnership development.
- Ensure programmes are evidence-based, child-centred, gender-responsive, and climate-sensitive while complying with organizational policies, safeguarding standards, and donor requirements.
- Strengthen results-based management (RBM), monitoring, evaluation, accountability, and learning (MEAL) systems.
- Promote documentation and sharing of best practices, innovations, and lessons learned for organizational and external learning.
- Lead care reform initiatives, including reintegration of children into families of origin and deinstitutionalization, and support development of other alternative care systems (foster and kinship care) with government and partners.
- Ensure strong child and youth safeguarding systems and integrate Mental Health and Psychosocial Support (MHPSS) across programmes.
- Build and manage strategic partnerships with government MDAs, LGAs, CSOs, INGOs, UN agencies, and academia.
- Lead programme-related advocacy on care reform, children's rights, youth participation, and child protection financing.
- Ensure alignment of programmes with national policies, strategies, and legal frameworks.
- Support consortium-building and joint programming with partners.
- Lead or support the development of high-quality concept notes, proposals, and donor reports.
- Work closely with Fund Development and IPD teams to diversify funding sources and scale impact and ensure effective donor engagement, reporting, and compliance.
- Provide leadership, coaching, and performance management to programme staff and foster a culture of collaboration, accountability, integrity, and learning.
- Identify, assess, and mitigate programme-related risks (contextual, operational, safeguarding) and ensure programme compliance with internal controls, audit requirements, and risk management frameworks.
- Support crisis preparedness and response, including during elections, climate shocks, or emergencies.

ACADEMIC QUALIFICATION AND EXPERIENCES:

- Master's degree in social work, Community Development, sociology, Public Health, Development Studies, Public Policy, International Development, or a related field.
- Additional training in programme management, child protection, monitoring and evaluation, or RBM is an advantage.
- Minimum of 8-10 years of progressive experience in programme management with NGOs/INGOs.
- Extensive experience in child protection, family strengthening, alternative care systems, and managing multi-donor, multi-location programmes.
- Skilled in advocacy, partnerships, systems strengthening, and working with donor regulations.
- Strong leadership and team management experience, with prior management or consulting in international development preferred.
- Proficient in programme monitoring, evaluation, reporting, and both quantitative and qualitative analysis.
- Excellent communication, relationship-building, and cross-cultural skills.
- Competent in MS Office applications (Excel, Word, PowerPoint).

Job Title: Gender and Youth Coordinator
Duty station: National Office- Dar Es Salaam
Reporting to: Head of Programs

JOB SUMMARY

The Youth and Gender Coordinator will be responsible for supporting and monitoring the implementation of youth development initiatives within the National Association, under the supervision of the Head of Programs. This includes analyzing trends in youth care, development, employability, participation. The role involves networking with key stakeholders to improve the situation of young people in and leaving care, those from vulnerable families, as well as those in community program outreach.

The Youth and Gender Coordinator will also ensure that gender-sensitive approaches are integrated into all youth programs, promoting gender equality, addressing barriers faced by girls, young women, and gender minorities, and advocating for gender-responsive policies.

Major Responsibilities

- Lead and coordinate gender mainstreaming across SOS Children's Villages Tanzania, ensuring gender equality principles are integrated into programme design, implementation, monitoring, budgeting, policies, tools, and organizational practices, in line with the SOS Gender Equality Policy.
- Provide strategic leadership in the design, coordination, and review of youth empowerment and leaving-care programmes, ensuring safe transitions to independence in accordance with SOS Youth Empowerment Policy, ACOF standards, and national child protection frameworks.
- Ensure structured individual youth development, career guidance, and leaving-care planning processes that identify and address gender-specific risks, protection concerns, and opportunities.
- Promote meaningful, inclusive, and gender-responsive participation of young people in decision-making, programme design, leadership structures, advocacy initiatives, and organizational feedback mechanisms.
- Coordinate access to education, vocational training, employability, life skills, digital skills, mentorships, and internships, applying targeted strategies to address gender-based barriers and labour-market inequalities.
- Provide technical guidance, coaching, and capacity building to Youth Empowerment Officers, project staff, and management teams on youth

development, gender analysis, gender mainstreaming, and safeguarding integration.

- Ensure that safeguarding, gender-based violence risk mitigation, and do-no-harm principles are embedded across all youth and gender-related interventions.
- Oversee gender-sensitive monitoring, evaluation, learning, and reporting processes, including field visits and reviews, ensuring accountability, evidence-based decision-making, and continuous programme improvement.
- Establish and manage strategic partnerships with government institutions, civil society, donors, training institutions, and the private sector to advance youth empowerment and gender equality and contribute to resource mobilization and strategic reporting to the National Director.

Knowledge, Skills, Qualifications, Abilities, and Behavioural Competences:

- Bachelor's degree in social work, Community Development, Youth Development, or related technical fields. A postgraduate qualification would be an added advantage.
- At least 5 years of experience in youth care or related technical roles, demonstrating expertise in developing and managing programs focused on the specific needs of young people, with a gender-sensitive approach.
- Technical experience in education, social work, community development, or childhood care with a solid understanding of both the technical and gender aspects involved in such programs.
- Experience in working with adolescents, with a demonstrated ability to recognize and address gender-specific needs and challenges, ensuring equal access to opportunities for young women and men.
- Strong understanding of national and international childcare and child rights legislation, with a focus on gender equality and ensuring that policies reflect the specific needs and rights of both young women and men.
- Proficiency in developing and implementing technical solutions for youth development, including those that promote gender equality in education, vocational training, and career guidance.
- Demonstrates technical expertise in areas such as sexual health, HIV/AIDS, and relationships, with a gender-sensitive approach to addressing these issues among young people, including the promotion of gender-specific health and wellness programs.
- Knowledge and experience in designing and implementing gender-responsive technical interventions in youth development, ensuring that both male and female youth have equal opportunities to access services and participate in activities.
- Ability to utilize data and technology effectively, including monitoring and evaluation tools, to track progress, with a focus on gender disaggregated data to measure outcomes for both young men and women.
- Strong communication skills with the ability to communicate technical information in a clear and accessible way to both young people and stakeholders, while considering gender differences in communication needs and learning styles.
- Experience working in multi-disciplinary teams, with the ability to collaborate effectively with colleagues across different sectors and integrate a gender perspective into technical projects and initiatives.

Job Title: Head of MEAL
Duty station: National Office- Dar es Salaam
Reporting to: National Director

JOB SUMMARY

The Head of Monitoring, Evaluation, Accountability and Learning (MEAL) provides strategic leadership and technical oversight for quality assurance across SOS Children's Villages Tanzania and Zanzibar. The role is responsible for designing, implementing, and managing robust MEAL systems, including project assessments, baseline studies, evaluations, CSRSAs, Need assessment for new projects, and continuous programme performance monitoring.

The Head of MEAL ensures the effectiveness of programmes by generating and analyzing high-quality evidence through systems such as ProDIG and PDB2, guiding data-driven decision-making, and identifying areas for learning and improvement. The position leads annual planning processes, programme and project reviews, and ensures donor compliance through timely, accurate, and results-based reporting.

Major Responsibilities

- Lead the design, implementation, and continuous improvement of a robust MEAL framework, ensuring integration across programme design, implementation, review, scaling, and exit, aligned with MA and Federation strategies.
- Operationalize Federation DME and MEAL policies, standards, and tools at the Yecher Association level, providing strategic MEAL guidance to the National Director and Senior Management Team.
- Oversee monitoring of KPIs, programme outcomes, outputs, and impact, including development and quality assurance of results frameworks, logical frameworks, indicator reference sheets, and evaluations (baseline, midline, endline, impact).
- Ensure timely, accurate, and high-quality performance reporting and lead programme/project reviews, reflection sessions, and corrective action planning.
- Strengthen accountability mechanisms for children, young people, families, communities, and partners and ensure MEAL systems integrate Child Safeguarding, Do No Harm, and Protection standards.
- Support complaint and feedback mechanisms and ensure learning loops are closed.
- Lead and coordinate research and learning agendas aligned with care reform, family strengthening, CISS, youth, and systems strengthening.
- Coordinate MA participation in Federation and international research initiatives.
- Collaborate with government institutions, academia, NGOs, and research bodies on child and family care research.
- Lead documentation, packaging, and dissemination of: Best practices, Lessons learned, Evidence briefs, and Case studies and success stories.
- Promote a learning culture across programmes and support adaptive management.
- Lead the management and effective use of Federation and MA data systems (e.g. ProDIG, PDB2, and related platform) and ensuring high standards of data quality, integrity, protection, and ethical use.
- In collaboration with ICT, strengthen data visualization, dashboards, and analytics to support evidence-based decision-making, while promoting the digitalization of MEAL processes in line with the Federation's transformation agenda.
- Ensure MEAL compliance and alignment with donor requirements and GDPR (European Union Data Protection regulation) and leading quality assurance donor reports (narrative and results sections).
- Provide MEAL inputs to concept notes, proposals, and funding strategies and supporting evidence generation for advocacy, partnerships, and fundraising.
- Build MEAL capacity of Programme Managers, Location Heads, MEAL team and field teams across Tanzania and Zanzibar.
- Promote cross-functional collaboration with Programmes, IPD, Finance, HR, ICT, and Safeguarding.

Knowledge, Skills, Qualifications, Abilities, and Behavioral Competences:

- Master's degree in Monitoring & Evaluation, background in Public Health, Development Studies, Social Sciences, Public Policy, Statistics, Research Methods, or related field will be an added advantage.
- Professional certification in MEAL or Results-Based Management is an added advantage.
- Minimum 8-10 years of progressive experience in MEAL, with at least 5 years at senior/strategic level.
- Strong experience in child-focused, family strengthening, community-based care, or social development programmes.

- Proven experience working with donor-funded programmes.
- Strong analytical, research, and reporting skills.
- Excellent leadership, facilitation, and capacity building abilities.
- High proficiency in MEAL systems, databases, and data analysis tools.
- Strong understanding of care reform, safeguarding, accountability, and rights-based programming.
- Excellent communication skills (written and verbal).
- Ability to work strategically and collaboratively across functions.
- Fluency in both English and Swahili.

Job Title: Senior Family Strengthening Coordinator
Duty station: National Office- Dar es Salaam
Reporting to: Head of Programs

JOB SUMMARY

Leads the planning, implementation, monitoring and evaluation of the family strengthening programme's activities in a respective location, in accordance with the organisational standards and strategies.

Major Responsibilities

- Lead the development and coordination of the National Family Strengthening Programme (FSP) strategy and operational plans, ensuring alignment with SOS Children's Villages Programme Policy, national legislation, child protection frameworks, and gender equality commitments.
- Develop and refine programme concepts and intervention models for family strengthening and community development, integrating child protection, gender-responsive, and rights-based approaches, and submit for review and approval by the Head of Programs.
- Support the Head of Programs and location teams to implement SOS quality standards, safeguarding requirements, and gender mainstreaming practices across all FSP interventions.
- Provide technical guidance and capacity building to Family Strengthening Programme Coordinators and programme teams on planning, budgeting, monitoring, evaluation, and effective use of organisational resources.
- Oversee and support gender- and child-protection-sensitive monitoring, evaluation, internal audits, and learning processes, including joint monitoring with the MEAL team, annual reviews, and external evaluations.
- Support proposal development, budgeting, donor alignment, and funding applications for family strengthening and community development programmes, ensuring stakeholder participation and safeguarding organisational values.
- Develop and manage national partnerships with government, civil society, donors, and service providers; represent SOS Children's Villages in networks and forums to advocate for children's rights, family preservation, and gender equality.
- Document, analyse, and disseminate lessons learned, good practices, research findings, and policy updates to strengthen organisational learning and evidence-based programming at national and local levels.
- Ensure accurate documentation, database management, and tracking of programme data; and legal and policy frameworks related to family and community development, while upholding child protection, gender, and data protection standards.

Knowledge, Skills, Qualifications, Abilities, and Behavioural Competences:

- University degree in social sciences, development studies, community development and community livelihood studies. A master's degree is an added advantage.
- Minimum 5 to 7 years working experience in implementing social programme's out of which three years as Coordinator or senior-level positions.
- Experiences in working with the target group, i.e. Vulnerable children, families and community.
- Good knowledge and understanding of children's rights and rights-based approaches in the development of programmes.
- Awareness and understanding of social development issues including gender, education, health, HIV/AIDS, climatic change, youth empowerment etc.
- Experience in project management, planning, monitoring and evaluation

Job Title: National Advocacy Coordinator
Duty station: National Office- Dar es Salaam
Reporting to: National Director

JOB SUMMARY

The position holder is responsible for the coordination and implementation of a national advocacy strategy that contributes to the promotion of justice and child rights within SOS Children's Villages in Tanzania. s/he/he serves as a linkage between the Government of Tanzania and SOS Children's Villages in strategic and well-planned engagements regarding child rights policy implementations focusing on children without and at risk of losing parental care. The position will also closely work with child-focused organizations, national and regional advocacy groups, networks/coalitions, local and international NGOs, and various community-based entities and structures.

Major responsibilities

- Provide strategic and technical leadership to design and implement advocacy strategy aligned with the national policy and regulatory frameworks as well as SOS Children's Villages global and regional policies, regulations, strategies and priorities.
- Coordinate overall advocacy outcomes and initiatives by proactively collaborating and directly engaging with relevant government offices, children and young people.
- Coordinate & actively participate in civil society networks and coalitions to contribute towards effective policy influence efforts at national and local level.
- Lead evidence-based advocacy efforts by conducting policy analysis, research and child rights programme impact evaluation in collaboration with relevant stakeholders.
- Develop and disseminate policy briefs, position statements, key advocacy messages and concept notes to influence policies and regulatory frameworks impacting our target groups and to mobilize resources for advocacy initiatives.
- Monitor and analyse trends in the national child protection systems as well as legislation and practices which affect our target groups and proactively take necessary advocacy actions.
- Facilitate the collaboration of child-focused agencies in Tanzania's reporting to global and continental treaty monitoring mechanisms (UN Child rights committee, UPR and the African Committee of Experts on the Rights and Welfare of the Child).
- Develop and implement capacity building plans on advocacy for coworkers. Establish and maintain platforms for learnings and sharing good practices on advocacy and policy influence in all programme locations and national office.
- Design and implement strategic advocacy campaigns and media engagements to support social and behaviour changes in child protection as well as to promote relevant policies and practices positively impacting our target groups.
- Provide technical support and guidance to program locations on all matters concerning advocacy engagement.
- Participate and contribute to regional and international level advocacy engagements as required (e.g. submission of timely reports, etc.)
- Represent SOS Children's Villages in Tanzania in national or local meetings, conferences and events where policies and practices affecting our target groups are addressed; Facilitate the presence of the National Director in high level and strategic national events with technical support from the advocacy person.
- Facilitate the monitoring and evaluation of advocacy strategies and establish mechanisms for learning and improvement.

Knowledge, Skills, Qualifications, Abilities, and Behavioral Competences:

- Master's degree in social sciences or relevant fields of humanities, law, human rights, public administration, public policy, development studies, sociology, child welfare and other relevant areas.
- 5 and more years of working experience in advocacy, child rights or programmes, laws focusing on children at different levels particularly in CSOs/NGOs.
- Good understanding and experience working in child rights policies and applications, development programmes focused on children, human rights-based approaches and child protection systems.
- Good understanding of global, regional and national child rights policy instruments including the UN Convention on the Rights of Children, The African Charter on the Rights and Welfare of the Child, various relevant UN Resolutions including the Guidelines for the Alternative Care of Children, local child rights policies, laws, regulations, directives and other guideline and bidding frameworks.
- Good knowledge of advocacy from grassroots to UN Human Rights Systems i.e. UNHCR, UPR, CEDAW and the ACERWC, EAC and others.
- Desirable knowledge of development policies, theories and practices including humanitarian aid and resource mobilization.

Job Title: Family Strengthening and Community Coordinator

Duty station: Hwanza
Reporting to: Program Manager

Job summary

Lead the planning of the family strengthening programme in line with the organisation's mission, policies, strategies and available resources. Coordinate the implementation of family strengthening programme activities and build positive relationships with the community and/or local authorities. Build a strong network of partner organisations and manage a strong programme team. Ensure that mechanisms for ongoing monitoring and evaluation are in place and functioning well.

Major responsibilities

- Engage key stakeholders (local government, community partners, programme participants) in programme design and implementation, with strong emphasis on child participation.
- Develop and implement a detailed annual implementation plan aligned with the FSP theory of change, strategic plans, budgets, and research findings.
- Mobilize local resources by identifying funding opportunities, applying for grants, and securing in-kind donations and subsidies.
- Support Social Workers in facilitating Family Development Plans (FDP) and Community Development Plans (CDP).
- Build the capacity of programme staff and community-based partners to ensure effective and sustainable service delivery.
- Lead and coordinate programme implementation in line with approved objectives, timelines, and budgets.
- Strengthen partnerships and networks, formalizing collaborations through MOUs where appropriate.
- Establish and strengthen child protection systems and community structures to address child abuse and vulnerability.
- Promote community ownership so communities become hubs supporting vulnerable children.
- Maintain strong relationships with local authorities, community leaders, NGOs, forums, and media to advocate for child rights.
- Strengthen child participation through child councils, parliaments, and forums.
- Ensure effective staff orientation, performance management, financial management, monitoring and evaluation, and reporting systems.
- Document, share lessons learned, and report regularly on programme progress and results to support accountability and organisational learning.

Knowledge, Skills, Qualifications, Abilities, and Behavioral Competences:

- i) Bachelor's degree in Community Development, Social Sciences, Social work, Sociology, Development Studies, Rural Development, and any other related field from recognized university or its equivalent.
- ii) At least 4 to 6 years' experience in implementing community development or OVC support programs.
- iii) Sound understanding of child rights, child development, family and community development, rights-based programming and management of CBOS.
- iv) Good communication and reporting writing skills.
- v) Computer literate is a must

Job Title: Fundraising Coordinator

Duty station: Zanzibar
Reporting to: Deputy National Director

Job summary

The Fundraising Coordinator supports the implementation of SOS Children's Village Zanzibar's fundraising, donor engagement, sponsorship, and communication activities. Working under the technical guidance of the Head of Fund Development, the role focuses on coordinating day-to-day fundraising operations, supporting proposal development, managing donor and sponsor relations, assisting public relations activities, and ensuring accurate documentation and reporting. The position plays a key role in sustaining and growing local and external funding while promoting the organization's brand and mission.

Major Responsibilities

- Support the implementation of the National fundraising strategy in line with the direction set by the Head of Fund Development.
- Lead the development and refinement of the annual and multi-year fundraising plan for Zanzibar, aligned with organizational priorities, programme needs, and donor expectations.
- Identify and coordinate corporate fundraising campaigns, workplace giving, and employee engagement activities (volunteering, events, challenges).
- Monitor fundraising performance against agreed targets and indicators.
- Coordinate daily fundraising activities and support the development and tracking of fundraising budgets, plans, and financial forecasts.
- Coordinate donor research, maintain relationships with local and corporate partners, and ensure sustainable funding.
- Prepare proposals, updates, and event reports, including contributions to the One Friend Objective (OFO) initiative.
- Maintain fundraising records and databases, support learning, and ensure compliance with SOS policies, child safeguarding, and gender standards.
- Monitor donor calls, funding announcements, and trends at national and regional levels to identify relevant grant opportunities.
- Review donor requirements and ensure proposals comply with application guidelines, SOS Children's Village policies, and Zanzibar context.
- Support the preparation of concept notes, full proposals, and supporting documents in collaboration with programme and finance teams in Zanzibar and at National Office.
- Coordinate proposal submissions, maintain accurate records of applications, and track outcomes for learning and reporting purposes.
- Support implementation of public relations and communication activities in line with SOS Children's Villages brand, vision, mission, and values.
- Assist in organizing and supporting public events, donor visits, and presentation for corporate and community stakeholders.
- Contribute to the development of communication materials such as newsletters, reports, articles, brochures, and success stories, and coordinate updates from programmes.
- Support networking and collaboration with NGOs and local CSOs to share best practices in fundraising and grant management.
- Support coordination and smooth flow of correspondence with local and international sponsors and assist in maintaining positive relationships with sponsors through timely communication and updates.
- Support location head and finance staff to ensure funds and donations-in-kind are properly recorded and acknowledged and support implementation of donations-in-kind guidelines and reporting on donations received.
- Assist in tracking fundraising costs and ensuring compliance with cost-efficiency guidelines.
- Uphold transparency, accountability, and ethical standards in all fundraising and communication activities.

Knowledge, Skills, Qualifications, Abilities, and Behavioral Competences:

- i) MBA preferred in business, marketing, public relations or related field.
- ii) At least five (5) years professional development and fund-raising experience.

- iii) Advanced PC skills and expert proficiency in Microsoft Office Suite (Donor database experience desirable).
- iv) An understanding of budgets and financial reporting.
- v) Ability to work with minimal supervision – self-motivated & confident
- vi) Ability to handle multiple projects simultaneously.
- vii) Ability to work well with people from all backgrounds with varying degrees of experience.
- viii) Ability to inspire, train, motivate, challenge, and supervise volunteers.
- ix) Confident in public speaking and able to express ideas verbally and in writing.
- x) Fundraising code of ethics. Competency in MS Office/Excel/Word/PPPT

Job Title: Logistics and Administration Officer

Duty station: Hwanza
Reporting to: Program Manager

JOB SUMMARY

The Logistics and Administration Officer supports the Program Manager in the effective management of program operations, administration, logistics, and financial controls. The role ensures efficient use of resources, compliance with organizational policies, proper supervision of staff and services, and the smooth day-to-day functioning of the program.

Major responsibilities

- Assists with the purchase of stationery, equipment, and other supplies, and consults the Program Manager before making major purchases.
- Maintains detailed and confidential staff files, ensuring all required documentation is complete, accurate, and regularly updated.
- Prepares and supervises staff leave rosters and ensure that leave procedures are correctly followed.
- Prepares orientation programs for new staff, familiarizing them with their Job Descriptions and Conditions of Service. Ensures continuous staff development by preparing and implementing training programs upon approval.
- Attends regular staff meetings
- Assists the Program Manager in preparing the Annual Budget and monitors expenditures to ensure operations remain within approved budgetary provisions.
- Oversees day-to-day logistical and operational activities to ensure smooth programme functioning.
- Manage procurement, inventory, storage, and distribution of supplies and equipment in line with organizational policies.
- Coordinate suppliers, contractors, and service providers to ensure timely, cost-effective service delivery.
- Plan and manage logistics for meetings, trainings, events, visits, and emergencies. Ensure proper use and maintenance of programme facilities, infrastructure, equipment, vehicles, and security in compliance with organizational standards.
- Supervise general service staff (maintenance, cleaning, gardening), security guards, and the vehicle fleet to ensure safety, efficiency, and accountability.
- Maintains and updates the Village fixed asset register as assets are acquired or disposed of.
- Conducts annual inventory control audits and ensures accountability for all program assets.

Knowledge, Skills, Qualifications, Abilities, and Behavioral Competences:

- Degree in Business Administration, Human Resources, Public Administration, Logistics, Social Science or any other related field.
- At least three to 5 years of relevant professional experience in administration, operations, logistics, or program support, preferably within an NGO or development organization
- Ability to work independently, self-organize, use initiative, keeps commitments and meets deadlines.
- Good written and verbal communication skills both in English and Swahili, ability to communicate at multiple levels in the organization.
- Computer literacy

Job Title: Human Resources Officer (2 posts)

Duty station: National Office
Reporting to: Head of HRDD & Admin

Job summary

The Human Resource Officer will give administrative support to all Human Resource functions to achieve overall implementation of human resource strategies, policies, and procedures. He/She will support documentation, leave administration, payroll administration, HR Audit, HR Compliance etc. In addition, He/She will support and ensure that all programs comply with established policies and procedures ensuring that organizational objectives are supported and HR policies remain relevant.

Major responsibilities:

- Ensure that all staff have valid contracts and this is captured in staff information register and shared on a quarterly basis
- Managing general human resource administration processes through renewal of contracts, drafting letters for separating staffs, transfers, recommendation, memos, bank letters, certificate of service and appointment letters.
- Prepare contracts for all staff (volunteers, temporary, internships, attachment etc.) ensuring all supporting documents have been available before contract
- Ensure all staffs have the required documentations for all new hires and ongoing staff and are up to date as per the checklist
- Regularly update the staff information register incorporating the joiners, leavers and transfers
- Monitor staff absence and all other types of leave and ensure the filing of appropriate documentation
- Ensure staff understand how to file for leave and proper handover is done for the days not applied for
- Ensure timely collection of payroll inputs with complete supporting documentation
- Support the Head of HRDD in updating and tracking staff movements, including new hires, changes, and separations.
- Assist with recruitment by longlisting, prescreening candidates, coordinating interview logistics, and maintaining recruitment documentation
- Oversee onboarding processes to ensure smooth integration of new staff, including coordination of trainings, systems, and workspaces.
- Manage off-boarding processes, ensuring proper documentation and exit interviews for departing staff.
- Develop and maintain up to date benefits onboarding materials for new employees
- Establishing and administering employee benefits packages including health insurance & retirement plans

Knowledge, Skills, Qualifications, Abilities, and Behavioral Competences:

- Bachelor's Degree in Human Resource Management or related field
- 3-5 years of working experience in Human Resource management
- Demonstrate high integrity and maintained strict confidentiality
- Excellent communication in both verbal and written and presentation skills
- Proven ability to plan, organize and prioritize work, together with the ability to remain calm under pressure often in difficult circumstances and not lose sight of operational priorities
- Must be computer literate

Job Title: Education and Health Programme Officer (2 posts)

Duty station: Pemba (1 post) and Dar es salaam (1 post)
Reporting to: Family Strengthening and Community Coordinator

Job Summary

Education and Health Programme Officer is responsible to facilitate access to education and health services for children, young people, caregivers and community in liaison with the services providers, community based partners, development partners and other duty bearers. He/she is responsible for facilitating the capacity building of FSP supported families, communities and duty bearers to effectively protect and care for their children sustainably in cooperation with local authorities and other service providers, enabling children who are at risk of losing the care of the families to grow within a caring and healthy family environment.

Major Responsibilities

- Facilitate the formation and development of Community health and education support Task Force to spearhead education and health activities:

- Organise and facilitate training of Community health and education Task Force on vulnerability assessment at individual, family and community levels.
- Lead the budgeting on FSP programme health and education components
- Support Community Task Force, families and communities in the assessment of root causes leading to child abandonment at family and community levels through use of appropriate participatory tools.
- Facilitate the identification of opportunities and mobilization of local resources for the health and education action plan to meet the needs of each child, household and community.
- Support the development of individualized family development plans and community development plans with a focus on health and education needs.
- Facilitate development of emergency preparedness plans related to education and health against potential disruption by disaster.
- Conduct regular monitoring visits to schools, tertiary, and vocational institutions to assess learners' performance, learning environments, and class progress; analyse institutional challenges and facilitate school support projects aimed at improving education quality and access.
- Promote girl child and women access to education services
- Organise and facilitate motivational talks, career guidance sessions, and regular academic assessments for children and young people
- In collaboration with community partners, identify eligible young people for vocational training, conduct training needs assessments, facilitate enrolment into vocational training centres, and support appropriate trade placement.
- Organise caregiver training in pre- and after-school child support, facilitate capacity building for education service providers, support adult literacy access for caregivers.
- Lobby government scholarship opportunities for programme beneficiaries.
- Organise regular nutritional assessments, nutritional training, and medical or supplementary feeding support for malnourished children.
- Build capacity and support community home-based care groups, including HIV/AIDS awareness campaigns.
- Collaborate with stakeholders and partners to strengthen delivery of education and health services
- Monitor and evaluate programmes through home visits, data collection, and reporting.
- Prepare and submit timely accurate, compliant and quality progress reports on programme Education & health related interventions.

Knowledge, Skills, Qualifications, Abilities, and Behavioral Competences:

- Degree in community nursing, Public Health, Education, and Rural Development related social and natural sciences/disciplines.
- At least two years' experience in working with education and health programmes
- Sound understanding of child rights and safeguarding, child development, family and community development, rights-based programming and management of CBPs.
- Good communication and reporting skills, computer literate, understanding and ability to apply community development participatory methodologies self-starter, ability to work in a team, strong family values, ability to work with minimum supervision

Job Title: Monitoring and Evaluation Officer

Duty station: Arusha
Reporting to: Program Manager

Job Summary

The Monitoring and Evaluation Officer will be responsible for implementing SOS Children's Villages Monitoring and Evaluation strategy, policy, and practice in collaboration with the M&E Coordinator. This includes developing and improving M&E methodologies, contributing to programme quality and innovation through capacity building, technical support, and knowledge sharing. The officer will integrate programme learning, research evidence, and impact monitoring into organizational learning. The role reports to the Program Manager, with a dotted line to the M&E Coordinator at the National Office.

Major Responsibilities

- Supporting all M&E initiatives for assigned grants/projects, including monitoring data quality, tracking progress, and contributing to staff capacity-building efforts.
- Ensuring Result-Based Management (RBM) is effectively implemented at the location by facilitating and updating the M&E plan, performance questions, indicators, methods, and timely reporting for each project component and objective level.
- Supporting the Program Data Base (PDB) by assisting program staff with data entry, reviewing existing data quality, strengthening data collection methods, and ensuring reliable baseline information.
- Conducting regular field visits to support M&E implementation and identify areas for adaptation.
- Designing M&E tools for SOS Children's Villages Tanzania and its partners, analyzing field data, and assisting the M&E Coordinator with report writing.
- Supporting project/program staff in documenting, organizing, and capturing program progress.
- Building staff capacity on M&E, framework development, impact assessment, learning, and knowledge management.
- Supporting and participating in program evaluations, writing evaluation reports with recommendations.
- Ensuring adherence to SOS Children's Villages Tanzania's Family-Based Care and Family Strengthening approaches, integrating Child Rights Monitoring and Evaluation principles.
- Reviewing existing M&E and management information systems and identifying areas for support.
- Documenting and presenting lessons learned and best practices, ensuring they are integrated into daily implementation.
- Actively engaging with stakeholders to understand problems and unexpected impacts, collaborating with Facility Heads and senior management.
- Developing a capacity-building plan for M&E and computer-based systems, and conducting quality circle checks to identify areas for improvement.

Knowledge, Skills, Qualifications, Abilities, and behavioural Competences:

- Bachelor's degree in project management, Statistics, Economics, Development Studies, or a related field.
- 3 years of solid experience in Monitoring and Evaluation with a Non-Governmental Organization.
- Experience in strategic planning, with a strong background in report writing for donors, sponsors, and other key stakeholders.
- Strong communication skills, with fluency in both written and spoken English.
- Ability to present information in a clear and convincing manner, with strong engagement and negotiation skills.
- Computer literacy, especially proficiency in MS Excel and statistical database software.

HOW TO APPLY

Interested candidates for any of the above positions should submit an application letter via email, along with a detailed and updated CV that includes telephone contacts, email address, and details of at least 3 referees. The candidate MUST clearly indicate the title of position applied for. Only contacted candidates for the interview will submit copies of academic and professional certificates. Closing date is 31st January 2026. To apply please send to:

The National Director, SOS Children's Villages.
Dar es Salaam, Tanzania
recruit.sostanzania@sos-tanzania.org

Please Note: SOS Children's Villages Tanzania is an equal opportunity employer and committed to keeping children safe from abuse and harm, prevent all forms of exploitations, harassment and abuse among staff, program participant, donors and community members. Therefore, candidates applying for this post will be subject to child safeguarding recruitment procedures and checks. Female candidates are strongly encouraged to apply.

Only short listed candidates will be contacted