

WATOTO SALAMA FOUNDATION

VACANCY ANNOUNCEMENT

About Watoto Salama Foundation

Watoto Salama Foundation (WSF) is a registered Tanzanian NGO (Reg. No. 00NGO/R/8280) headquartered in Kasulu Town, Kigoma Region. WSF works to protect children and empower youth through community-driven, rights-based, and inclusive programs spanning child protection, GBV prevention, gender equality, nutrition, livelihood support, climate resilience, and youth empowerment.

In preparation for upcoming projects and in line with our growth strategy, WSF is seeking motivated, passionate, and community-oriented young professionals to join our team in intern capacities across program and operations departments.

IMPORTANT NOTICE

These positions are intern/volunteer roles. No salary is payable at this time. Successful candidates may receive a stipend subject to project funding confirmation.

AVAILABLE POSITIONS

Project Officer – Education

Department: Programs | **Type:** Internship (Stipend-Based)

Key Duties & Responsibilities

- Provide technical inputs in the preparation and implementation of detailed work plans to facilitate the timely delivery of projects' activities in accordance with the approved project documents and budget of WSF's Education Program
- Support the Education Unit in coordination and overseeing day-to-day program activities to ensure they are carried out in line with agreed-upon work plans and timelines.
- Liaise with local implementing partners to support the quality and timely delivery of project activities in areas of operations
- Ensure the delivery of quality outputs, including the development of training materials, guidelines, and capacity-building initiatives
- Facilitate strong communication and collaboration between WSF, the regional, district, ward education units and other national stakeholders involved in the Education Program.
- Support the Education Unit in liaising with development partners to ensure synergies between WSF's interventions and broader development efforts.
- Contribute technical inputs in the design and implementation of monitoring and evaluation frameworks to assess the progress and impact of the program.
- Contribute to the analysis of program performance data, identifying key achievements, challenges, and lessons learned to inform future interventions.
- Support the preparation of regular progress reports and donor/partner briefs in collaboration with the Education Unit.
- Participate in organizing workshops, training sessions, and other capacity-building activities for government counterparts and education stakeholders.
- Contribute to the development of knowledge products and resources that will help stakeholders sustain and expand the impact of WSF's education interventions.

Minimum Qualifications

- Degree in Education, Community Development, Sociology, or a related field
- Demonstrated experience in educational programming or school-based work
- Strong facilitation and communication skills; fluency in English and Kiswahili

Project Officer – Child Protection

Department: Programs | **Type:** Internship (Stipend-Based)

The Child Protection Officer prepares, executes, manages, and implements a variety of technical and administrative program tasks to facilitate program development, implementation, program progress monitoring, evaluation, and reporting.

Key Duties & Responsibilities

- Conduct and update the situation analysis for the development, design, and management of child protection-related programs/projects. Research and report on development trends (e.g. economic, social, health) and data for use in program development, management, monitoring, evaluation and delivery of results.
- Provide technical and operational support throughout all stages of programming processes by executing and administering a variety of technical, program, operational, and administrative transactions, preparing related materials and documentation, and complying with organizational processes and management systems, to support program planning, results-based planning (RBM) and monitoring and evaluating of results.
- Prepare required program documentation, materials, and data to facilitate the program review and approval process.
- Work closely and collaboratively with colleagues and partners to discuss implementation issues, provide solutions, recommendations and/or to alert appropriate officials and stakeholders for higher-level interventions and/or decisions.
- Participate in monitoring and evaluation exercises, program reviews and annual sectoral reviews with government and other counterparts to assess programs/projects, and to report on required action/interventions at the higher level of program management.
- Monitor and report on the use of sectoral program resources (financial, administrative and other assets), verifying compliance with approved allocations, organizational rules, regulations, procedures and donor commitments, standards of accountability and integrity. Report on critical issues and findings to ensure timely resolution by management and stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare regular and mandated sectoral program/project reports for management.
- Conduct regular program field visits and surveys and exchange information with partners/stakeholders to assess progress and provide technical support. Take appropriate action to resolve issues and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- Research and document best and promising practices to prevent and respond to violence against children in homes, schools and communities.
- Build and sustain effective working partnerships with all key actors to strengthen violence against children's interventions in homes, schools and communities.

Minimum Qualifications

- Degree in Social Work/Sociology, Guidance & Counseling, Psychology, Rural Development, &Theology or equivalent

- At least 1 year of professional experience in social development planning and management in child protection or another related area is required.
- Experience in program development in child protection-related areas with a Non-Governmental Organization or organization is considered an asset.
- Experience in both development and humanitarian contexts is an added advantage.
- Fluency in English is required; knowledge of another or local language (Kiswahili) is an asset.
- Excellent oral and written communication skills are essential.
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet.
- Self-motivated, ability to work with minimum supervision; ability to meet tight deadlines

Project Officer – Youth Engagement

Department: Programs | **Type:** Internship (Stipend-Based)

Key Duties & Responsibilities

The project officer will collaborate with the Operations Manager to implement project activities, particularly across all operational areas.

- He/she will contribute to the consortium’s effort to strengthen youth with life skills as entry points to engaging and linking them with opportunities and services.
- He/she will be responsible for mobilizing youth and organizing community-based activities targeting youth. They will ensure all project activities are implemented on time, are well organized and that there is effective coordination among partners.
- He/she will be required to prepare and manage activity budgets, coordinate and supervise training, follow up and supervise CBOs, ToTs, and YGs. They will also provide technical and admin support to lower-level structures.
- He/she will be part of the frontline implementation team; as such, he/she will demonstrate competency in working with and supporting young people and their organizations. They will promote young people’s healthy life skills and health-seeking behavior, and empower youth to make good life choices.
- He/she will be a member of the consortium and will collaborate with local government authorities, different implementing partners, CBOs, Youth Organizations and communities at large.

Minimum Qualifications

- A degree in social sciences, e.g. public health, sociology, community development, social work, rural economics, etc. Candidates with health-related qualifications will have an added advantage.
- At least 1 year of demonstrated experience working as part of a project implementation team.
- Demonstrated experience in coordinating project activities, such as training, meetings, mentorship, supportive supervision and field visits.
- Good organizational skills, ability to coordinate activities on time, ability to write good reports, knowledge of community-based programming, and experience coordinating multiple partners.
- Experience of working with youth life skills and entrepreneurship projects is critical for this role.
- Experience of working in consortiums, where people from different organizations contribute diverse skills and expertise and work together in harmony to advance a common goal
- Good entrepreneurship skills, knowledge of challenges and opportunities for youth livelihood and knowledge of challenges and opportunities for youth.

Project Officer – Gender Equality, Disability & Social Inclusion

Department: Programs | **Type:** Internship (Stipend-Based)

Key Duties & Responsibilities

- To support and coordinate the implementation of the gender technical program and provide technical support in accordance with WSF gender technical program
- Support implementation of WSF's Child Protection and Safeguarding Policy and Code of Conduct
- Conduct awareness sessions on GBV prevention, reporting pathways, and survivor support
- Monitor gender and safeguarding indicators and flag concerns through appropriate channels
- Assist in reviewing project materials and approaches for gender-responsiveness and inclusivity
- To coordinate all GEDSI-related activities and lead the implementation of the gender technical program and provide technical support in accordance with WSF's gender policy
- Provide support for the development and implementation of the planned monthly action plan with a gender and social inclusion perspective
- Collaborate with and support (local resource persons) and gender equality -based groups to report and share learnings on main GEDSI indicators in the local context from a do no harm perspective.

Minimum Qualifications

A Bachelor's degree in Social Sciences, Social Work, Social Development, Community Development or other relevant fields in social sciences and gender studies. Completion of post-graduate studies or units on the above is an added advantage

Project Officer – Livelihoods

Department: Programs | **Type:** Internship (Stipend-Based)

Key Duties & Responsibilities

- Providing technical inputs, management, coordination and oversight of WSF livelihood activities in areas of operations
- Lead the strategic planning of livelihoods approaches, identifying priority areas and opportunities to address the economic and social needs of return and border communities, while ensuring alignment with WSF's objectives and organization development priorities.
- Facilitate community-based engagement by working closely with local authorities, community-based organizations, and other stakeholders, ensuring programs are inclusive and responsive to the needs of return communities with attention on women, youth, and marginalized populations.
- Lead the strategic planning of livelihoods approaches, identifying priority areas and opportunities to address the economic and social needs of return and border communities, while ensuring alignment with WSF's objectives and national development priorities.
- Planning livelihoods programs, including community-based infrastructure and livelihoods interventions, coordinating with field teams, national staff, and implementing partners, and providing technical guidance to ensure interventions are well-structured, context-informed, and aligned with program objectives.
- Translate strategic plans into actionable insights by assessing market opportunities, community needs, and vulnerabilities, providing the evidence base to guide program design and needs assessments.
- Facilitate community-based engagement by working closely with local authorities, community-based organizations, and other stakeholders, ensuring programs are inclusive and responsive to the needs of return communities with attention on women, youth, and marginalized populations.

- Lead the rollout of program activities, ensuring effective implementation through detailed activity planning, budgeting, and resource allocation to ensure interventions are feasible, cost-effective, and aligned with program objectives.
- Monitor program implementation, track outputs, outcomes, and community feedback, oversee partner and service provider performance, and develop monitoring frameworks, tools, and guidance to support data collection, reporting, and evidence-based adaptive management.
- Provide mentorship and capacity building to program staff and partners to strengthen technical and operational skills in livelihoods programming, including the development and use of standard operating procedures (SOPs) and monitoring tools to ensure quality and consistency in program delivery.
- Represent WSF in relevant coordination forums, meetings, and stakeholder consultations, advocating for livelihoods and economic recovery priorities and promoting cross-sectoral collaboration.
- Prepare and consolidate start-up progress updates and activity reports for donor monthly and quarterly donor reporting requirements, and provide timely inputs to the Operations Manager and mission outreach products.

Minimum Qualifications

- Bachelor's degree in Development Studies, Economics, Social Sciences, or a related field from an accredited academic institution with one (1) year of professional experience; or,
- Advanced degree in the above fields with relevant professional experience.
- Experience in designing and implementing livelihood interventions, including cash-for-work, labor-intensive activities, small business support, vocational skills, or community resilience initiatives;
- Experience in coordinating with government counterparts, communities, and partners, as well as conducting livelihoods or market assessments, monitoring program activities, and supporting field-level recovery operations.

Skills

- Skills in program implementation, monitoring, budgeting, and reporting;
- Strong coordination and stakeholder engagement skills;
- Experience in livelihoods and market assessments;
- Strong communication and interpersonal skills in multicultural environments;
- Excellent knowledge of the WSF project management cycle;
- Ability to write and speak clearly and concisely in English

Administration & Logistics Officer

Department: Operations & Administration | **Type:** Internship (Stipend-Based)

Key Duties & Responsibilities

- Develop and maintain good working relationships with service providers to obtain the best
- Ensure integration of work with other team members in the Administration unit.
- Support the Admin Lead in working with different office clients to ensure customer satisfaction.
- Make sure that internal & external travel and accommodation needs and other hotel reservations are done on a timely manner
- Process purchase requisitions/orders within purchasing authority to support smooth project implementations
- Invite, assess, and award/recommend supplier tenders, bids, quotations, and proposals.

- Establish and negotiate contract terms and conditions, and maintain supplier relationships
- Prepare and maintain purchasing records, reports, and price lists
- Work with internal and external stakeholders to determine procurement needs, quality, and delivery requirements
- Obtain supplier price quotes on time.
- Place orders with suppliers on time to ensure the timely delivery of materials to the project sites.
- Assist in the development of specifications for equipment, materials, and services to be purchased
- Administer contract performance, including delivery, receipt, warranty, damages and insurance
- Reconcile or resolve value discrepancies
- Comply with and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices
- Address staffing resource needs and supervise purchasing clerks
- Develop and maintain constructive and cooperative working relationships with colleagues and management
- Ensure that financial transactions, specifically office bill payments, are within financial and administrative policies and procedures.
- Provide support in ensuring that all office practices are compliant with administrative & finance policies and procedures

Minimum Qualifications

- Degree or Advanced Diploma in Business Administration, Public Administration, or related field
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Highly organized, detail-oriented, and able to manage multiple tasks effectively

Finance Officer

Department: Finance | **Type:** Internship (Stipend-Based)

WSF is seeking a detail-oriented and experienced Finance Officer to join our dynamic team. As a Finance Officer, He/she will play a pivotal role in ensuring the financial health and integrity of our organization. His/her responsibilities will include managing financial transactions, budgeting, preparing financial reports, and supporting overall financial operations.

Key Duties & Responsibilities

- Develop, monitor, and update project budgets in accordance with the organization's policy and donor requirements and guidelines
- Collaborate with project managers and partners to ensure accurate budget allocation and utilization.
- Conduct periodic financial forecasting and variance analysis to ensure budget adherence
- Prepare accurate and timely financial reports for submission to the donor and to the board.
- Ensure compliance with donor reporting requirements and standards.
- Maintain financial records and documentation for audit and compliance purposes.
- Coordinate with project teams to gather financial data and support the preparation of narrative reports
- Identify and mitigate financial risks and implement controls to prevent fraud and irregularities.
- Support internal and external audits by providing necessary documentation and information.

Minimum Qualifications

- Degree or Advanced Diploma in Accounting, Finance, or Commerce (CPA or ACCA progress is an advantage)
- Basic experience with QuickBooks or any accounting software
- Strong numerical accuracy, integrity, and attention to detail

GENERAL REQUIREMENTS FOR ALL POSITIONS

- Fresh graduate or up to 2 years of post-graduation experience in a relevant field
- Demonstrated commitment to child protection, gender equality, and community development values
- Willingness to work in community and field settings in Kigoma Region
- Strong interpersonal skills, communication skills, presentation and facilitation skills, ability to work in a team, and cultural sensitivity
- Basic computer literacy (Microsoft Word, Excel, email)
- Proficiency in Kiswahili; working knowledge of English is an added advantage
- Partnership development and management skills

HOW TO APPLY

Interested candidates should submit the following documents in a single PDF or Word document:

- A cover letter (maximum 1 page) explaining your interest in the position and relevant experience
- An updated Curriculum Vitae (CV) with at least two professional or academic references
- Copies of relevant academic certificates and transcripts

Email Applications

To: watotosalamafoundation@outlook.com

Copy (CC): info@wsf.or.tz

Email Subject Line: *[Position Title] – Application – [Your Full Name]*

Application Deadline: 10 July 2026 *(Only shortlisted candidates will be contacted)*

WSF is an equal opportunity organization. Women, persons with disabilities, and candidates from marginalized communities are strongly encouraged to apply.

“The recruitment process is free and fair. WWSF does not charge any fee at any stage of the recruitment process. If you are asked to pay any fee, please do not do so and report immediately. For any queries, send your concerns to fraud@wsf.or.tz”