



VACANCY ANNOUNCEMENT

SOS Children's Villages Tanzania is a non-governmental organization affiliated with SOS Children's Villages International, a worldwide childcare and child protection organization dedicated to providing children without parental care with a loving, stable family environment and opportunities for education and development.

Established over 60 years ago, SOS Children's Villages International is the umbrella organization for SOS Children's Villages, which operates in 135 countries worldwide. Globally, the organization implements the SOS Children's Villages Programme through two main approaches: Family Like Care, provided through SOS Children's Villages, and Family Strengthening Programmes, which support vulnerable families and communities to prevent family separation.

SOS Children's Villages has been working in the United Republic of Tanzania since 1981. Currently, our programmes are implemented in Zanzibar, Arusha, Dar es Salaam, Mwanza, Dodoma, and Iringa.

SOS Children's Villages (SOSCV) Tanzania is currently seeking qualified and motivated candidates to fill the following positions:

Job Title: Monitoring and Evaluation (M&E) Officer – 1 position

Duty station: SOS Children's Villages (SOSCV) - Mwanza

Report to: Program Manager

Job summary:

The M&E Officer will be responsible for implementing SOSCV M&E strategy, policy and practices in collaboration with the Head of Monitoring, Evaluation and Learning (MEAL). This includes developing and improving M&E methodologies, contributing to project quality and innovation through capacity building, technical support, and knowledge sharing. The officer will integrate program learning, research evidence, and impact monitoring into organizational learning. The role reports to the Program Manager, with dotted line to the Head of MEAL at the National office.

Key Responsibilities:

- Support all M&E initiatives for assigned grant(s)/project(s) including monitoring data quality, tracking the progress of results, and contributing to staff capacity building initiatives as necessary.
- Assist in making sure that Result Based Management (RBM) remains alive in the location by undertaking and facilitating M&E plan for SOS CV Tanzania and its partners, regular revising and updating performance questions, indicators, methods, reporting on time and analytical processes for each project component and for each level of objective hierarchy.
- Assist in making sure that Program Data Base (PDB) remain alive by supporting the program staff in the processes of entering valid, relevant and reliable data in PDB, reviewing the quality of existing project data, strengthen data collection methods, and the degree to which the existing data will provide good baseline information.
- Undertake regular visits to the field to support implementation of M&E and to identify where adaptations might be needed.



- Designing SOS CV Tanzania and its partners monitoring and evaluation tools. Analysing the data from the field and assisting the Head of MAL in writing the M&E reports.
- Support project/program staff on ways to properly document, organize and capture progress of the project.
- Build capacities and knowledge of project staff on M&E, development of frameworks to integrate M&E in Project cycle, impact assessment and Learning and knowledge management.
- Support and participate in project evaluations and writing evaluation report with recommendations for decision making.
- Ensure adherence to SOS CV Tanzania principles of Family Based Care and Family Strengthening approach & integrate Child Rights M&E principles and practices into the strategies and its implementation.
- Reviewing existing M&E and management information systems of SOS CV Tanzania and identifying where support is needed.
- Ensure the documentation and presentation of lesson learnt and best practices to the project staff, management, partners and stakeholders and put mechanisms to ensure they are accommodated in daily implementation SOSCV Tanzania program.
- Develop a capacity-building plan for M&E and computer-based systems and conduct quality checks to identify areas for improvement.

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

- Bachelor's degree in project management, Statistic, Economics, Development Studies, or related field.
- 3 years of solid experience in M&E with a strong background in Non-Governmental Organizations.
- Strong communication skills with fluency in both written and spoken English.
- Ability to present information in a clear and convincing manner with strong persuasion and negotiation skills, especially proficiency in MS Excel and statistical database software.

Job Title: Procurement & Logistics Officer – 1 position

Duty station: Zanzibar

Report to: Human Resources & Administration Coordinator

Job Summary

The Procurement and Logistics Officer will be responsible in ensuring the efficient, transparent, and cost-effective management of procurement and logistics functions that enable timely availability of goods, services, and operational support required for effective program implementation. The position contributes to organizational accountability, value for money, and compliance with organizational policies and donor requirements while strengthening supply chain systems that support the delivery of quality programs for children, young people, and families served by SOSCV. The role aims to enhance operational efficiency by ensuring that procurement and logistics processes are well planned, well-coordinated, and responsive to program needs, thereby enabling program teams to deliver results effectively and responsibly.



Key Facilities:

- Strengthen procurement systems to secure reliable, quality, and cost-effective goods and services that support program delivery.
- Promote transparency, fairness, and value for money in all procurement processes, ensuring compliance with organizational policies and donor requirements.
- Build and maintain a pre-qualified supplier network and establish framework agreements to guarantee consistent and timely supply.
- Develop and implement logistics systems, SOPs, and methodologies that ensure timely, safe, and efficient delivery of goods and services.
- Coordinate logistics activities across programs, finance, and support functions to streamline operations and minimize delays.
- Ensure proper fleet management and operational readiness to support program and organizational objectives.
- Uphold procurement and logistics ethics, enforcing anti-fraud measures, conflict-of-interest policies, and organizational codes of conduct.
- Maintain accurate, organized procurement and logistics documentation to support audits, donor reporting, and internal accountability.
- Monitor supplier and contractor performance to ensure compliance with contractual obligations and organizational standards.
- Conduct market assessments and price surveys to identify cost-saving opportunities and enhance efficiency.
- Provide guidance on procurement and logistics planning to ensure alignment with program budgets and resource optimization.
- Support long-term planning to secure resources in a timely and financially responsible manner.
- Guide and training program and support staff on procurement and logistics procedures, best practices, and compliance standards.
- Promote collaboration between procurement, logistics, program, and finance teams to ensure seamless operations.
- Anticipate program needs and ensure timely availability of critical goods and services to avoid operational disruptions.
- Develop contingency and risk management strategies for procurement and logistics to maintain continuity during emergencies or unforeseen challenges.
- Support strategic decision-making by providing data-driven insights on procurement trends, supplier performance, and logistics operations.

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

- Bachelor's degree in Procurement and supplies, Material Management, Logistics and Supply Chain Management.
- 3 to 4 years of progressively responsible experience in procurement and logistics.
- Knowledge of Logistics and Transport Management
- Be able to use effectively computerized integrated Financial Management and Human Resource System
- Strong knowledge of procurement procedures, policies, and best practices.
- Good understanding of procurement compliance requirements and regulatory frameworks.
- Strong planning and organizational skills with the ability to manage multiple procurement and logistics activities simultaneously.
- Excellent negotiation and vendor management skills to secure competitive pricing and service quality.
- Strong analytical and problem-solving skills.
- Good financial and budgeting skills related to procurement planning and cost management.
- Ability to work independently and as part of a team.



Job Title: Driver – 2 positions.
Duty station: Mwanza
Report to: Logistic and Administration Officer

Job summary.

The Driver will be responsible for meeting the transportation needs of the SOS Children's Village Mwanza Program. In doing so, carries an important responsibility, being entrusted with the lives of Children and staff and the reputation of SOSCV. In all their work, the individual should serve as a good role model for village children.

Key Responsibilities:

- Provide safe and reliable driving services for staff, visitors, and authorized personnel.
- Always drive responsibly and safely to ensure the protection of staff, passengers, vehicles, and organizational property.
- Maintain accurate records of all trips in the vehicle logbook.
- Ensure that all assigned vehicles are always maintained in good working conditions.
- Promptly report any mechanical defects or vehicle performance to the supervisor responsible.
- Ensure vehicles are serviced regularly according to the official service schedule.
- Dispatching and collecting official documents to and from offices, partners, stakeholders, and other designated locations as required.
- Perform any other duties assigned by supervisor.

Knowledge, skills, qualifications, abilities and behavior competencies:

- Certificate of Secondary Education and Certificate from VETA, National Institute of Transport (NIT) or any recognized colleges / institutions.
- Must possess VIP driving Certificate
- Have valid driving license at all the time
- At least 2 years' working experience, preferably NGOs.
- Basic knowledge on Child rights and Child protection.
- Ability to work with minimum supervision.
- Strong interpersonal and team skills.
- Fluent in English and Swahili.

Job Title: Office Assistant– 1 position.
Duty station: Mwanza
Report to: Logistic and Administration Officer

Job summary.

The Office Assistant will be responsible for ensuring the cleanliness, orderliness, and hygiene of the office and other assigned areas. This includes performing routine cleaning tasks, managing supplies and inventory, assisting in office logistics for meetings and events, and supporting waste management efforts. The role also includes coordinating the receipt and storage of office sundries and materials, ensuring that the office environment remains efficient and welcoming for staff and visitors. The Office Assistant will play a key role in maintaining a smooth and organized office environment.



Key Responsibilities:

- Oversee daily cleaning activities to ensure that the offices within the premises, and assigned areas are maintained in a clean, neat, tidy, and hygienic condition always.
- Monitor and replenish cleaning products, toiletries, refreshments, stationery, and other office supplies to ensure adequate availability for staff and visitors.
- Manage the store by receiving, recording, and maintaining accurate inventory of sundries, office supplies, stationery, and other items, and reorder supplies as necessary.
- Assist with office logistics for meetings, events, and appointments
- Maintain a clean and organized reception area, greet and direct visitors, and handle incoming calls professionally.
- Maintain office equipment by ensuring it is in good working condition and facilitating repairs when needed.
- Support staff with administrative tasks, such as photocopying, filing, and organizing documents.
- Perform any other duties assigned by supervisor

Knowledge, skills, qualifications, abilities and behavior competencies:

- Diploma in Office Administration, Management, or a related field.
- A minimum of two years of proven working experience as an Office Assistant or in a similar administrative role.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficient in basic office software and technology.
- Ability to handle multiple tasks and prioritize effectively.
- Strong problem-solving skills and proactive attitude.

How to apply:

If you are interested in any of the above positions, please use the link below to submit your applications: -

[Job Listings at SOS Children's Villages International](#)

Application deadline: 14th September 2026.

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, donor, and community members. Therefore, candidates applying for this post will be subject to child safeguarding recruitment procedures and checks.

TO APPLY FOR THESE JOBS: CLICK
HERE