



Job Title: Programme Officer (Part time - Duration 2 months)
Reporting to: Programme Manager
Start Date: ASAP
Location: Dar es Salaam, Tanzania
Closing Date: 30th January 2008

Job Description:

Under the direction of the Programme Manager, the Officer is responsible for running of Camferd programmes. Programme officer will be responsible for Programme planning, budgeting, implementing, monitoring and evaluation of the programmes.

Key Duties & Responsibilities:

- Preparation of work programmes and budgets.
- Managing payments to schools for girls and corresponding regularly with school staff and girls to ensure they receive the necessary support.
- Keeping accurate records on girls and schools and ensuring this information is kept updated in the programme database.
- Organizing meetings and training workshops for key stakeholders, including Teacher Mentors and Committee members.
- Budgeting and financial management of the programme.
- Fundraising.
- Programme monitoring and evaluation.
- Preparation of programme reports.
- Networking with Camferd beneficiaries.
- Supporting Camferd Association in its activity implementation.
- Any other task as may be assigned to by the organization.

Knowledge, Experience & Skills Required:

Essential

- A degree or its equivalent in Social sciences, economics,
- Honesty and integrity
- An eye for detail, strong computer skills including excel skills and a flexible, proactive and problem-solving approach to work.
- Ability to use own initiative and to work unsupervised.
- Excellent interpersonal and communication skills.
- Ability to work under pressure and to keep to deadlines.

Desirable

- 1-2 years experience in Programme planning and implementation
- Relevant experience gained from working with an international NGO.

Contact Details:

Please send a covering letter and CV to the Executive Director, Camferd Tanzania, Off Haile Selassie Road adjacent to Hotel Karibu, P.O Box 33835, Dar es Salaam or by email to tmoyo@camfed.org.
Phone number: 0222600036 by 30th January 2008.