HakiElimu
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Program Officer - Gender &amp; VACiS</th>
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<tbody>
<tr>
<td>Department</td>
<td>Community Engagement and Action (CEA)</td>
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<td>Reports to</td>
<td>Manager CEA</td>
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<tr>
<td>Location</td>
<td>Dar es Salaam, Tanzania</td>
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<tr>
<td>Supervises</td>
<td>Zonal POs, once recruited</td>
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<tr>
<td>Travel Requirements</td>
<td>Frequent travel</td>
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<td>Key relationships</td>
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A: CORE PURPOSE OF THE ROLE:
To mobilize citizens and the school communities around programs districts to transform their schools be gender sensitive, and VAC-free areas in order to promote effective learning for children especially girls.

B: MAIN RESPONSIBILITIES:

1. **Responsible for the Designing and promotion of gender and VAC messages in communities and program schools**
   - Design and communicate gender and VAC messages using relevant advocacy platforms
   - Liaise with media and other stakeholders in communicating gender and VAC messages across the country
   - Building capacity of HakiElimu staff and partners on gender and VACis issues and advocacy strategies

2. **Responsible for the establishment and Facilitation of Gender & VAC clubs to promote girls’ education and child protection in program schools**
   - Establish Gender and VAC clubs
   - Support functionality of students-led Gender and VAC Clubs in order to fight against gender inequalities and other subjugations
   - Building and strengthening citizen’s-led mechanisms for carrying out awareness campaign on Girls education and child protection
   - Working with *Focal Friends of Education* (volunteers) and other stakeholders to ensure girl’s retention and transition to higher level of their learning is maintained
   - Facilitate identification and support of girls at risk of dropping out of schools
   - Work with the Media Engagement and Advocacy (MEA) team to build the capacity of schools to address girl’s education concerns e.g. use of Theatre for Development as a means of communication and influencing at school and community levels
   - Developing user-friendly gender, and VAC monitoring tools
   - Document case studies from Gender and VAC Clubs interventions
   - Pilot Good School Tool Kit to end VACiS
3. Facilitate Friends to promote gender and child protection in schools
   - Organize and facilitate community dialogues and training sessions on Gender and VACiS, and report on deliberations and actions
   - Participate in radio talk shows, and report issues covered in the discussion
   - Facilitate Friends to monitor and report gender and VACiS incidences
   - Document case studies from girls and child protection campaign at school.
   - Work with Friends to mobilize community to contribute towards improving WASH facilities in schools
   - Facilitate Friends to engage school authorities and LGAs to address Gender and VACiS issues

4. Other Duties as required
   - Contribute to communicating the Friends of Education concept, recruitment of new Friends and responding to citizen’s/Friends letters and emails
   - Participate effectively in the organization of review meetings
   - Participate in HakiElimu’s research and baseline studies
   - Maintain, and improve active and regular working relationships with other HakiElimu staff, partner organizations, and other stakeholders
   - Contribute to overall direction of HakiElimu programs including leading on/contributing to policies and strategy formulation
   - Play a key leadership role in HakiElimu’s Gender Committee to ensure gender mainstreaming is effeteely implemented across the organisations programing and operations

C: PERSONAL SPECIFICATIONS, BEHAVIOURS AND CONDUCT:

1) Minimum Skills and Experience-Essentials
   - Recommended a minimum of 5 years’ experience of work in related positions
   - First degree in development or other social sciences related courses, Master’s degree is an added advantage
   - Robust experience of NGO program cycle management, and with experience field related interventions
   - A very good understanding of national and international development issues, especially within the education sector and its development programs.
   - Strong commitment, knowledge and expertise in issues of gender equality
   - Basic experience and knowledge of effective financial and budgetary control, including resource mobilization and grant management skills
   - Solid project management skills with a proven history of delivering results
   - Ability to analyze information, evaluate options and to think and plan strategically
   - Proven ability to engage with and build relationships with people at all levels, including school children and other community stakeholders including Friends of Education
   - Excellent interpersonal, communication and presentation skills
   - Fluency in written and spoken English
   - Commitment to and understanding of HakiElimu aims, values and principles including rights-based approaches

2) Personal Attributes and behaviors
• A proven program officer who can drive and execute her duties to the best level
• Proactive and able to self-manage
• Highly organized and detail conscious
• Energetic and inspiring to young people and peers
• A team player
• Able to articulate issues, and communicate clearly to diverse audiences, including partners, staff, *Friends of Education*, community members, and government officials

3) **Code of Conduct**
• To uphold HakiElimu’s financial policies and procedures, staff code of conduct and values at all times during the course of your post with the organization, acting as a role model in the course of your duties.
• You will sign these documents upon joining the organization and will be accountable to meet these standards

**D: CHANGES AND AMENDMENTS:**
This job description may be amended by HakiElimu after consultation with the employee and the supervisor

We the undersigned fully understood and agree to the foregoing Job Descriptions and agree with the content entirely.

Approved by:

__________________________________________  ________________  ________________  ________________
Employee’s Name          Employee’s Signature     Date                Executive Director

__________________________________________  ________________  ________________  ________________
Supervisor’s Name          Supervisor’s Signature     Date                Date