



PROJECT MANAGER

Place of Work/Location : Kagera, Tanzania
Application Deadline : 31.07.2022
Languages Required: English & Kiswahili
Starting Date: 12.09. 2022.

Please apply in English using your CV (including education, internships and working experiences) and covering letter (as a motivational letter why you are interested in this position and Jambo For Development) as a single document. Also include actual and expected annual gross salary for this position.

Kindly include the position and your name in the email subject line.

Send your application to job@jambofordevelopment.org

BACKGROUND

Information about Jambo For Development:

Jambo for Development (JFD) works with schools, children, parents, institutions, and local and central government officials to further its mission to use innovative life skills games, creative sports, and games to empower children and youth in Kagera Region, Tanzania to achieve gender equality and improved health (HIV/AIDS awareness and water and sanitation) and education outcomes. The JFD programmes focus on improving existing infrastructure, training teachers, and organising sports competitions for children. JFD's innovative "Life Skills Games" concept offers children a unique 'learning by doing' experience and imparts a range of essential skills that include interpersonal, decision-making, critical thinking and self-management skills creating increased awareness and confidence. The teacher training component of the programme imparts teachers with knowledge and tools to help raise awareness about HIV/AIDS and further develop the pupils' social and physical skills.

Jambo for Development and its pre-cursor and founding organisation Jambo Bukoba, based in Germany, have reached more than 500,000 children by the end of 2020 generating improvements in school examination results moving Kagera to the third position countrywide.

Visit us: <https://jambofordevelopment.org/>

JOB SUMMARY

The Project Management Position is crucial to the success of Jambo For Development integrated services. The position requires a high degree of integrity, professionalism, flexibility, and perseverance, as well as the ability to anticipate, identify and resolve project and management problems.

We are looking for highly professional, enthusiastic, and energetic Project Manager with Engineering Background to support the ongoing activities of Jambo For Development. Under



the overall guidance of Jambo For Development board and direct supervision by the Head of Program and Operations, the Project Manager will be the main responsible person for two districts in Kagera as far as Project Management is concern.

DUTIES AND RESPONSIBILITIES

PROJECT PLANNING AND MANAGEMENT:

- Overseeing all duties related to project management in two districts
- Use appropriate verification techniques to manage changes in project scope, schedule, and costs.
- Responsible on facilitating the school building projects to its realization
- Assisting on planning and organizing District and Regional Bonanza
- Responsible on making sure Jambo for Development values are followed and respected in schools
- Responsible on making sure Life Skills Games are well played in schools.
- Ensuring that all program activities are developed and implemented in accordance with the organization's guidelines.
- Supporting the planning and implementation of workshops, trainings, and conferences/Meetings.
- Ensure all project has all the necessary documents before kick-off like Budgets, Bill of Quantities (BoQ), Signed Project Implementation Agreement (PIA), Proof of Community Contribution and District contribution through collaborate with respective persons like District Engineer, District Education Officer and Accounting Manager.

MONITORING AND EVALUATION:

- Work with M&E Department to support program functions and ensure the utilization of M&E database as per agreed schedules
- Support the M&E Department to conduct Monitoring and Evaluation of projects that are carried out by the organization in cooperation with the Government and the Community through using the developed tools.
- Overseeing monitoring project progress and tracking project performance and ensuring all deadlines and short and long-term objectives are met.

PROJECT BUDGETING

- Assist and support account department in creating and managing forecasts and budgets for various projects and activities
- Ensure that transfer of funds to partners is done appropriately for proper grant management.
- Ensure that all allocated resources are effectively utilized for the intended purpose



PARTNERSHIPS AND STAKEHOLDER MANAGEMENT

- Develop and manage cooperation and partnership with the districts and other local partners
- As requested, representing the Executive Director in meetings with the district and local partners and other organizations.

COMPETENCIES

Core Competencies:

- Engineering experience is a must to this role
- Take responsibility. Discretion combined with 100% honesty and trustworthy.
- Demonstrates integrity by modelling the JFD values and ethical standards.
- Promotes the vision, mission, and strategic goals of Jambo For Development.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Be a good ambassador of Jambo For Development in sports, gender issues, HIV/AIDS awareness, and education

Functional Competencies:

- Organization and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources, and multiple reporting relationships.
- Plans, coordinates, and organizes workload while remaining aware of changing priorities and competing deadlines.
- Establishes, builds, and maintains effective working relationships with staff and stakeholders to facilitate the provision of maximum support

Self-Management

- Demonstrates strong oral and written communication skills.
- Demonstrates openness to change and ability to manage complexities.
- Responds positively to critical feedback and differing points of view.
- Solicits feedback from staff about the impact of his/her own behaviour.

REQUIRED SKILLS AND EXPERIENCES

Education:

- University Degree preferably in Project Management, Engineering, Sociology, Business Administration, Economics, or related field.
- skilled and experienced in Project Management (3 – 5 years on similar job)

Language Requirements:

- Fluency in written and spoken Kiswahili and English.