

Actions for Development Programmes - Mbozi

(ADP-MBOZI)



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JOB ADVERTISEMENT-ACHIEVE AND DREAMS PROGRAM

ADP-Mbozi is a registered national NGO on 10th October 2005 under section 11(3) Act No. 24 of 2002. Originally registered under the Trustees Incorporation Ordinance Cap. 375 on 29th November 1995 with registration number 1639. Since then, the Organization has grown in terms of interventions and coverage.

ADP Mbozi aims to be a leader in facilitating socio-economic empowerment of marginalized rural and urban communities in Tanzania through community empowerment on HIV prevention, impact mitigation, gender and good governance; promotion of improved agriculture production and food utilization, entrepreneurship and market development, and addressing challenges of environment.

It is a result-oriented organization that offers employees opportunities and experiences that are both interesting and challenging.

The headquarter of the organization is located in Vwawa town, the headquarter of Songwe Region, about 70 km from Mbeya city, along the Dar es Salaam –Lusaka highway.

Subject to approval by USAID and Pact, the organization has come into agreement with Pact to implement ACHIEVE/DREAMS program in councils of Mbozi, Momba, Tunduma (Songwe Region), Mbeya City, Kyela and Mbalari (Mbeya Region).

ACHIEVE and DREAMS program is the USAID funded project that aims to strengthen local organizations and national and community level social welfare systems, structures, and work force to support and sustain OVC to access HIV -inclusive services that support their health and wellbeing.

Specifically, the program aims to: -

- Strengthen the capacity of the national and community level social welfare workforce, systems, and structures to ensure quality services for OVC, at -risk AGYW, and people living with HIV(PLHIV)
- Build capacity of local organizations to manage and implement USAID/PEPFAR awards as prime implementing partners ACHIEVE Tanzania Project will support the transition of prime funding and implementation to capable local partners to meet the PEPFAR goal of 70% of funding to local partners.
- Deliver high quality OVC services and DREAMS interventions for AGYW and OVC caregivers

In order to achieve the intended objectives, the organization seeks a dedicated and keen persons to undertake the following post:

Title: Assistant Youth Intervention Officer (AYIO) - 1 position

Reporting to: Youth Intervention Officer

Location: Tunduma Council

Line Manage: None Locations:

Required Qualification; Diploma in Social Science, Sociology, and at least 2 years experienced in relevant field /Donor funded project targeting AGYW, OVCs in and out of schools.

Roles & Responsibilities.

- Liaise with DREAMS Officer to facilitate the HURU training to the teachers.
- At ward level, work closely with Local Government Authorities (LGAs), school heads, and PTAs to ensure DREAMS program is well understood and supported.
- Share all necessary reporting tools with schools and ensure they are completed within the agreed time period.
- Arrange the date, time, logistics, and participate in distribution of HURU kits to the beneficiaries at the schools.
- Work with CCWs to collect all necessary forms and ensure that ADP Mbozi M&E staff have supported in the entering the pre-/post-test data into DHSI2.
- Visit the families of DREAMS beneficiaries to verify their existence and refer them to other Dreams activities as necessary.

- Coordinate enrollment process of adolescent's girls out of schools in collaboration with other stakeholders.
- Work with ADP Mbozi finance team to source vendors to supply the ADP Mbozi procured materials for DREAMS.
- Record and keep all the documentation from vendors in a safe place and forward the copies of vendor/procurement documents/forms (e.g., quotations, vendor selection, proforma & tax invoices, delivery notes, receipts) to the Pact DREAMS Coordinator.
- Collect all the forms required for DREAMS material procurement and distribution from Pact DREAMS Coordinator.
- Using the Pact defined process and tools for DREAMS (including packages of materials and forms), procure the ADP Mbozi provided materials for DREAMS Educational Subsidy Program by school.
- Arrange with the Pact DREAMS Coordinator to receive and verify materials procured by Pact, cross checking with lists of intended beneficiaries for all schools.
- Arrange distribution dates with the schools and PTAs.
- Distribute all DREAMS materials on specific designated days.
- Collect all the signed forms from beneficiaries after they receive the educational subsidies (e.g., resolve all issues related to faults, shortage of materials).
- Collect success stories and reports and give them to the program manager and other DREAMS implementing partners.
- Conduct bi-weekly sessions with VETA students.
- Conduct ASRH session with VETA student.

How to apply:

Interested applicant should send the application letter, resume, academic transcripts, and three referees to:

Executive Director,

ADP-Mbozi,

P.O.BOX 204, Mbozi.

Email: adpmbozi@yahoo.com

Deadline: 16/10/2022 before close of office business. 15.30 hours.