Vacancies – 5 Posts

Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff and as partners people of all faiths and secular traditions who share our values and our commitment to serving those in need.

Catholic Relief Services (CRS) is an international non-governmental organization supporting relief and development work in over 99 countries around the world. CRS programs assist persons on the basis of need, regardless of creed, ethnicity or nationality and works through local church and non-church partners to implement its programs. CRS has been helping poor, vulnerable families improve their lives through orphans and vulnerable children, agriculture, health, microfinance, and WASH programming in Tanzania since 1962.

CRS is seeking for qualified individuals to fill 5 positions as stipulated below, for an upcoming USAID-funded project aimed at improving youth livelihoods in agriculture. The program will enhance entrepreneurial, life and workforce readiness skills and link qualified youth with economic and employment opportunities.

1. **Job Title:** Chief of Party  
   **Job Location:** Dar es Salam Tanzania  
   **Reports To:** Country Representative

**Specific Responsibilities:**

- Provide overall technical and administrative leadership to the project implementation team, including development of strategies, budgets, work plans, monitoring and evaluation plans and reporting
- Provide supervision to the project full time personnel, consultants and subcontractors
- Interact with the USAID Mission and provide regular updates on project progress or issues that arise
- Serve as the primary liaison to USAID, local and national governmental authorities, local NGOs, community organizations, and other donor organizations
- Provide mentoring and professional development support to project staff, with emphasis on building capacity of national staff
- Lead the development of program strategies, planning and implementation of program activities while ensuring cohesion among the program components.
- Promotes sustainability of project activities with effective networking, linkages to other programs, capacity building of project staff, and institutional strengthening of implementing partners and community-based organizations.
Required Qualifications and Experience:

- Master’s Degree in Agriculture, Economic Development or related field.
- Minimum ten years of relevant experience in the technical areas of: agriculture, youth development, workforce development, entrepreneurship, and/or youth employability
- Experience working with education and training institutions, private sector and NGOs to provide work readiness and technical training for the agriculture sector
- Experience with either the facilitated approach to donor programs and/or youth participatory engagement, peer-to-peer learning, and youth engagement strategies
- Experience working in developing countries (Sub-saharan or Tanzania specific experience desirable)
- Experience with USAID or other international donors preferred
- Fluency in oral and written English

2. **Job Title:** Entrepreneurial Skills Specialist  
   **Job Location:** Dar es Salaam  
   **Reports To:** Chief of Party

Specific Responsibilities:

- Works to proactively assist in identifying local, regional and national opportunities for public/private partnerships to support the employment and career advancement efforts of youth to enable them to secure jobs in the targeted sectors.
- Facilitates lasting relationships among employers, workforce development providers and government entities in support of their efforts to secure employment or career advancement for at-risk youth.
- Enhances partnerships with industry, government and community partners to develop a system for the collection, analysis and regular, widespread dissemination of labor market demand data to employers, workforce development providers, GOH, and the public.
- Provide expertise in value chain and labor market analysis to identify critical job needs in the industry.
- Advocates for policy changes by both GoT and leading employers which support the development, implementation, and continuous improvement of an integrated and effective workforce and economic development system, as well as those policies, procedures and standards which reduce barriers for the participation of at-risk youth in the formal workplace.
- Has a passion for developing youth employability solutions and a commitment to technical thought leadership in this area.

Required Qualifications and Experience:

- Bachelor’s degree from an accredited college or university in Business, Economics, Public Administration, Sociology or a closely related field. Master’s degree in business or a related field.
- Minimum of five years of experience with workforce development and/or professional education.
- Demonstrated experience managing projects and programs that enhance human capital development.
- Demonstrated experience and expertise in labor market, value chain and/or related economic or population-level analysis.
Experience working in the private sector, preferably in public private partnerships or social corporate responsibility.

- Excellent interpersonal skills and teamwork.
- Professionally proficient and fluent in written and spoken English.

3. **Job Title:** Employment Skills Specialist  
   **Job Location:** Dar es Salaam  
   **Reports To:** Chief of Party

**Specific Responsibilities:**
- Work in the design, management, and implementation of youth workforce development interventions.
- Identify curriculum for remedial education, soft skills training, and technical skills training
- Work to integrate positive youth development principles and wraparound services required for effective youth development
- Ensure that the workforce development interventions use best practices to address the needs of youth.
- Work with local curriculum design experts to establish or identify competency-based standards or industry certifications as identified
- Improve training curricula for related occupations to create a more highly qualified and technologically skilled youth workforce that matches labor market demand.

**Required Qualifications and Experience:**

- Bachelor’s degree from an accredited college or university in a field related to education or youth development. (Master’s degree strongly preferred)
- Experience working in institutions with a focus on serving the needs of youth.
- Technical knowledge and experience in skills development, curriculum development, positive youth development, and related support services youth.
- Minimum of five years of experience managing field-based workforce and curricula development initiatives.
- In-depth knowledge of youth workforce development interventions in the Eastern Africa Region, preferably in Tanzania.
- Excellent interpersonal skills and teamwork.
- Professionally proficient and fluent in written and spoken English.
- Experience with USAID or other USG funding highly desired.
4. **Job Title:** Life Skills Specialist  
**Job Location:** Dar es Salaam  
**Reports To:** Chief of Party  

**Specific Responsibilities:**

- Develop strategies to increase learning and skills building for employment, citizenship, leadership and healthy behaviors to prepare young people for transition into adulthood.
- Ensure that skills development and leadership activities are accessible to youth.
- Promote age-appropriate learning opportunities based on developmental phases of different age groups.
- Provide technical leadership in community engagement and leadership opportunities for youth.
- Provide technical leadership in design, development, planning, and implementation; and capacity-building in quality technical, workforce readiness and entrepreneurship skills training.
- Ensure that project strategies and activities addressing youth are evidence-based and in line with state-of-the-art, globally recognized best practices; including Youth in Development Policy.

**Required Qualifications and Experience:**

- Master’s Degree or its International Equivalent in education, business, or other relevant field.
- 8+ years of experience in workforce development with an emphasis on youth development activities.
- Excellent track record of achieving results in similar types of skill development activities.
- Demonstrated high-level technical, analytical, and interpersonal skills.
- Expertise in delivering training to diverse audiences with varying levels of education.
- Strong critical thinking and technical writing skills.
- Experience in projects promoting livelihood interventions and youth employment with a focus on food-based economies highly desired.
- Experience with USAID or other USG funding highly desired.
- Experience working with relevant government agencies, civil society organizations, employers, and unions.
- Must have strong English written and oral communication skills.
- Knowledge of adolescent development and best practices to promote positive youth development.

5. **Job Title:** Monitoring, Evaluation and Learning (MEAL)  
**Job Location:** Dar es Salaam  
**Reports To:** Chief of Party  

**Specific Responsibilities:**

- Contribute to the design and implementation of M&E systems to collect and analyze project data for evidence-based programming decisions.
- Work with the CRS/Tanzania MEAL Director and the project technical team to develop or adapt project-specific MEAL tools.
- Orient CRS and partner staff on M&E tools and provide ongoing supportive supervision for implementation of the tools.
Ensure collection and reporting of high-quality program data and use of the data to track program implementation and outcomes against targets

Supervise data quality through site visits and the administration of data quality assessments

Support the project manager in the preparation and submission of the annual implementation plan and budget

Support the project manager to assure the implementation of CRS’s MEAL Policies & Procedures as a minimum standard

Support the design and lead the coordination of country level project evaluation activities

Work closely with the project manager to produce high-quality required and ad hoc reports

**Required Qualifications and Experience:**

- Five years of relevant professional experience in project-level MEAL, including development of data flow maps, data collection tools, reporting forms, and project databases
- Master’s degree in public health, statistics, health informatics, biostatistics, epidemiology, international development, economics or related field
- Experience in designing and implementing mixed method evaluation plans
- Thorough familiarity with principles and current approaches to project monitoring, evaluation, accountability and learning
- Excellent analytic and computer skills; skilled in MS Office Suite including Word, Excel, Outlook, PowerPoint and Access
- Skills in developing project M&E databases desired
- Willingness and ability to travel at least 40% of the time to project sites
- Experience in at least one of the following data analysis software: SPSS, STATA, SAS and Epi Info
- Prior knowledge and experience with early childhood development and maternal and child health (MCH) programs strongly desired

**Application Submission Deadline: 28th January 2016**

If you are interested and meet the minimum requirements, please submit your application and CV to the below address;

Senior Human Resources Officer
P.O. Box 34701
Catholic Relief Services
Dar es Salaam.
Email address: tz_hr@global.crs.org