



Job description

**Senior Programme
Manager Business
Development – Tanzania**



Introduction from the Country Director, Tanzania

Dear Candidate

Thank you for expressing your interest in working with WaterAid. If successful, you will be joining us at a really exciting time and helping us to deliver our ambitious plans for the future.

WaterAid works with people in the world's poorest countries to provide access to safe water, sanitation and improved hygiene. As we want our work to be sustainable we work through partner organisations in Africa, Asia and the Pacific region including governments, NGOs, academic and technical institutions and the private sector. Our partner organisations deliver services, carry out policy influencing work and campaign globally to realise our vision of a world where everyone has access to safe, affordable and accessible water and sanitation. We have recently launched our new global strategy with its ambition to reach everyone, everywhere with safe water, sanitation and hygiene by 2030, as our ambitious target. WaterAid Tanzania new country strategy was launched last year.

In Tanzania, our work and impact have grown immensely and we now work in a number of regions across the country with plans to scale up and deepen our work with the local and national governments and institutions.

It is envisaged that WaterAid Tanzania will become a key national and regional player in WaterAid East Africa in the near future, with our ambitious global strategic direction. The current phase of WaterAid's development in Tanzania therefore offers a great opportunity to fashion and lead the organisation on this exciting journey where we envisage universal access to Water, Sanitation and Hygiene (WASH) for all people, a goal aligned also with Tanzania's own development and growth.

WaterAid is looking for a Senior Programme Manager Business Development in Tanzania to play a vital role in our mission to make clean water, decent toilets and good hygiene normal for everyone, everywhere.

The primary purpose of the Senior Programme Manager Business Development is to lead on the programme fundraising efforts of WaterAid Tanzania including planning, managing and ensuring the delivery of an agreed funding target. The person will be responsible for researching, identifying and cultivating potential donors, including institutional and corporate donors as well as trusts, foundations, and philanthropies. S/he will support WaterAid Tanzania's Senior Management Team by leading in managing the effective implementation of the Country Programmes (CPs) Funding Strategy to support WaterAid's work in delivering sustainable WASH services in Tanzania in partnership with other development actors.

We are looking for an inspiring leader, who is politically savvy, a strategist, a change-leader, a negotiator, that is able to lead funding efforts and commands real credibility within the organisation and external audiences including government, civil society, donors, and other stakeholders. Significant international experience, including experience of working in an international, multi or bilateral agency or corporation, will be desirable. We're looking for someone with strong business development and organisational skills, proven change management experience, great influencing skills and a passion for our work.

If you would like to contribute your skills, experience and energies to enabling us to maximise the impact WaterAid can make in Tanzania, across East Africa and globally, we would be happy to welcome your application.

Ibrahim Kabole

Country Director – Tanzania

Senior Programme Manager Business Development – Tanzania

Place of work:	Tanzania – Dar Es Salaam, with frequent travel to other parts of the country and occasionally to other countries in East Africa Region.
Reports to:	Country Director – Tanzania
Key Working Relationships:	Senior/extended Management Team members of Tanzania Programme, and Regional Funding Manager.
Contract Type:	Full Time

Introduction

WaterAid’s Vision is of a world where everyone everywhere has access to safe water and sanitation. Our mission is to transform lives by improving access to safe water, hygiene and sanitation in the world’s poorest communities.

WaterAid works by helping communities, local organizations and governments set up cost efficient sustainable projects using appropriate technology that can be managed by the communities themselves. WaterAid also seeks to influence the policies of key partners, such as governments, to secure and protect the right of poor people to safe, affordable water and sanitation services. WaterAid operates in more than 40 countries in Africa, Asia and Latin America.

Job Purpose

The successful candidate will lead on the programme fundraising efforts of (WaterAid Tanzania (WATz) including planning, managing and ensuring the delivery of an agreed funding target. S/he will be responsible for researching, identifying and cultivating potential donors, including institutional and corporate donors as well as trusts, foundations, and philanthropies.

S/he will support WATz’s SMT by leading in managing the effective implementation of the Country Programmes (CPs) Funding Strategy to support WaterAid’s work in delivering sustainable WASH services in Tanzania in partnership with other development actors.

Key Responsibilities and Accountabilities:

- Revision of the fundraising strategy to reflect current targets the organisation has

towards business development targeted on a sustainable income growth, in order for WATz to deliver its WASH objectives.

- Lead on donor relationship building, gathering and sharing intelligence as well as management of bid development processes for technical/narrative proposal and budgets, working closely with Programme and Finance Teams.
- Lead on the management of consortia formation processes with other civil society partners and private sector organisations and support the development of capability statements.
- Maintain an overview of all grants, follow-up implementation schedules, reporting timelines and ensure compliance with grant agreements and contractual obligations.
- Lead and ensure compliance with WaterAid's restricted income management system (RIS). This requires linking with the Grants and Partner Support Manager to ensure that financial information in RIS aligns to the other organisation financial systems.
- Support the program team in managing donor compliance and donor relationship management.
- S/he will lead on managing all programme funding roles including having a dotted line responsibility related to grant management, and ensuring good quality narrative and financial reports are submitted to donors on time.
- Develop the CP's knowledge and capability on programme funding and understanding of the donor landscape and funding trends, through briefings, seminars, and routine advice.
- Work closely with the Programs Team to set key performance indicators and monitoring plans for funded projects/programmes in line with donor requirements and in compliance with WaterAid's Programme Monitoring Evaluation and Reporting (PMER) standards.
- Ensure close collaboration with the Regional Funding Manager and Technical Advisors in WaterAid East Africa Regional Office, WaterAid UK's donor leads as well as donor leads of other WaterAid members, so as to effectively deliver on the CP's programme funding ambition.
- Work closely with the Communication and Campaigns Manager to develop donor and key partner materials such as case studies, reports, and updates as reference and marketing materials.
- Undertake any other responsibilities, tasks or activities as reasonably required as the above is given as a broad range of duties and is not intended to be a complete description of all tasks. It is important to note that the responsibilities may change to meet the evolving needs of the way WaterAid works.

Team Management:

- Lead, motivate and support the Extended Senior Management Team (ESMT) in programme funding drives to work effectively together.

- Be a member of WATz's Extended Senior Management Team (ESMT); participating in appropriate staff meetings, ESMT, planning sessions and on-going liaising as needed.
- In liaison with the Director of Finance and IT, provide support to Programme implementing partner organisations to effectively management grants in line with donor guidelines.
- Adhere to WATz's operational policies, procedures and guidelines, including security guidelines, in all aspects of WATz's work and within relation with partners.

Person Specification

- Commitment to WaterAid's Values and working style that exhibits our leadership behaviours
- Excellent communication, facilitation, presentation, representation, influencing and interpersonal skills.
- Ability to initiate and co-ordinate fundraising efforts and work effectively with a wide variety of partners and disciplines.
- Excellent networking and engagement skills and proven ability to initiate and maintain strategic partnerships.
- Diplomatic and multi-cultural skills.
- Proven skills in leadership and team management, negotiation, liaison, and relationship and conflict management;
- Strong skills in proposal and report writing from experience of working with international donors
- Strong organisational and analytical skills;
- Adaptable, flexible, able to take initiative and prioritize among competing demands;

Education and Job Related Experience:

- Master's degree International Development, Institutional Development, Business Management / Administration, Public Health, Social Sciences, Project Management, or related fields.
- Strong experience in programme funding from institutional donors such as the DFID, GAC, EU, USAID, SIDA, NORAD, DANIDA etc., raising and managing funds from UN Agencies such as UNDP and UNCEF and development and managing relationships with the Government of Tanzania and Civil Society Organizations in Tanzania.
- Good knowledge of international development, particularly in East Africa, in particular and Africa in general, with at least five years of experience at senior management level in Tanzania.