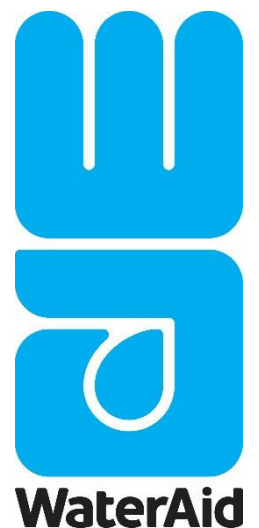


# Job Description

Project Specialist



<b>Job Designation</b>	Project Specialist
<b>Department</b>	Technical Services
<b>Grade</b>	E
<b>Core/Non-Core Role</b>	Non Core
<b>Location</b>	Head office, Dar Es Salaam - Tanzania
<b>Job Objective/Purpose</b>	<p>WaterAid Tanzania is looking for a Project Specialist who has what it takes to manage complex project to completion. He/She will lead project through every stage of the project life cycle, from planning to delivery. The Project Specialist will be a key member of our team, responsible for establishing and maintaining a strong rapport with other team members, contractors, and other stakeholders. The ideal candidate will have excellent leadership, communication and time management skills and strong attention to detail. This role will also give candidates the unique opportunity to contribute to the continued development of internal project management and take on a mentoring role to support staff. Specifically, for this Job the candidate will be responsible for leading, supervision and coordination of Data Collection Survey on Improvement of Hygiene Behavior in 30 Schools and 15 Health Care Facilities in Kisarawe District, Coastal Region. The survey aims to assess the current WASH situation, design and implement effective WASH and HBC intervention in schools and healthcare facilities and assess the sustained effect of a HBC and WASH services, produce hygiene handbook and shared knowledge internally (in-country) and externally (internationally). The study will also assess the microbiological contamination in water and diseases perception among target population as a secondary outcome. Project specialist will be key personnel responsible for the overall coordination, implementation, completion of specific projects ensuring consistency with organizational strategy, commitments and goals.</p>
<b>Report To</b>	Head of Programmes
<b>Direct Report (S)</b>	HBCC Officer

<b>Indirect Report (If Any)</b>	Research team
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<b>KEY RESPONSIBILITY AREAS</b>
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- Lead project planning sessions to review project goals and objectives, determine timelines, define tasks, and outline resources necessary to successfully complete the project
- Manage a team from among all partners involved in the project
- Monitor the progress of projects, including addressing issues that may arise and ensuring project deliverables are completed on time
- Use an appropriate tracking tool to coordinate different elements of the project
- Organize regular status and review meetings as necessary, including generating and distributing meeting minutes
- To work with the finance and project team to synthesize and analyze data to prepare accurate financial forecasts and reports
- Gather resources, identify potential constraints based on activities and timeframes, and define solutions to manage any constraints
- Design a risk management plan to minimize foreseeable disruptions to the project
- Manage relevant budgets ensure full compliance with the Donor and WaterAid policies, processes and procedure especially on procurement of goods and services
- Oversee all incoming and outgoing project documentation, including managing contracts
- To manage a portfolio and resources to ensure donor and other stakeholders engagement through project plans, schedules, project tracking, budget and resource allocation, Gantt charts, and workload analysis
- To produce and submit periodic project reports as per the organization and donor guidelines
- Conduct project reviews, including creating detailed reports for executive staff and identifying areas for future improvement
- Ensure all project deliverables, deadlines, and client expectations are timely met

<b>Internal Relationships</b>	<b>External Relationships</b>
Senior Management Team, Program team, Finance team, People & Organizational Development	Partners, Donors and relevant government agencies.

**Core and Leadership Competencies**

**Functional/Technical Competencies**

1. Building and managing relationships with key stakeholders
2. Strong ability to multi-task and work independently.
3. Planning and organising
4. Leadership & management
5. Research
6. Information technology
7. Writing & Presentation
8. Analytical skills
9. Developing capacity of partners
10. Campaigning WaterAid’s message appropriately

**Job Specifications**

**Minimum Job Qualifications Requirement (Academic, training, languages, etc.)**

- Must have a Degree in Engineering Or Public /Environmental Health or Social Sciences/Development studies/Engineering, post graduate qualifications in Project Management/ International development studies, all with a minimum of 5 years
- Specialized training in Project Management, research design, data analysis and report writing (preferred)
- Demonstrated and progressive working experience in Project Development, Management, and Research.
- Excellent communication, facilitation, presentation, representation, and interpersonal skills.
- Commitment to WaterAid’s values and ways of working.

**Experience, knowledge & Skills:**

- Ability to Fluently speak and write English and Kiswahili
- Experience and knowledge on WASH sector/ issues is desirable
- Experience and proven ability to analyse (qualitative and quantitative) data
- Experience of developing and managing strategic relationships and multi- stakeholder engagement to achieve common goals and objectives, and/or proven capacity to influence decision makers.



- Must have proven ability to contribute and develop proposals writing, project design, implementation, monitoring evaluation.
- Must have strong writing skills, including experience producing, reports, and other informational documents.
- Significant relevant and proven experience preferably in NGOs,
- Must have People Management skills
- Proven ability to working with senior level management with a capacity to influence decision makers
- Gender and other diversity considerations within key areas of responsibility and commitment to addressing inequalities in the workplace and the programme.

**Approved by:**

**Date**

**Signature**