Job Description

Head of Programmes — Tanzania
<table>
<thead>
<tr>
<th><strong>Job Designation</strong></th>
<th>Head of Programmes</th>
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<tbody>
<tr>
<td><strong>Department</strong></td>
<td>Technical Services</td>
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<tr>
<td><strong>Grade</strong></td>
<td>F</td>
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<tr>
<td><strong>Core/Non-Core Role</strong></td>
<td>Core</td>
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<tr>
<td><strong>Location</strong></td>
<td>Head office, Dar Es Salaam - Tanzania</td>
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**Job Objective/Purpose**

To provide overall thought leadership, oversight and technical support for all aspects of strategy and programming in WaterAid Tanzania (WAT) programmes. Ensure that programmes are accountable to communities and donors, are in line with WaterAid’s corporate requirements, and meet national and international standards. Promote innovation, effective learning, and dissemination of information within and outside of WAT so as to continuously improve WAT and sector WASH programmes.

**Direct Report (S)**

Project Specialists, Project Based Specialist(s).

**KEY RESPONSIBILITY AREAS**

**Technical Leadership**

- Provides leadership in the development of WAT’s technical approach in WASH programmes and projects.
- Sets technical performance standards to be adhered to by WAT implementing staff and partners.
- Reviews and approves technical project implementation plans.
- Reviews and approves project technical reports, including those prepared by field or project teams.
- With the Head of Policy & Advocacy, prepares technical reports for publication and dissemination to sector stakeholders within and outside of Tanzania.
- With the PMER Specialist, develops practical tools for research and evaluation of WA technical programmes.
- With other Project (Based) Specialists, develops operational business plans for WAT technical programmes.
- Provides technical and strategic input into the development of Country Strategic Plans (CSPs).
- Works in a matrix formation in the management of technical aspects of the roles of Project Based Specialists.

**Programme Development and Fund Raising**

- Develops and executes, in collaboration WaterAid strategic funding teams, a strategy to increase funding portfolio for technical programme.
❖ Actively supports the roll out of WaterAid’s Resource Mobilization and Grants Acquisition plan.
❖ Provides advice on improving and strengthening donor relations and management.
❖ Manages and resolves issues arising from donor concerns and seeks appropriate resolutions.
❖ Participates in all relevant phases of proposal development for fund raising.
❖ Coordinates proposal preparation with other Technical Service heads and teams
to ensure projects are in line with CSP and Government partner objectives as well as ensuring high technical quality standards.
❖ Actively participates in the “Go / No-go” decision making process and ensure that all risks are addressed consistently.
❖ Actively participates in SMT decision-making regarding proposal teams, consortia, implementing partners, budget, and funding balance.

Accountability, Learning and Innovation
❖ Collaborating with the Head of Policy & Advocacy and PMER Specialist, ensure that research, reflection, knowledge capture, learning, and dissemination are part of WAT programme culture and practice.
❖ Ensures that findings and recommendations from accountability mechanisms such as operational and finance audits, and project and programme evaluations, are acted upon in a timely and effective manner.
❖ Collaborating with the People and Organisational Development Manager, participate in staff recruitment, selection, and remuneration decision-making processes to ensure that WAT attracts and retains high-quality Technical Service team members.

Networking and Coordination
❖ Coordinating with the Director of Technical Services to maintain effective communications and pro-active relationships with donors, implementing partners, and other individuals and agencies working closely with WAT.
❖ Supports preparation for and carrying out visits to projects by donors, international WaterAid staff, and others as required.
❖ Coordinating with the Director of Technical Services to establish and maintain positive working relationships with National and Regional Government agencies, other NGOs, and the development sector in general.
❖ Coordinating with the PMER Specialist, help build the capacity of WAT technical staff and promote their active engagement in knowledge management within WAT and the Tanzanian WASH sector generally.

Other
❖ Performs other relevant duties as assigned by the Director of Technical Services or Country Director
❖ Ensure a culture of zero tolerance towards safety/security or any form of inappropriate behaviour, abuse, harassment, or exploitation of any kind.
❖ Participates and contributes to any WAT management committees to which the incumbent is assigned.
<table>
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<tr>
<th>Internal Relationships</th>
<th>External Relationships</th>
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<tr>
<td>SMT, Finance team (Grants &amp; Compliance), OD &amp; Culture</td>
<td>Partners, Donors and relevant government agencies.</td>
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### Core and Leadership Competencies

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<th>Vision and Strategic Thinking</th>
<th>Process Improvement</th>
<th>Results Driven</th>
<th>Inspirational Leadership</th>
<th>Organizational Knowledge</th>
<th>Financial Management</th>
<th>Business Acumen</th>
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### 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. Delivering the Rights Based Approaches
10. Developing capacity of partners
11. Experience with working with donors.
12. Campaigning WaterAid’s message appropriately
Minimum Job Qualifications Requirement (Academic, training, languages, etc.)

- Must have a minimum Master’s Degree in Engineering, Public/Environmental Health, Social Sciences/Development studies/Engineering, post graduate qualifications in Project Management/International development studies, all with a minimum of 7 years at senior management level.
- Specialized training in Project Management, research design, data analysis and report writing (preferred)
- Demonstrated and progressive working experience in Project Development, Management, Research and Policy Analysis with any reputed national/international/donor agency.
- Excellent communication, facilitation, presentation, representation, influencing and interpersonal skills.
- Commitment to WaterAid’s values and ways of working.

Experience, knowledge & Skills:

- Experience of policy dialogue with government and donors.
- Experience and knowledge on WASH sector/ issues is desirable with proven ability to analyse (qualitative and quantitative) data
- Extensive understanding of the global and national issues effecting poverty and the latest approaches to development.
- Experience of developing and managing strategic relationships and multi-stakeholder engagement in order to achieve common goals and objectives, and/or proven capacity to influence decision makers.
- Must have been a manager for a minimum of four years, specifically involved in proposal writing, project design, implementation, monitoring evaluation. Strong writing skills, including experience producing proposals, reports, and other informational documents.
- Significant relevant and proven experience preferably in NGOs, to include:
  - People Management
  - Leading, developing and implementing a WASH strategy
  - Working at a senior level with a proven capacity to influence decision makers
  - Developing and managing strategic relationships to achieve common goals and objectives
  - Gender and other diversity considerations within key areas of responsibility and commitment to addressing inequalities in the workplace and the programme.

WaterAid is committed to ensuring that wherever we work in the world there is no tolerance for the abuse of power, privilege or trust. WaterAid reinforces a culture of zero tolerance towards any form of inappropriate behaviour, abuse, harassment, or exploitation of any kind. The safeguarding of our beneficiaries, staff, volunteers and anyone working on our behalf, is our top priority, and we take our responsibilities extremely seriously. All staff and volunteers are required to share in this commitment through our Global Code of Conduct. We will conduct the most appropriate preemployment references and checks to ensure high standards are maintained.