



## **JOB DESCRIPTION**

**Position:** Country Director - Tanzania

**Location:** Arusha, Tanzania

**Job Specification:** Start Date, 4 February 2018

**How to apply:** Email resume and cover letter to: [jobs@thefoundationfortomorrow.org](mailto:jobs@thefoundationfortomorrow.org) with the subject line: CD Application

### **The Foundation For Tomorrow (TFFT)– Arusha Office**

TFFT is a high-energy and fast-growing international nonprofit that focuses on addressing vulnerability through education. We offer individual orphan and vulnerable children the opportunity to succeed through access to quality schooling, health and psychosocial support and life skills programs. Additionally, we work to improve the quality of instruction and school management to ensure widespread, sustainable impact through training excellent educators. TFFT believes systemic change happens from the community level, and are excited to play a role in transforming the education landscape in Tanzania.

### **TFFT's Philosophy**

TFFT believes in the power of education and that geography should not dictate an individual's potential. TFFT's strategy for change is multi-lateral, longitudinal, and individualized. Through its Scholarship Program, TFFT equips marginalized children in Tanzania with the education and skills required to reach their potential and have a positive impact on society. We help our scholars become their personal best. While TFFT prioritizes the daily needs of its scholars, TFFT simultaneously works with educators to transform Tanzania's education landscape. TFFT's Teacher Training Program improves the quality of instruction in primary and secondary schools, while also improving their resources. We ensure that schools are child-friendly, non-stigmatizing, gender sensitive, and supportive of the needs of marginalized children.

TFFT team members constantly examine TFFT's efforts and generate fresh, innovative ideas with the bold vision to improve Tanzania's education system and to increase access to quality primary and secondary education. This is an organization that truly places children at its core, holds them in their hearts, and thoughtfully makes every decision with only the child's' best interest in mind. The TFFT team is proud to see the exponential growth of the TFFT scholars as a result of eleven years of TFFT's programs, guidance, and support.

## **Position Overview**

With the vision to continually strengthen TFFT's operations, the tenacity to increase TFFT's impact and the drive to establish and sustain strategic partnerships, TFFT's Country Director is responsible to proactively and strategically lead TFFT's team, programs and initiatives in Tanzania. This person will report directly to the Executive Director (ED) in the United States as well as the Board of Directors in Tanzania. The Country Director will ensure that TFFT Program Managers, Coordinators and interns in Tanzania, work in concert with all TFFT boundary partners [Scholars; Students; Carer-givers; Teachers and Teacher-Resource Centers; Regulators & Overseers] towards contributing to our Mission and Vision.

## **CORE RESPONSIBILITIES**

### **Vision and Strategy**

- Ensure strategic and operational execution of TFFT's mission and vision
- Oversee implementation of the new strategic plan, 2016-2021
- Review and evaluate the country strategy, in conjunction with the relevant Program Managers and other stakeholders
- Engage strategic partners and funders in TFFT's Mission and Vision.
- Continuously review the program priorities and provide guidance on strategic coherence.

### **Program Operations Management and Reporting**

- Proactively manage and mentor the TFFT team and interns
- Develop and implement rigorous monitoring and evaluation tools for TFFT's programs and utilize data to make decisions and demonstrate impact
- Prepare monthly, quarterly, and annual reports on the key performance indicators of the organization and share them with the ED.
- Oversee all HR-related issues within the organization including performance management, professional development and training, job descriptions, recruitment, health and safety, team structures, disciplinary action, etc. in line with existing organizational policies.
- Coordinate and maintain relations with TFFT TZ Board and TFFT US Board as and whenever required.

### **Finance and Budget Oversight and Management**

- Develop and oversee TFFT annual budgeting with support of Finance and Administrative Coordinator
- Manage and integrate TFFT's budget and ensure transparency and efficiency in the use of organizational funds

- Review monthly expense reports for Finance and Administrative Coordinator
- Encourage and integrate value for money in financial and program decisions of the organization.

## **Partnership Building**

- Seek out and maintain value-adding strategic relationships with local and international partners
- Develop and maintain contact with the Tanzanian representatives of relevant funding partners at a strategic level (e.g. institutional donors or private donor organizations) in order to secure funding for the country programs.
- Lead and participate in advocacy efforts relevant to TFFT mission nationally and internationally.
- Promote the initiatives of TFFT and its impact through media

## **Impact Demonstration and Learning**

- Strategic Guidance to programs towards learning for improvement
- Oversight and reviews of systems of monitoring, evaluation and learning
- Commission and oversee strategic and programmatic evaluations whether internal or external.

## **MINIMUM QUALIFICATIONS**

- Bachelor's Degree (required); Masters Degree (valued)
- At least eight years' experience in a professional environment
- Willingness to commit to at least two years
- Knowledge of East African culture
- Experienced and proficient user of all Microsoft Office products
- Experience in developing, working with and managing organizational budgets



## **KEY COMPETENCIES**

- Passion for TFFT's Mission and Vision
- In-depth knowledge and understanding of Tanzania, Tanzanian government, CSO sector and Most Vulnerable Children programming
- Dynamic and Engaging Leadership
  - Excellent Program Management and Leadership
    - Translates strategy into impact-oriented programs and results
    - Meticulous attention to detail and follow-through; performing tasks accurately and efficiently
    - Ability to simultaneously monitor multiple work-streams, partners, and stakeholders
    - Balances competing priorities while keeping constant sight of overall objectives
    - Superior problem solving and conflict resolution skills
  - Thoughtful leadership
    - Critical, analytical, and creative thinker
    - Demonstrates excellent interpersonal skills, performing effectively under pressure and handling difficult situations with poise, judgment, and tact while maintaining a positive, problem-solving attitude
    - High degree of flexibility in a demanding, fast-paced, and frequently changing environment
    - Tenacious in times of growth
  - Relationship builder
    - Naturally develops strong rapport with multiple public & private sector stakeholders, both local and international
    - A persuasive and passionate communicator with excellent interpersonal and multidisciplinary skills
    - Works as a team player; seeks and acts on feedback as appropriate
- Unwavering Strength of Character
  - Works from a place of integrity, compassion, and professionalism
  - Empathizes with mission and values of TFFT
  - Sensitivity to working with confidential information
  - Protector and model on core values of TFFT