

TRAINING AND LOGISTICS COORDINATOR

The Foundation for Tomorrow (TFFT)-Tanzania is seeking to add a committed and talented individual to its team. We are looking for a Training and Logistics Coordinator (TLC) to assist in the planning and execution of trainings and workshops for the Teachers Training and Full Circle (Life Skills Education) Programs. This person will support Teacher Training and Full Circle Programme Managers [PM] to effectively coordinate and deliver trainings to Teacher Resource Center (TRC) Coordinators, Ward Education Coordinators, School Management Teams [SMT], teachers (both government and private schools) and students towards improving quality teaching, learning and life-skills development. Because of our lean staffing, it is expected that the Training and Logistics Coordinator will also be engaged in providing support to other key activities and events of the organization.

CORE RESPONSIBILITIES

Training Management (45% of time)

- Event planning, management and execution of logistics for all training/workshop events.
- Conducting trainings, when appropriate
- Working with Programme Managers to conduct participant follow-up post training, giving special attention to participant needs through all events.
- Securing and managing training locations, including event space and lodging. This includes negotiating with and managing vendors.
- Answering and responding to outside communications, such as phone calls and emails.
- Networking to promote TFFT as appropriate in the context of trainings.
- Utilizing and managing program volunteers and interns when they are present, including creating work goals for them, etc.

Communication and M&E Process (45% of time)

- Creating timelines and work plans for each event, as directed by the PM. Ensuring appropriate supplies are on site for all events.
- Summarizing post-training evaluation results for trainings to PM are stipulated.
- Supporting administrative functions of training program and staff as needed.
- Compiling final reports for training programs.
- Managing and updating electronic curriculum library as new trainings are created, or old ones updated and improved.
- Managing and updating database of experts to be used in training programs.
- Maintaining the standardized appearance of TFFT training materials; perform edits as necessary, including creation of new presentations, handouts or case studies



Empowering the Future of Developing Nations

- Project management and/or administrative support for ongoing efforts in the areas of fundraising and materials production.
- Assist in the monitoring and evaluation efforts of training programs which may include visits to schools for following up on action plans post trainings and conducting interviews and/or FGDs for teachers and SMTs

Organizational Support (10% of time)

- Working with Scholarship Program Manager and Psycho-social and Health to screen and identify Most Vulnerable Children to receive scholarships
- Collect Poverty, vulnerability and demographic data during screening process
- Provide logistical support to Mentoring and Coaching program
- Other duties as assigned

KEY COMPETENCIES

- Commitment to TFFT Mission and Vision
- Eager to work as part of an active team
- Strong in relationship building and engagement.
- Dedicated to working with transparency, efficiency and effectiveness
- Flexible and willing to contribute to the work team
- Constant awareness of being a role model to students
- Self-directed and able to work independently

REQUIRED QUALIFICATIONS

- Bachelors Degree (in Education or related field desirable)
- Must be a Tanzanian national.
- At least 1 year relevant experience in: Training; Coordination and logistics; Documentation; Monitoring and Evaluation
- Fluent in written and spoken English and Kiswahili
- Able to communicate effectively with government officials, school management teams, teachers and other stakeholders.

[The Annual Gross Salary for this position is USD 7,500 - 8,000. In addition, annual health insurance of USD 500 is provided and access to Professional Development Fund. These are subject to successful completion of initial 3-month probation].

Submit a current, updated CV and a cover letter describing how you meet the position requirements to ken@thefoundationfortomorrow.org with "TFFT TLC Vacancy Notice" as the subject line reference on or before March 6, 2015 @ 5:30 PM EAT **(Applications received after**



the deadline will not be accepted). Women and young professionals are highly encouraged to apply. **Only short-listed candidates will be contacted.**