



## Kisa Project Manager

**Job Title:** Kisa Project Manager-Kilimanjaro

**Duration:** Two year renewable contract

**Application Deadline:** Friday, November 23rd, 2018

### About AfricAid

AfricAid mentors secondary school girls in Tanzania to complete their education, develop into confident leaders, and transform their own lives and their communities. We equip girls to overcome challenges and reach their full potential because educated girls create lasting positive change. The outcome is proactive, resilient, and socially-responsible girls who secure better jobs, raise healthier families, and increase the standing of women in society.

Kisa Project is a two-year extracurricular leadership course that prepares girls in their last two years of secondary school to attend university and create positive social change in their communities. For more information about AfricAid, visit [www.africaid.org](http://www.africaid.org).

### Purpose:

The purpose of this position is to manage the day to day operations and implementation of the Kisa Project, AfricAid (Tanzania)'s flagship mentoring program for A-Level girls. The Kisa Project Manager (KPM) is responsible for supervising a team of Kisa Mentors, managing external relations and ensuring a high quality delivery of the Kisa Project.

### Hierarchy:

*Supervisor:* The Kisa Project Manager answers to the Director of Programs of AfricAid (Tanzania).

*Subordinates:* The Kisa Project Manager supervises Kisa Project Assistant Manager and all Kisa Mentors in her region of responsibility.

### Duties:

#### *Program Oversight*

- Manage the database of Kisa Scholars. With the support of the Director of Monitoring, Evaluation and Learning, this requires maintaining accurate information on each individual Kisa Scholar and ensuring the accuracy of the overall impact numbers.
- Compiles the annual Kisa calendar, recruits new Partner Schools, projects anticipated numbers of students and, upon request, makes accurate budget projections in coordination with the Director of Programs and Director of Operations.

- Update the AfricAid (Tanzania) management team regarding the status of Kisa Scholars, Human Resource concerns, and especially budgetary concerns (including budget overruns and budget surpluses).
- Communicate with the AfricAid, Inc. Director of Communications, in the US, regarding matches between Scholars and Sponsors. This includes providing reports and reviewing correspondence between Scholars and Sponsors.

#### *Human Resource Management*

- Manage and oversee the work flow of Kisa Mentors on administrative and event planning tasks.
- Identify staff training needs
- Conduct performance appraisals to Kisa Mentors in her region.

#### *Communication and Relationship Building*

- Supervise Kisa Mentors, including evaluating their classroom teaching by observing in person regularly.
- Manages relationships with heads of school, other staff in Partner Schools, relevant government officials, journalists (occasionally) and Kisa Liaisons.
- Maintains regular contact with Kisa Liaisons in order to successfully coordinate school time tables and receive other important information.
- Conduct meetings with other staff in Kisa Partner Schools to inform them in details the progress of the program and solve any challenges or answer any questions that they may have.

#### *Curriculum Delivery*

- Teaches at most one Kisa Class assigned to her, and ensuring that the Kisa Scholars under her instruction receive high quality programming.
- Maintain the relevance and accuracy of the Kisa Curriculum, in conjunction with the Director of Programs. She will conduct a participatory annual review of the curriculum with her team of Kisa Mentors.

#### *Event Planning and Supervising*

- Work closely with the event co-coordinator to plan all the project events which include Career Day, End of Year Presentations, Health Symposium and 2DC
- Making sure that these events are done on time so as to avoid being behind schedule
- Making sure that all needed permits for the scholars to attend project events are obtained
- Work closely with Mentor Couch to plan for staff trainings

### **Qualifications**

You are passionate about girls' education and have a genuine desire to inspire others and to act as a role model for Tanzanian girls. You are a problem solver who is proactive, goal oriented, and you are able to give and accept constructive feedback.

#### **Specific qualifications:**

- Female university graduate (Bachelor Degree/ Diploma)
- Ability to work with different personalities – the post will require a candidate to work in a team environment and serve beneficiaries of different personalities

- Good interpersonal communications skills – the post will require the candidate to convey and share ideas, skills and knowledge with a variety of audiences including government officials, students, colleagues, and school teachers and administrators
- Experience working on community projects
- Practical problem solving skills and ability to suggest options and alternatives in challenging situations, and
- Ability to develop trust and rapport with younger Tanzanian girls

**Note:** Kisa Alumnae who have successfully done a Leadership Immersion or 2 Day Challenge are highly encouraged to apply.

### **Application Instructions**

Send your resume/CV, cover letter and certificate of completion of Kisa Year Two (for Kisa Alumnae) to [programs@africaid.org](mailto:programs@africaid.org) with the subject line “[Your Name] - Kisa Project Manager”. In your cover letter, please describe why you want to work with AfricAid and what your relevant experience is, particularly experience in working with community projects.