

EMPLOYMENT OPPORTUNITIES

The University of Dar es Salaam Computing Centre (UCC) wants to engage qualified and young professionals to support the decentralized birth registration system focusing on under-five children implemented by the Registration Insolvency and Trusteeship Agency (RITA) with the support of UNICEF. The project is currently operational in seven regions, viz., Mbeya, Songwe, Mwanza, Iringa, Njombe, Geita and Shinyanga. The project will be expanded to other regions in a gradual manner starting with Lindi and Mtwara in September 2017.

UCC is looking for professionals to support the data validation work at their Mbeya, Mwanza and other offices. The data validation work will also involve scanning of forms at respective Councils in the project regions and also save the forms by their form numbers. The professionals will also be required to provide field monitoring and supervision support during the roll-out of the project in other regions and also in the existing regions as and when needed.

The project, in all, requires one (1) Project Officer and a maximum of ten (10) Assistant Project Officers. The candidates with previous experience of working on the decentralized birth registration system will be given preference. The officers will be paid a fixed monthly salary, travel allowance to facilitate visits outside their duty station by public transport and other allowances as admissible. A fixed sum will be paid as a settlement cost when the officers will be required to move to a new region if the period of stay exceeds ten days. In matters relating to salary and allowances, the decision of UCC shall be final and binding.

The successful candidates will be asked to report to the UCC offices in Mwanza and Mbeya at their costs.

The Assistant Project Officers will be supervised by the Project officer/officers deputed by the UCC offices under the overall supervision of the Child Protection Specialist, UNICEF or his nominee. They will also work in close coordination with RITA and the LGAs staff.

The initial contract will be for three months extendable to further periods on the basis of satisfactory performance.

The job descriptions in brief are as under:

(1) Project Officer

- Provide necessary support and assistance to UCC/UNICEF/RITA for timely and quality validation of data.
- Support UNICEF/RITA/LGAs to ensure smooth launch and roll-out of the decentralized birth registration system in new regions and facilitate monitoring and supervision in existing regions.
- Coordinate and supervise the work of Assistant Project Officers in close collaboration with UCC/UNICEF/RITA/LGAs.
- Liaise with the project teams in the LGAs in managing the day to day activities relating to data validation and field monitoring and supervision.

- Support UNICEF/RITA in maintaining effective liaison with other partners and stakeholders.
- Assist RITA/UNICEF in evolving CRVS into a fully integrated national system with effective linkages to health, education and other systems, and using innovations as a force multiplier.
- Support RITA/UNICEF in other tasks/initiatives which are crucial for setting up of a system conforming to the Regional and global standards.
- Prepare concept notes, reports and papers as per the requirements of the Project and in the manner as prescribed.
- Any other work which is incidental to the project

Qualifications and experience

- At least two years' experience of managing projects
- Excellent exposure of working on MS-Office
- Good in team building and leading a team
- Proven managerial and supervision skills
- Flexible, confident and keen to details
- Good drive for results

Education

- First degree in social sciences or other related subjects, e.g., Community Development, Sociology, Social Work etc

(2) Assistant Project Officers

- Support UCC/UNICEF/RITA for timely and quality validation of data.
- Provide field monitoring and supervision during the roll-outs of the decentralized birth registration system in new regions and also in existing regions as and when needed.
- Liaise with UNICEF/RITA/LGAs/UCC in managing day to day affairs relating to the project.
- Work with Council teams in accelerating registration activity including monitoring and supervision, uploading the data, scanning and any other activities that may arise
- Attending any training and meeting conducted for under five activities
- Write reports for progress as prescribed
- Perform other duties as directed by your supervisor

Qualification and Experiences

- At least one year working in any community based project
- Must be a good key team motivator
- Must be self-driven person and can work independently with minimal supervision
- Should be flexible in working hours
- A person having training skills
- First problem solving mind and stress management
- Working with various people who differ in culture and mind sets

Education

- At least a first degree in social sciences or other related subjects, e.g., Community Development, Sociology, Social Work etc.

Interested candidates should apply on or before June 23, 2017 by mentioning the post you are applying to and attaching your CV and other documents that you consider important. Only shortlisted candidates will be contacted.

Send your application to:

**The Managing Director
University of Dar Es Salaam Computing Centre
P.O. Box 35062
DAR ES SALAAM**