

VACANCY ANNOUNCEMENT

International Aid Services (IAS) is a Christian non-governmental, non-political and non-profitable international humanitarian relief and development organization founded in 1989 with the purpose of saving lives, promote self-reliance and dignity through human transformation going beyond relief and development.

IAS works in several countries in Europe and in Africa, and in the sectors of Integrated Water Resource Management (IWRM), Development of Civil Society and Special Needs Education.

IAS in Tanzania was launched in February 2011 and is developing two programmes:

- Special Needs Education - Using a rights based approach IAS seeks to secure children and youth access to education
- Development of Civil Society - Targeting marginalized and under-privileged people groups engaged in eradication of poverty with capacity building and development projects

Position summary

IAS is seeking a qualified and committed individual to join the team as a Project Coordinator who will be responsible for all aspects of the upcoming Special Needs Education Programme. The Officer will be a member of the Management Team and work closely with both colleagues and Local Partners in a demanding international environment.

With clear job descriptions responsibilities are clearly divided and require each staff to fulfil her/ his duties without close supervision and with a high level of trust and accountability in the organisation.

The team spirit in IAS goes beyond gender, age, religion, titles and experience and ensures that everyone succeeds with the help of colleagues.

Vacancy details

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| Position: | Project Coordinator |
| Vacancy ref. no: | VA/2011/SNE/02 |
| Reporting to: | Country Director |
| Duty station: | Arusha, Tanzania, with frequent field trips (30- 40% field) |
| Starting date: | 01.08.2011 |
| Status: | Full time/ Salaried |
| Duration of the contract: | 1 year (3 months probation) with possibility for extension |
| Closing date: | 17.06.2011 - Applications received after this date and submitted without cover letter will not be considered. |
| Only short listed candidates will be contacted. | |
| Qualified female candidates and people with disabilities are strongly encouraged to apply. | |

Duties and responsibilities

Under the general guidance and supervision of the Country Director:

- **Project Implementation, monitoring and evaluation** – supervising local partners, consultants and staff while ensuring lessons learnt and best practices are being documented and reports submitted to donors
- **Project planning and design** – giving input to the overall Country Strategy and develop project proposals in collaboration with partners with focus on the Special Needs Education Programme
- **Project networks and linkages** – liaising with key stakeholders e.g. MOE, I/LNGOs ensuring a high level of coordination and cooperation

Profile we are looking for

In addition to IAS core values: Missions, Integrity, Relational leadership and team work, Empathy (Compassion) and Equality

- Relevant work experience with international donors and development project grant requirements (preferably with European donors)
- Vast experience with Project/ Programme Management preferably in the area of SNE/ IE (min. 4 years experience)
- Motivated to train and supervise Local Partners in Project Management
- Relevant higher education
- Speaks and writes English and Kiswahili fluently
- Works with minimum supervision and as a team player
- Proficiency in computer applications such as Microsoft Outlook, Word, Excel, Power Point etc.
- Experience from working in a cross cultural environment

Submission of applications

If you feel you match the profile we invite you to tell us about your motivation for seeking the job, your career ambitions, experience and qualifications.

Please send your application on email to ias-tanzania@ias-intl.org with the subject line: **VA/2011/SNE/02 Project Coordinator** not later than 17.06.2011. No phone calls please!

Each application should include the following:

- Cover letter with your motivation for seeking this job and your current day and evening telephone numbers and email address
- Curriculum Vitae (CV) that contains details of your experience, qualifications, present position and current remuneration
- Minimum three references with complete and updated contact information where one should be a Pastoral reference

For more information about IAS, including its core values/ vision/ mission, please visit the IAS website at www.ias-intl.org.