



Job Description

Job Title: Program Manager Advocacy, Policy and Partnerships (1 Post)

Location: Dar es Salaam, Tanzania

Contract: 3 years Fixed Term (renewable)

Reporting to: Director of Programs and Partnerships

We will only be accepting applications from candidates with the Right to Work in Tanzania and who can travel to and from our Tanzania office as required.

***Please note:** CAMFED will never request applicants to pay a processing fee or to provide personal or financial information for recruitment purposes. If you have any concerns, please contact recruitmenttanzania@camfed.org*

Who we are

CAMFED (Campaign for Female Education) is internationally recognised as a leader in education for girls, for its child protection policy and practise, and as a voice for girls' education and women's empowerment at the highest levels. Founded in 1993, CAMFED supports young women throughout their primary and secondary school years, into economic training and further education, and onto leadership, as role models, activists, and philanthropists. CAMFED Tanzania is looking to recruit **Program Manager Advocacy, Policy and Partnerships (1 post).**

Principle Accountability

The Program Manager will support CAMFED in strengthening effective relationships with government stakeholders at local, regional, and national levels to further program and policy change goals. S/he will understand government structures, policies, and processes in Tanzania with a track record of successful advocacy efforts in the education sector and youth empowerment. The role is cross-cutting working with all key departments, it requires working closely with the senior management team and in liaison with members of the wider international CAMFED team (Development and Communication). It requires coordination and sharing of lessons learned within and outside Tanzania in strict adherence with CAMFED's child protection guidelines to assist decision-makers in identifying, adapting, and scaling other evidence-based initiatives.

Specific Accountabilities

Policy and partnership engagement

- Develop a CAMFED Tanzania partnership and advocacy strategy.
- Take the lead in the internal review of organizational review and submission of ongoing government reviews including the review of policies, acts, guidelines, and budgets to support systems reforms.
- Manage the delivery of National Advisory Committee (NAC) committee to co-design and implement programs in support of systems transformations.
- Identify and engage technical working groups, and coalitions from relevant ministries, stakeholders, and development partners.
- Prepare government and stakeholder outreach such as exchange visits within and outside the country for learning purposes and sharing of best practices.



- On assignment by the senior management, represent Camfed-Tanzania at relevant international, national, and local meetings, conferences, events, and forums with government officials, other NGOs, etc., reporting back.
- Represent CAMFED Tanzania in Tanzania Education Network (TENMET) to champion the girl education agenda.
- Build staff and stakeholders' knowledge on issues related to advocacy and policy analysis.
- Understanding the relevant policies, guidelines, and acts both local and international relevant to CAMFED work.
- Create a partnership due diligence framework.
- Identify, manage, and forge new partnerships both local and international.
- Work with MEL to produce policy and research briefs on evidence-based to support systems transformation.
- Identify entry points at different ministries for systems change.
- To take the lead in the development of digital content to support CAMFED work in advocacy, policy, partnership, and program.
- Keep track of the MoU for new sign-ups and renewals.
- Report on the register, and board updates.
- Represent the organization in NACONGO.

Advocacy and Communication

- Develop and lead country communication strategies that align with the CAMFED investment plan and integrate countries' priorities.
- Document organizational reports (annual reports, quarterly highlights, best practices, case studies) for wide sharing to inform systems transformation.
- Take the lead in the production of documentaries to evidence our work.
- Prepare communications and advocacy materials such as press releases, advocacy briefs, speeches, and talking points for different events.
- Act as a link between CAMFED and media houses to profile the organization's work and increase visibility.
- Ensuring both CAMFED, CAMA, and donors' branding are adhered to at all times.
- Ensuring child protection and safeguarding all the time of implementing the program
- Identify and manage potential risks associated with work of advocacy, policy, and partnership.
- Risk management by identifying, assessing, and controlling threats to program implementation.

Person specification

- A degree in political science, social sciences, international relations, development studies, or project management.
- Experience in a relevant field such as social sciences, international relations, development studies, or project management.
- At least five years progressive and demonstrable working experience in advocacy, policy and partnerships, with management skills.



Essential

- Strong networking experience and the ability to bring together partnerships for successful program implementation.
- Experience in policy work, including contributing to the development and implementation of policy campaigns and conducting policy research.
- Experience working within the education sector is an added advantage.
- Ability to work independently and as part of a team, with strong advocacy and communication project management skills and attention to details.

CAMFED Values

The post holder is expected to live the CAMFED values which are:

- Focus on the girl as client
- Partner with the Community
- Be transparent and accountable

Equality, Diversity and Inclusion at CAMFED

CAMFED is an equal opportunity employer, committed to creating an inclusive environment for all employees. We welcome applicants from diverse backgrounds, including those from marginalised communities. We do not discriminate on the basis of race, gender, age, religion, disability, or any other characteristic protected by law.

CAMFED has a zero-tolerance approach to sexual exploitation, abuse, discrimination and harassment in all forms. All applicants will, therefore, be subject to a comprehensive verification process, which includes background and reference checks, as well as verification of qualifications.

All official communication pertaining to job applications and interviews will be exclusively conducted through CAMFED's official channels. These can be found on our website (<http://www.camfed.org>). CAMFED will never request applicants to pay a processing fee or to provide personal or financial information for recruitment purposes.

Application Details

Please submit **your application by Monday 12th May, 2025.**