



# Job Description

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<b>Job Title</b> Assistant Program Manager	<b>Job Location</b> Mwanza	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Manager	<b>Industry</b> Non-profits (NGO)
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Non-profits (NGO): 8 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

As assistant program manager you will support the program manager for the Water Operator Partnerships (WOP) in Tanzania, and will work closely with both the partner utilities of MWAUWASA, DUWASA, AUWSA and Tanga UWASA, as well as with other (national) stakeholders.

Your work will contribute to reaching the specific objectives of the WOPs in Tanzania, internal and external stakeholder management, and program management on a national level. This also involves M&E activities and support in team management and organization.

## Responsibilities

- Support execution of the projects in Mwanza, Arusha, Dodoma and Tanga;
- Budget management;
- Manage different internal stakeholders, including partner utilities, and other local parties;
- Support partner utilities in investment mobilization and proposal development;
- Planning, monitoring and evaluation of project activities;
- Reporting on progress of implementation;
- Assist in stakeholder management on national level (MoW, EWURA, donors etc.);
- Support PM where needed in Arusha, Mwanza, Dodoma, Tanga;
- Support organization of national or inter-utility trainings and workshops;
- Support partner utilities with investment mobilization at national level;
- Any other activity mutually agreed with the PM

## Education & Qualifications

- A master's degree in project management, business administration, or (environmental) engineering, or a related field;

## Requirements

- At least eight years of working experience, of which four in the (Tanzanian) water sector;
- Excellent verbal and written communication skills in English;
- Attention to project deadlines and budget management;
- Self-driven and independent;
- Project management experience is preferred;
- Relevant network in the Tanzanian WASH sector (Ministry of Water, EWURA, IFI's) is a plus.

## Driving Licence

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Not Required

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