



Job Description

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Job Title

Head of Skills and Opportunities for Youth Employment and Entrepreneurship

Job Location

Dar es Salaam

Category

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Job Type

Full Time

Job level

Middle-Management

Industry

Non-profits (NGO)

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget

-

Max Budget

-

Primary Industry

Non-profits (NGO): 10 Years

Secondary Industry

-

Primary Category

-

Secondary Category

-

Certificate

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Qualification

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Summary

The Head of Skills and Opportunities for Youth Employment and Entrepreneurship is responsible for providing strategic leadership, technical support, and oversight for the project's programming at the organization. This role focuses on designing and implementing sustainable, gender-transformative strategies, fostering strategic partnerships, and ensuring high-quality program delivery. Additionally, he/she leads resource mobilization, advocacy, and capacity-building efforts to enhance program impact and sustainability.

Responsibilities

Program Strategy Design and Development

- Lead the development and adaptation of project's programming approaches, methodologies, and tools.
- Formulate and implement gender-transformative project's strategies and goals.
- Collaborate with the Business Development Unit to design and submit high-quality grant proposals.
- Identify and engage with strategic and implementing partners to leverage program impact.
- Work closely with the Head of Monitoring, Evaluation, Research, and Learning (MERL) to ensure robust monitoring and evaluation frameworks.

Program Implementation, Monitoring, and Reporting

- Provide technical guidance to project teams on project's strategy and tools.
- Ensure that program implementation aligns with community needs, guidelines, and national standards.
- Integrate sustainability, gender sensitivity, and capacity-building elements into all project activities.
- Oversee project performance monitoring, ensuring timely and accurate reporting.
- Conduct field visits to supervise and support project teams.
- Facilitate learning and reflection sessions to capture best practices and lessons learned.

Resource Mobilization

- Support the development of concept notes and funding proposals in collaboration with the Business Development Unit.
- Establish and maintain relationships with donors, development partners, and national offices.
- Explore new funding opportunities and partnerships to expand the project's programming.

Strategic Partnerships, Networking, and Advocacy

- Build and maintain relationships with key stakeholders, including government agencies, donors, NGOs, and UN agencies.
- Represent the organization in relevant forums, networks, and technical working groups.
- Lead advocacy initiatives and campaigns to influence national policies and practices on youth employment and entrepreneurship.
- Develop and implement an evidence-based advocacy and communication strategy in collaboration with the Communications department.

Staff Development and Well-being

- Provide coaching, mentoring, and capacity-building support to staff.
- Ensure staff well-being by promoting a positive and safe work environment.
- Monitor workload and encourage self-care practices.
- Lead by example in fostering a culture of openness, transparency, and mutual respect.

Education & Qualifications

Master's degree in Social Sciences, Economics, Development Studies, Business Administration, Public Administration, or a related field.

Requirements

- Minimum of 8-10 years of experience in grants project management and youth development -related fields.
- Proven expertise in financial inclusion, entrepreneurship, employability, skills development, and private sector engagement.
- Demonstrated experience in developing and managing large-scale programs and projects.
- Strong proposal writing and fundraising skills.
- Experience in rights-based approaches and gender-transformative programming.
- Familiarity with working in multi-stakeholder environments, including government and private sector partnerships

Characteristics

Leadership

- Ability to set and communicate ambitious but realistic work goals and priorities.
- Strong commitment to values, including gender equality and safeguarding.
- Capability to manage performance, provide constructive feedback, and foster a collaborative team environment.
- Positive attitude towards change, with the ability to motivate and support others through transitions.

Business Management

- Strong understanding of the organization's purpose, values, and strategy.
- Ability to manage risks and resources effectively.
- Proficiency in project management, including planning, execution, and monitoring.
- Knowledge of procurement cycles and supply chain management.

Technical

- Superior knowledge of youth development thematic areas and ability to provide technical leadership.
- Strong analytical skills with the capacity to adapt technical guidance to varying contexts.
- Excellent representation and facilitation skills.
- Outstanding drafting skills for proposals, concept notes, and reports.

Driving Licence

Not Required

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