



Job Advertisement

Position: Partnership and Alliances advisor

Organization: Tanzania Education Network/Mtandao wa Elimu Tanzania (TEN/MET)

Location: Dar es Salaam, Tanzania

Application Deadline: 5th October 2024.

About TEN/MET

Tanzania Education Network/Mtandao wa Elimu Tanzania (TEN/MET) is a network of 253 education Civil Society Organizations (CSOs) that have been influencing the transformation of education and promoting equitable, inclusive, and quality education in Tanzania since its inception in 1999. TEN/MET envisions a national education system where all learners have the opportunity to access inclusive, equitable, and quality education. This vision is collectively realized by proactively influencing and informing policies and practices that promote access to inclusive, equitable, and quality education in Tanzania. We foster mutual collaboration with the government, development partners, civil society organizations, communities, parents, and students for education for sustainable development.

Job Summary

TEN/MET is seeking a dynamic and experienced Partnership and Alliances advisor to strengthen our network's engagement with members, facilitate effective communication, and drive advocacy initiatives. This role requires strong skills in coordination, partnership, project management, and networking, with a focus on enhancing the capacity of TEN/MET members to engage in policy advocacy and influence education outcomes at the national and international levels.

Key Responsibilities

- **Networking & Coordination:** Facilitate and coordinate networking activities with TEN/MET members and partners.
- **Project Management:** Plan, implement, and manage project and program activities related to strengthening network coordination and collaboration.
- **Information Sharing:** Provide TEN/MET members with policy-related materials to support lobbying and campaigning efforts at national and international levels.
- **Collaboration:** Work closely with members, staff, and other stakeholders to achieve network strategic objectives.
- **Reporting & Documentation:** Prepare and submit timely reports, including activity, quarterly, monthly, and annual plans.
- **Representation:** Represent TEN/MET in external meetings, workshops, and task forces.

- Fundraising Support: Assist in the preparation of funding proposals, work plans, and budgets.
- Capacity Building: Initiate and implement capacity-building programs for TEN/MET members, focusing on policy issues, advocacy, and lobbying.
- Monitoring & Evaluation: Monitor and evaluate project and program activities, document the impact, and facilitate lesson learning.
- Membership Recruitment: Recruit and maintain relationships with existing and new members.
- Document stories of changes from members and partners
- Strategic Input: Advise the National Coordinator on strategic initiatives to attract and retain members.
- Budgeting: Manage project funds in collaboration with the Finance and Administrative Manager.
- Policy Participation: Engage in policy formulation, advocacy, and implementation activities to promote equitable access to quality education for all.
- Other Duties: Perform any other duties as assigned by the Head of Programs.

Qualifications and Skills

- A Bachelor's degree in Education, Project Management, Social Sciences, Development Studies, or a related field.
- Project management certification (such as PMP, PRINCE2) is an added advantage.
- Minimum of 3-5 years of experience in coordination, networking and project management, preferably within an NGO, civil society organization, or education-focused institution.
- Strong understanding of education policy and advocacy in Tanzania, with the ability to influence policy changes.
- Excellent skills in report writing, budgeting, and proposal development.
- Proven ability to facilitate networking and engage with diverse stakeholders, including CSOs, government, and development partners.
- Strong communication and interpersonal skills, with the ability to build and maintain partnerships.
- Demonstrated leadership and ability to work independently and within a team.
- Proficiency in Microsoft Office Suite and other project management tools.

How to Apply

Interested candidates should submit their application letter, detailed CV, and copies of academic certificates to recruitment@tenmet.or.tz by **5th October 2024**. Please include **“Partnership and Alliances advisor”** in the subject line of your email.

TEN/MET is an equal opportunity employer and encourages applications from qualified individuals regardless of race, gender, or disability. Female candidates are highly encouraged to apply for this position.

Join TEN/MET and contribute to transforming Tanzania's education landscape for a brighter future in Tanzania!