

**Christian Reformed Church in North America (CRCNA) / World Renew
Program Consultant, Tanzania**

Are you experienced in community development and interested in working and serving in Tanzania? World Renew, an agency of the Christian Reformed Church in North America (CRCNA), has a full time opening for a Program Consultant in Mwanza, Tanzania. We require someone who can speak Tanzanian Swahili. The ideal candidate will have a proven track record in partner consultations on program quality, implementation and management, as well as experience in organizational governance and resource development. This position also has responsibility for developing a plan, within the overall Tanzania strategy, for the Lake Zone partners and programming. Please visit our website at www.worldrenew.net/careers for more information; to apply, submit your current resume, a cover letter indicating your relevant skills and experience and complete the application questions. Application deadline is **November 13, 2017**.

Position Description

Position Title: Program Consultant
Department: East Africa Ministry Team
Reports to: Country (Consultant) Director, Tanzania
Status: Full Time, exempt
Salary Level: 12
Salary: \$44,589 USD or \$45,290 CAD.
Start date: January 2018
Application deadline: November 13, 2017

PURPOSE

This position will be based in Mwanza, Tanzania, and will make a major contribution in implementing World Renew's community development and disaster response strategies in Tanzania, while also contributing to the overall strategies, policies, and functioning of the Ministry Team (MT). This position also has a specific responsibility for developing a plan, within the overall Tanzania strategy, for the Lake Zone partners and programming, and shares responsibility to ensure that in-country and regional strategies are in alignment with the agency's long range plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Consultation:

Work with two to three partner organizations, providing consultation and training to improve programs, policies, and systems:

1. Provide oversight to World Renew project officers managing programs
2. Manage the Conservation Agriculture program funded by CFGB (Canadian Foodgrains Bank)
3. Provide consultation that improves the implementation and quality of community development and disaster response programs through local partners (ensuring outcomes)
4. Provide consultation that improves the implementation of community development, disaster response, and disaster risk reduction strategies (ensuring impacts)
5. Strengthen partner organizations by putting in place systems and structures for accountability, for both financial and program outcomes providing consultation that strengthens organizational capacity
6. Provide capacity building training to the partner organizations on various areas of program planning, implementation, and Monitoring and Evaluation (M&E)
7. Collaborate closely with local partners to develop plans, reports and narratives as required
8. Translate the plans, budgets, and reports of partner organizations into formats needed by World Renew and/or external donors

Organizational Activities:

1. Assist with field visitors, when and where necessary

Team Activities:

1. Participate in MT meetings to help the team develop its strategy and policies, and represent MT decisions and strategies in consultation relationships with partner organizations
2. Contribute to the refinement and growth of the MT strategy, encouraging alignment with the agency's long range plan
3. Provide coaching in at least one area of technical expertise, based on the MT's strategic plan

4. Serve as a liaison to one of the Functional Teams (e.g. coordinating MT budgeting or planning, or working on a program task force, such as the task forces for Environmental Stewardship, Agriculture, Gender, Micro-finance, or Health)
5. Support the country consultant during his/her absence from the country by managing on-field finances and monthly financial reporting processes (approve payments, evaluate spending to budget, review bank reconciliations, and supervise any local bookkeepers)
6. Perform miscellaneous tasks and/or contribute to at least one ongoing function of the MT necessary for functioning in-country (e.g. spiritual retreat planning, country team meeting planning, assist in planning for MT meetings, liaison to other agencies)

Resource Development:

1. Communicate with individuals and supporting churches to raise financial support for community development programs. This will include activities such as: contributing to quarterly newsletters, engaging with constituents while on connection tours, developing relationships with supporting churches, sharing ministry stories on social media as appropriate, preparing updates for special donors in collaboration with Donor Relations and identifying service opportunities, supervising volunteers
2. Collaborate closely with members of the Grants Sub Team and International Disaster Response Team, along with local partners to develop proposals to external donors and manage the implementation of projects funded through institutional grants
3. Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES

While this position will not have direct power or authority to force changes, it will be responsible for implementing and improving development programs. Influence will depend on the ability to build trust cross-culturally and across organizations.

QUALIFICATIONS

1. Membership in a Christian church and agreement with the doctrine of the CRC signified by signing a covenant statement
2. Demonstrated commitment to promote a work environment that values diversity and equality, as well as have respectful relationships with others
3. Committed to working towards gender equality in all aspects of our programming, plans, policies and organizational structure
4. Commitment to the agency's core development and relief concepts, models, and values
5. Demonstrated ability to implement, improve, and integrate community development programs through consultation
6. Experience in participatory community processes (e.g. PRA (Participatory Rural Appraisal), PLA (Participatory Learning and Action), AI (Appreciate Inquiry))
7. Able and willing to work in a team setting; able to develop team skills in others, be proactive and able to work with minimal supervision as needed
8. Competence in Microsoft Word, Excel, and PowerPoint is required, with accounting software knowledge, QuickBooks, a helpful skill
9. Administrative skills and experience and well-developed oral and written communication skills is required
10. Demonstrates excellent time and activity management skills, as well as maintains a healthy work/life balance
11. Experience managing projects funded by large institutional donors (e.g. USAID, Global Affairs Canada (GAC) or others) including experience planning, budgeting, project management, performance monitoring, reporting and evaluations of grant-funded projects
12. Thorough understanding of Results Based Management (RBM), Monitoring and Evaluation (M&E), and the expectations of institutional grant making agencies
13. Demonstrated experience working with organizations in organizational development (OD), including devising and aiding organizations with organizational systems and structures, experience in board development is an asset
14. Demonstrated experience in mobilizing communities in food security and small scale agricultural projects
15. Demonstrated advanced business/project management skills, facilitating workshops and/or public speaking abilities
16. Driver's license in good standing (including the ability to drive a manual transmission , 4 wheel drive vehicle)

EDUCATION AND/OR EXPERIENCE

1. A bachelor's degree in a field related to international development is required, specializing in agriculture and/or economic growth and livelihoods) is a definite asset. A master's degree in a related field is preferred
2. Minimum of two years of community development and organizational consultation work experience in one or more area(s) of microfinance, agricultural economics, community development, literacy, or community health is required
3. At least three years of cross-cultural experience is required

LANGUAGE SKILLS

Must be fluent in English with well-developed written and oral communication skills, in English.

In addition, since a significant part of the consultation to partners and communities will be conducted in Tanzanian Swahili, the ability to speak Tanzanian Swahili at a professional working proficiency level is required.

PHYSICAL DEMANDS

The physical demands described in this position description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent, in this position, will travel at least 25% of the time to gather, first hand, the necessary information and build local contacts to formulate a response. The conditions in disaster areas and contacts with disaster survivors are mentally challenging.

1. Living conditions with unreliable access to water and electricity and increased exposure to illness, and with unreliable access to quality medical care at the home and office locations
2. Stress of travel in a developing country
3. Long hours driving on rough, rural roads

WORK ENVIRONMENT

The work environment characteristics described in this position description are representative of those an employee encounters while performing the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position will travel to and in disaster areas; this may result in additional threats to health and safety.