



We are looking for a Junior Programme Associate

Closing Date and Time for applications:
Friday 8th September 2017, 3:00 PM

A. About HDIF

UK Aid has established a Human Development Innovation Fund (HDIF) that aims to identify and support innovations that have the potential to create social impact in education, health and, water, sanitation and hygiene (WASH) across Tanzania. With a focus on market driven solutions, HDIF catalyses the development, testing and scaling of innovative models of service delivery, information and communication technologies for development (ICT4D), and product solutions in health, education and WASH. The following are three main components of the programme:

- **Inspiring** quad-aligned networking and strategic awards that cultivate the innovation ecosystem in human development.
- **Catalyzing** the diffusion of innovations in human development.
- **Transforming** the focus and quantity of evidence available to key stakeholders on the practice of innovation in human development.

Further details can be obtained from www.hdif-tz.org

B. About the role

With inspiring and transformative insights and learning on innovation in Tanzania, HDIF's target audiences include entrepreneurs, technology professionals, development specialists, researchers, funders and policy-makers. This position will support the Strategic Partnerships Advisor (SPA) and Communications Specialist (CS) to implement a new communications strategy that aims to tell the story of HDIF and its grantees' impact in their communities, and to disseminate project learnings around three key themes: Gender, Digital and Innovation. This will involve supporting on the creation of inspirational communications materials such as mailings, blogs, social media posts, and other written and videographic content. They will support the team to deliver events and stakeholder engagements to disseminate learnings to funders, policy makers and other key stakeholders. The position will also support the Monitoring, Evaluation and Learning (MEL)

specialist in implementing the programme's learning agenda and supporting on knowledge management activities.

C. Duties and Responsibilities

Assist the HDIF SPA, CS and MEL Specialist in the following tasks:

- Support delivery of inspirational communications materials
- Input on design and delivery of events and other stakeholder engagements
- Manage updates to HDIF's social media platforms
- Support monitoring & management of knowledge and learning
- Administering online surveys, gathering and collating data and learnings.
- Support the implementation of the programme's learning agenda
- Any other duties as may be assigned.

Assist the HDIF Grants and any other functions in the following tasks:

- Collecting required information from potential applicants and existing grantees.
- Updating the grantees files
- Any other duties as may be assigned

D. Contract Supervisor

Under the overall guidance and supervision of the Strategic Partnerships Advisor, supporting the Communications Specialist, MEL Specialist and Deputy Team Leader as needed.

E. Duration of contract

12 months

F. Qualifications and Experience

- Bachelor Degree holder in communications or business-related discipline from a recognized University.
- Minimum 2 years-experience with relevant organizations and/or programmes.
- Experience of working on donor-funded programmes is an advantage.
- Excellent command of written and spoken English.
- Ability to think and work logically and work precisely with attention to detail.
- Ability to write clearly and concisely.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds.
- Hands on computer skills, especially excel, word, database etc.

G. Competencies

- Proactive (able to pro-actively undertake tasks that fall under TORs)
- Team Player
- Quick learner
- Professional

H. Interested candidates are requested to submit:

- Letter of interest
- Updated CV

I. Submission details

Please apply by submitting a curriculum vitae and covering letter to recruitments@hdif-tz.org

Note: This position is open to Tanzanians only

Applications close on Friday 8th September 2017