



Job Opportunity

Programme Manager – HDIF Tanzania

Duration:	2 years – Fixed Term
Reports to:	Country Director-HDIF Tanzania

Project Overview

The Human Development Innovation Fund (HDIF) in Tanzania is a £39.4m UKAid-funded programme managed by Palladium International in partnership with KPMG, Newcastle University, and IDS.

Working in collaboration with Tanzania's Commission for Science and Technology (COSTECH), HDIF seeks to accelerate the testing and scaling of innovations in health, education, water, sanitation, and hygiene in Tanzania.

To catalyze the development of new models of service delivery, the use of new technologies, involvement of new providers and establishment of new partnerships, HDIF implements (1) strategy and interventions to strengthen Tanzania's innovation ecosystem in place, (2) implements grant mechanisms to effectively and efficiently identify, select and support projects through the innovation fund, and (3) strengthens the innovation evidence base in Tanzania to translate findings and lessons learned into policy and practice.

Palladium Group (Tanzania) Limited is looking to recruit energetic and dedicated Tanzanian to work as part of the HDIF Tanzania programme delivery team. The Programme Manager will work under the guidance of the Country Director and will be responsible for delivery in the following areas:

Responsibilities

Portfolio Management

- (i) Serve as the first point of contact for grantees in your portfolio, manage their day-to-day interactions with HDIF, ensuring that funded projects are being implemented as per approved plans and budget, and always compliant with the Grant Agreement;
- (ii) Identify any high-risk areas within the portfolio and propose actions to be taken to address them to the Country Director within 5 working days of risk identification.
- (iii) In collaboration with the Grants Finance Manager, process disbursement requests and submit them for payment within 7 days of receipt of the request from the grantee;
- (iv) Explore strategic opportunities with the grantees to enhance funded project sustainability

- (v) Analyse grantees performance against work plans and flag notable deviations to the Country Director and during portfolio review meetings as soon as possible;
- (vi) Work closely with the Grants Finance team to schedule expenditure verification exercises for both on-going projects and those on close-out.
- (vii) Ensure prompt update and accurate documentation of grant amendments for grantees with approved requests.

Monitoring & Evaluation

- (i) Conducting field visits to assess progress in the grantee's project implementation and preparing field reports for action.
- (ii) Work with the M&E Team and Technical Advisors to review Grantees' Quarterly Progress reports and achievements documented for onwards reporting to the funder;
- (iii) Plan and execute data quality assessments (DQAs) in partnership with the Senior Monitoring & Evaluation Officer;
- (iv) Plan and execute annual reviews in partnership with Technical Advisors;

Knowledge Generation and Dissemination, partnerships management

- (i) Ensure that you have an excellent understanding of the HDIF project and the grantee portfolio as well as a good understanding of the relevant sectors (education, health and WASH), key trends and developments in innovation in Tanzania in order to contribute to thought leadership with HDIF in particular and Palladium in general;
- (ii) Actively contribute to the development of key knowledge products and communications materials such as grantees' project profiles, key sector learning pieces, flagship knowledge products, feature articles in newspapers, etc.
- (iii) Work with the Strategic Partnerships Advisor in knowledge dissemination and outreach activities to the local and national government authorities, local & international NGOs, Development partners and other innovation ecosystem stakeholders in Tanzania;
- (iv) Work closely with the Communications and M&E lead to identify networking and dissemination opportunities for grantees, including events, online and offline communications.
- (v) Inform and recommend overall HDIF external engagements and thought leadership based on a deep understanding of the grantee programmes and possibilities for systemic change—including making regular recommendations to direct the Communications Specialist, SPA, and Team Leader engagements and HDIF thought leadership.

Selection Criteria:

- Relevant University Degree; preferably at postgraduate level;
- At least 5 years' experience within relevant organisations and programmes, preferably in the private sector, development partners, or donor funded programmes in Education, Health or Water and Sanitation;
- Experience in M4P, private sector development and innovation an advantage;
- This position is open for Tanzanian Nationals only.

Required skills:

- Negotiation and problem-solving skills;
- Strong analytical skills;
- Strong team leadership, management and interpersonal skills;
- Ability to work effectively under pressure and to manage competing priorities;
- Ability to liaise effectively with a range of stakeholders, including project partners, donors, private sector, NGOs, and government departments;
- Strong results orientation and commitment to accountability and value for money;
- Strong personal qualities, including integrity, commitment to excellence, equality, openness, inclusiveness, and collegiality;
- Outstanding team player and willingness to learn and support learning of others;
- Fluency in written and oral communication skills in English and Kiswahili is essential.

Tanzanian nationals are strongly encouraged to apply. Deadline for application submission is **May 24, 2019**.

Please visit HDIF website (www.hdif-tz.org/news) to apply or send it via **Email:** info@hdif-tz.org