Recruitment Pack
Country Director, Tanzania
Young people have the energy, power and passion to drive change and create a better future.

Zawadi – Volunteer, Raleigh Tanzania
OUR VISION.
A FAIR,
INCLUSIVE,
AND GREEN
WORLD WHERE
YOUNG PEOPLE
CONFRONT
THE PLANET’S
MOST URGENT
CRISES.

OUR MISSION.
TO IGNITE
YOUTH-LED
ACTION THAT
CREATES
SOLUTIONS TO
THE WORLD’S
MOST URGENT
PROBLEMS.

Now is The Moment
About us.
Raleigh International (RI) is a youth-driven organisation supporting a global movement of young people to take action. Raleigh Tanzania (RT) is a subsidiary of RI, and has been working in Tanzania since 2012. Our main office is in Morogoro, and the staff size at the start of 2021 will be 22.

We promote the role of young people in decision making and civil society, creating meaningful youth employment and enterprise, protecting vulnerable environments and combating climate change, and ensuring the right to safe water and sanitation. RT currently has six active projects:

- Youth for Green Growth (Y4GG)
- Social Accountability through Youth (SAY)
- Youth-led School Sanitation & Hygiene (YoSSH)
- Exchange for Campaign, Empowerment & Leadership (ExCEL)
- Youth for Positive Hygiene Behaviours (Y4PHB)
- Rural Inclusive Sustainable Enterprise (RISE)

Our story.
We have worked with young people around the world for over 35 years. We constantly evolve but have always focused on supporting young people to take action and create change for themselves, their communities, and the world.

The problem.
Young people demand change now, but do not always know how to take action.

Our role.
We connect young people with the skills, networks, platforms, and experiences to lead action on the change they demand. We create a generation of young leaders who are taking action now.

The outcome.
We create a generation of young leaders who are taking action now.
Why work for us?

What makes Raleigh International different…
Our Values

All organisations have their values, but Raleigh International really is an organisation that strives to recruit based on cultural fit, and hire people who really embody, not just embrace, our values. Above all we are an organisation of motivated doers, so our values are action-orientated. Here are our values and some stories from employees as to how they live those values.

“We find the courage to speak up for a cause and take action.”
Jyotir, Operations Manager, Nepal

“I've been able to experiment with new technologies to celebrate the work we do in innovative ways.”
Chris, Senior Digital Communications Officer, UK

“We are determined to do what we say and our actions show our adherence to honesty, strong moral principles and respect.”
Laurence, Operations Manager, Tanzania

“No matter the role or country, we are all united in creating sustainable change together.”
Heleena, Senior Training Officer, UK

“We do not give up and we adapt to different cultures, contexts, people and countries to do our work in the best way.”
Hellen, National Volunteer Coordinator, Nicaragua

Create impact together.

We believe our voices and actions are stronger together. It is the ideas and power of an inclusive movement that changes the world.

Act with integrity.

We respect the qualities of real leaders, and we strive to embody them in everything we do.

Commit to learning.

We understand the importance of learning for growth and inclusion. We must listen to and learn from each other to create real change for everyone, everywhere.

Find the courage.

We stand up for what we believe is right, even if this means stepping out of our comfort zones.

Never give up.

Changing the world can be hard, but we will not stop until we have achieved all we set out to.
Youth

We work with a global movement of young people who are generating solutions to the most urgent crises facing the planet. Young people use Raleigh International’s unique ‘Ignite. Equip. Mobilise.’ model as they move from being contributors and collaborators on projects creating change to initiators who are leading the action they want to see.

Ignite - we build pathways and experiences for young people to develop their confidence and leadership.

Equip - we support young people to build the skills and knowledge they need to develop solutions to global problems.

Mobilise - we unite young people with experts so they can turn their ideas for changing the world into action that they lead.

Impact

Raleigh’s size means that you can have a big impact on the organisation with your role. We run efficient teams with core, essential skillsets and it is likely that you will be able to help shape the strategy and implementation of your team’s plans, and bring your ideas to the fore. Each role in our organisation is essential and its impact can be felt on a day-to-day basis with the delivery of our programmes.

Culture

Raleigh is a friendly, positive and collaborative place that feels more like a family than a workplace. Our people are at the heart of the organisation. Connecting and sharing with each other and having fun together are as important as the work we do.

We’re also a learning organisation and believe very much in having the skills to succeed. Ongoing learning and development initiatives are something we are passionate about.
About the role
The Country Director (CD) is part of Raleigh’s International Leadership Team (ILT) and provides strategic leadership to Raleigh International’s programme in Tanzania in accordance with the overarching global strategy, Now Is The Moment. The CD will lead on the design and development of new programmes, partnerships and relationships. They will develop the Raleigh Tanzania country strategy, and ensure compliance with relevant policies, processes and standards. The Country Director has overall responsibility for the quality, impact and safe delivery of Raleigh’s portfolio in Tanzania.

Contract
• 2 years full-time (fixed-term contract)

Location
• Morogoro, with regular travel to Dar es Salaam, Iringa and Dodoma.

Salary Band (Director)
• TZS 70m – TZS 105m pa (depending on experience)
Accountabilities

1. Strategic Planning and Implementation
   • Lead on the development, implementation, monitoring and review of Raleigh Tanzania’s country strategy in alignment with the RI 2020 – 2021 Strategy: Now Is The Moment
   • In conjunction with the Director of Strategy, Operations and Governance and International Leadership Team peers, be responsible for strategic decision-making relating to all programmes and lead on national level strategic analysis and planning
   • Ensure RT has strong working relationships with the Government of the United Republic of Tanzania and all relevant national institutions
   • Oversee regular programmatic, communication and safety updates for all relevant internal stakeholders, consistent with the political, social and economic realities of Tanzania
   • Maintain close working relationship with the RI UK Office, ensuring that our organisation level policies and quality standards are maintained across all operations in Tanzania.
   • Ensure that RT’s Operating Agreement with RI is upheld
   • Create an enabling environment for RT’s alumni volunteers to add value to our work through the development of a vibrant National Society (Alumni Volunteer Network)

2. Partnerships and Fundraising
   • Build effective, collaborative and accountable relationships with regional and national partners, to identify joint project fundraising and implementation opportunities
   • Work with the RI UK Programmes Team to ensure that high quality fundraising asks are submitted in-line with the fundraising plan of action, ensuring that targets are met
   • Work together with the RI UK Fundraising Team to ensure that the correct information and positioning is available to deliver against the organisational strategy
3. **Finance and Resource Management**

- Be accountable for all aspects of RT's financial and people management
- Lead on financial planning and forecasting, procurement, budgeting, cash flow, investment priorities, and operational financial policy, in consultation with the RT Finance Manager and the RI UK Director of Finance & Corporate Services
- Oversee and develop the administration of effective financial reporting processes across RT Teams, in consultation with the RI UK Finance Team
- Oversee staff recruitment, onboarding, contracts and HR administration, welfare and benefits, and exit processes with support from the RI UK Office People, Culture and Training Team
- Establish and monitor staff performance management processes that measure and evaluate staff performance and development against operational and strategic goals, including oversight of annual appraisals
- Lead on the development and implementation of a talent strategy that enables the organisation to ensure that Raleigh can grow the skills and abilities of a diverse and representative national staff team
- Ensure all staff members receive timely and appropriate training, learning and development through the implementation of personal development plans and ongoing support
- Line manage staff as per the organisation chart, to ensure strong performance within each department

4. **Operations and Governance**

- Maintain up to date knowledge & understanding of all governance and compliance issues and requirements in Tanzania (including legal registration, permits, tax regulations, and institutional reporting), and ensure RT compliance
- Support operations and logistics staff to:
  - Oversee internal office and facility administration and policy
  - Oversee asset management, procurement, transport and logistics functions across staff and volunteer teams, leading continual development and implementation of policies to ensure the highest possible audit and safety standards
Accountabilities

5. Programme Development, Implementation and Reporting

- Oversee strategic oversight of all relationships with partner NGOs and other stakeholders, and support the Programme Manager as required
- Support the RT Programme Manager to:
  - Design, establish and implement programmes focussed on ensuring development impact through RI’s youth-driven change methodology
  - Establish and oversee implementation of youth-driven and inclusive strategic objectives, to ensure youth are at the centre of organisational policy, and new programme design and delivery
  - Ensure project delivery meets agreed standards and contractual obligations, whether with government, individuals, donors, partner NGOs or corporates
  - Ensure regular reporting to national authorities as necessary
  - Ensure the effective implementation of all programmes, upheld by robust monitoring, evaluation, assessment and learning
  - Create annual plans and reports related to the delivery of RT’s portfolio
  - Oversee the development, leadership and management of the Raleigh Tanzania Society. Including effective governance, administration procedures, and resources are in place to achieve the Youth in Civil Society, National Society (global), and Raleigh Tanzania Society strategies
  - Ensure that staff and volunteers receive high quality training which enables them to effectively contribute to programme objectives and strategies

6. Safety

- Ensure overall leadership of crisis management & safety management systems and planning, with support from RI’s Operations and Governance Team.
- Ensure delivery of appropriate, high-quality safety, security, and safeguarding systems, with emphasis on strong delivery policy and risk assessment framework
- Oversee management of the organisational Risk Register, and that Raleigh’s safety culture is communicated effectively to all staff and participants
- Ensure the Tanzania team can respond to all level of incidents, including response to major safety, security, or safeguarding incidents

7. Communications & Brand

- Lead on the development and implementation of a country-level communications strategy that positions Raleigh Tanzania as a leader in youth-driven change
- Ensure high standards of communication (internal & external) including effective, timely and efficient communications with the RI UK Communications Team
Essential

• Senior management experience in leading the development and delivery of organisational strategies
• Senior level experience of building, developing and managing relationships with partners, government, agencies, private sector organisations, and donors
• Proven track record of successful partnership building and fundraising from diverse institutions, including corporates
• Experience of budget management at strategic or organisational level
• Entrepreneurial, with a proven ability to initiate, maintain and develop trust-based relationships – and secure funding
• Experience of managing safety, security and risk within an International NGO context, and with young volunteers
• Proven analytical skills and ability to think strategically, within a regional and global framework
• A commitment to, and passion for the delivery of programmes through youth and through volunteers
• Ability to manage the development of, and contribute to, the high-level analysis of factors contributing to youth driven change
• Experience in leading and motivating multi-disciplinary and multi-cultural teams; including a high degree of self-awareness and an understanding of how to drive and support an excellent team (including volunteers)
• Good level of IT literacy and an understanding of how new developments in technology can positively contribute to the aims of an INGO
• Excellent written and verbal communication skills to motivate, influence, and negotiate
• Fluent in written and spoken Kiswahili and English

Desirable

• Previous experience as a Director or Senior Manager in a Tanzanian NGO
• Experience managing governance and administration of a Tanzanian NGO
• Previous experience of delivery in Raleigh’s thematic areas
• Experience managing HR and people policy and process within Tanzania
• Experience managing internal operations including IT and logistics
• Logistical experience for multi-site rural operations
• Understanding and experience of supporting youth driven change
Not only does a career at Raleigh Tanzania offer fulfilling job satisfaction and impact, but we take seriously the investment in our best resource – our people. As an employee of Raleigh Tanzania, you will be able to access the following benefits:

**Team Culture**
Working for Raleigh means you are joining a community. Whether that be the daily lunch provided in the office, the quarterly all staff meetings off-site, or the being part of the cyclical volunteer inductions, you are choosing to work and live as part of the Raleigh family.

**Employee Assistance Programme**
Raleigh is part of an Employee Assistance Programme which offers round the clock support for employees and their immediate family members on a wide range of work and personal issues.

**Learning and Development Staff Development**
We are invested in your development. 90% of our staff team have been volunteers on our programmes, and many are now Managers within the organisation. A training fund is available to support staff personal development plans. Further training / conference attendance opportunities are available internally and externally dependent on job role.

**Time Off**
Leave entitlement is 28 days per year.

**Other Benefits**
We are continually updating our benefits package. For example, medical insurance cover is provided (full 6% contribution to the National Health Insurance Fund). And, at the end of the year, the equivalent of two weeks salary (taxed), are paid on top of your salary.
Other information

Office hours

Normal office hours are Monday to Friday, 9am - 5pm. Managers may be required to work longer hours at events and during busy periods, but time can be claimed back using the Time Off In Lieu policy. Managers are also part of the duty management team, meaning at certain times they will be required to be on call during evenings and weekend for 3-5 days at a time on a rotational basis.

Equal opportunities, safeguarding and vulnerable adults

Raleigh International is committed to ensuring equal opportunities and the health, safety, welfare and development of all people with whom it works regardless of gender, age, stage of development, disability, sexual orientation, religion, culture or ethnicity. All staff and participants who take part in activities organised by us should enjoy working and taking part without fear of harm. We guide all staff and participants to show respect for and understanding of people’s rights as well as their safety and welfare, and by so doing, conduct themselves in a way that reflects our principles.

Anti-corruption policy

It is Raleigh International’s policy to conduct organisation business honestly, and without the use of corrupt practices or acts of bribery to obtain or receive an unfair advantage.

Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organisation conduct. This must be reflected in every aspect of the way in which we operate. We must conduct all our dealings with integrity. Bribery and corruption harm the societies in which these acts are committed and prevents economic growth and development.

Any breach of Raleigh’s policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.

How to apply

Please send a copy of your CV and a cover letter stating how you meet the person specification to tanzaniacdapplications@raleighinternational.org with the subject: RT CD Application.

Your cover letter should be no longer than one page. It should state briefly why you are interested in the role, and give an introductory insight as to how you meet the requirements shown in the Person Specification. Please do not send any other documents at this time (evidence, certificates etc.).

Interview date(s)
• Round 1 interviews will be virtual and will take place the week commencing December 14th 2020
• Round 2 interviews will take place at Raleigh Tanzania’s office in Morogoro in January 2021.

Closing date
• Sunday December 6th at midnight EAT

raleightanzania.org